

Special Diet Policy

Special diets are a very important part of our catering provision in schools. Special diet procedures are essential to ensure that the needs of each individual child can be met. It is crucial that this process is a joint approach between the child, parent/guardian, school, client and Food with Thought.

A special diet is a requirement different to the choices offered within your menu cycle, which could be medically required or due to religious beliefs.

The development of a special diet menu is the responsibility of the Food with Thought Dietician in conjunction with the parent/guardian, the cook/supervisor and Service Delivery Manager

Only when the parent/guardian has agreed in writing to a specific menu and the cook has been authorised to do so should any food be given to the child. It is vitally important that the proposed menu and recipes are followed exactly to ensure accurate special diet information

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Medical Dietary Requirements;
Allergies, Intolerances, Diabetes

Allergies & Intolerances

Food with Thought monitors each recipe for the 14 most common allergens as recommended by the Department of Health. This information is stored in our nutritional analysis software system, Saffron. Saffron produces allergy reports for individual recipes or for a daily menu.

Information for the following special diets will be available from the Food with Thought Dietician on request

Cereals containing gluten

Milk and milk derivatives

Egg

Nuts

Peanuts

Lupin

Soya

Fish

Molluscs

Crustaceans

Celery

Sesame seeds

Mustard

Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/litre expressed as SO₂





Special diets may also be requested for allergies or intolerances for individual ingredients (tomatoes, mushrooms etc.). Please use the contact details at the end of this document for further information and help with these allergies/intolerances.

Diabetics

Food with Thought can also provide carbohydrate counts for each menu cycle, please use the contact details at the end of this document to request further information



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Unit Supervisor Step by Step Guide:

Medical Dietary Requirements (allergies, intolerances)

Set up a special diet folder to be kept in unit.

Ask the parent/guardian to complete special diet request form for the child.

Request medical note from GP or dietician to confirm the allergy/intolerance.
No special diet request can be accepted without a medical note

Send the completed Special Diet Request **and** the medical note to Food with Thought at Cuffas Lea House

The Food with Thought Dietician will prepare a suitable set of menus for the child

Arrange a meeting with the parent, child, SDM and cook/supervisor and take along proposed menu for discussion. Does the proposed menu meet the individual tastes of the child?

Once agreed the menu approval form should be signed by parents and kept in the special diet folder.

The catering team are to be informed of the diet, as should the school (send a copy of the signed approval form). The catering team should be introduced to the child to help with the identification.

It is essential that the agreed meal is available for the child. Therefore it might be necessary to keep a portion to one side (temperature controlled) until the pupil comes into the dining room/counter.

Every time the menu cycle changes steps the menu agreement process should be repeated

Special Diets Request Form

Parent/Guardian Name	
Address	
Contact Telephone No	
Email Address	
Pupil Name	
Date of Birth	
School	
Doctor/Health Professional Name Address & Telephone Number	
Special Diet Requirements	

Please make sure you return the form with **medical advisors note** to avoid delays in your application.

Return the form to: Food with Thought, Cuffas Lea House, 3500 John Smith Drive, Oxford OX4 2WB or scan and email to foodwiththought@oxfordshire.gov.uk