

September 2013

State Schools: Special Diet Procedures

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Summary

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 Chartwells. 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 not the sole responsibility of the unit manager. The regional/area/group manager should develop suitable menus in conjunction with the parent/guardian and the unit manager to ensure that an acceptable meal is available each day.

Only when the parent/guardian has agreed in writing to a specific menu and the chef 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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Contents

	Page Number
Religious Special Diet Requirements	4
Halal	4
Step-by-Step Guide – Religious Diets	5
Medical Dietary Requirements	6
Allergies & Intolerances	6
Diabetes	6
Step-by-Step Guide – Medical Diets	7
Emergency Procedures	8
Special Diet Request Form	9
Proposed Menu Approval Form	10
Further Information	11
Contact Details	11

Religious Special Diet Requirements

A special diet may be required due to religious beliefs. The table below shows some of the religious dietary requirements we may have to cater for. Please ensure you complete a special diet request form for any child which requires a special diet due to religious reasons.

Religious group	Food and drinks which may be avoided
Muslim	Pork, non-halal meat, chicken, shellfish, alcohol
Hindu	Meat (some eat lamb, chicken), fish (some eat white fish), eggs, alcohol
Sikh	Beef, pork (some vegetarian), alcohol
Buddhist	Chicken, lamb, pork, beef, shellfish (some avoid all fish), alcohol
Rastafarian	Animal Products (except milk), foods that are not Ital (i.e. avoid tinned or processed foods), alcohol, tea, coffee
Jewish	Pork, meat and fish that is not kosher. Meat and milk products must not be served at the same meal or be cooked together.

Halal

In areas of high ethnic diversity halal meat may be required to be provided on a daily/weekly basis. Chartwells have sourced a large range of halal products; please see the most up-to-date order forms for what products are available. The majority of our recipes are created using both non-halal and halal meat therefore the recipes on the central menu should be replicated using the halal product. Please note that when changing to a halal recipe your regional manager will have to make these changes in saffron.

Halal certificates are also available; please contact your regional manager for further information.

Step-by-Step Guide:

Religious Dietary Requirements:

1. Set up a special diet folder to be kept in unit.
2. Complete special diet request form for the child.
3. Arrange meeting with the parent/guardian, child, regional/area manager and unit manager.
 - a. Discuss what foods have to be avoided / requested and record these on the special diet request form.
4. Using the recipe book check every recipe on the current menu cycle for food which has to be avoided (e.g. pork, beef, fish etc). Eliminate these recipes from the menu cycle and highlight the recipes which are suitable for the child.
 - a. If none of the main meal options are suitable think about what additional options are currently provided in the school (e.g. jacket potatoes, pasta, pizza, sandwiches, soup) would any of these be suitable for the child?
5. Once menu is completed send the parents a copy of the proposed menu along with the menu approval form.
 - a. If the parents are unhappy with the menu arrange another meeting with them to discuss.
 - b. If the parents are happy with the menus ask them to sign and date the menu approval form and return it to the school.
6. The kitchen team are to be informed of the diet, as should the school (send a copy of the signed approval form). The kitchen team should be introduced to the child to help with the identification.
 - a. If possible please request a picture of the child to be kept behind the counter.
7. Please ensure that every time the menu is changed steps 4-7 are repeated.

Medical Dietary Requirements; Allergies, Intolerances, Diabetes

Allergies & Intolerances

Chartwells monitor 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. Your regional manager has been trained on Saffron and can access this information for you. Information for the following special diets will be available to each regional manager:

- 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 contact a member of the nutrition team for further information and help with these allergies/intolerances.

Diabetics

The nutrition team can also provide carbohydrate counts for your menu cycle, please use the contact details at the end of this document to contact a nutritionist for further information.

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Step by Step Guide:
Medical Dietary Requirements (allergies, intolerances)

1. Set up a special diet folder to be kept in unit.
2. Complete special diet request form for the child.
3. Request medical note from GP or dietician to confirm the allergy/intolerance.
4. Using the allergy reports (taken from Saffron) put a proposed individual menu together for the child.
 - a. Remember a tick under the allergy against a recipe means that the recipe **CONTAINS** the allergen and would therefore **NOT** be suitable for the child; these recipes should be eliminated from the child's individual menu.
 - b. If there are no suitable meals available for the child please use Saffron to assess the allergens within a recipe. Is there one ingredient that contains the allergen? Could this be easily removed from the recipe for the individual child?
5. Arrange a meeting with the parent, child, regional/area manager and unit manager.
 - a. Take along proposed menu for discussion. Does the proposed menu meet the individual tastes of the child?
6. Once agreed the menu approval form should be signed by parents and kept in the special diet folder.
7. 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.
8. 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.
9. Every time the menu cycle changes steps 4-9 should be repeated

Emergency procedures (anaphylactic shock)

For extreme allergic reactions (anaphylaxis) or any child who you believe may have an adverse reaction:

- **Dial 999 – for an ambulance**
- **Be aware of who is trained to give an adrenaline injection within the school and how they can be contacted.**
- **Inform the head teacher/bursar or member of staff immediately**
- **Do not delay in informing the school and do not attempt any treatment yourself.**

Special Diet Request Form

*This form is to be completed by the unit manager once a special diet request has been made.
This must be supported with a medical note to confirm the special diet.*

School:

Unit Manager:

RM:

Name of child:

Name of parent/guardian:

Contact details for parent /guardian:

Details of Diet Required:

Proposed Diet Start Date:

Signed (Unit Manager):

Signed (Regional Manager):

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Chartwells Proposed Menu Approval

This form is to be completed and signed by the parents or guardians of the child with the allergy or intolerance.

Name of Child:

School:

Name of Parent/Guardian:

Diet Requested:

Unit Manager:

Menu Start Date:

I am satisfied that the proposed menu provided is suitable for the dietary requirements of my child and I am happy for it to begin on the stated date.

Signed:

Date

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Further Information

Anaphylaxis Campaign – www.anaphylaxis.org.uk

The anaphylaxis Campaign
PO Box 275
Farnborough
GU14 6SX
Tel: 01252 546100
Helpline: 01252 542029
Fax: 01252 377140
Email: info@anaphylaxis.org.uk

Allergy in schools website

(part of the Anaphylaxis Campaign)
www.allergyinschools.org.uk

Allergy UK

No. 3 White Oak Square
London Road
Swanley
Kent
BR8 7AG
Helpline: 01322 619898
Website: www.allergyuk.org

Chartwells Contact Details

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