

# Whiteways Primary School



## Medical Diet Procedure Policy September 2018

The following steps must be adhered to when providing medical diets:

The parent/carer will initially discuss all children/s needs as part of the child's care plan with school, then:

1. Written medical evidence from a GP, Dietician or other relevant health professional **must** be provided by the parent/carer to the school.
2. We will arrange a meeting with the parent/carer, the catering manager and a school representative.
3. At the meeting any proposed menu will be based on the school's menu.
  - A medical diet menu highlighting common allergens will be used to tailor dishes to the child's individual dietary needs and agreed in principle with the parent/carer (signature required).
  - The catering manager will be briefed regarding the tailored diet, recipes and preparation techniques i.e. avoiding cross contamination.
  - The commencement date to be agreed with all parties.
  - A follow up meeting can be arranged if necessary, i.e. menu changes.
4. We will take a photograph of the pupil concerned and this will be displayed along with the child's medical diet information, in school.
5. The agreed menu will then be created by the catering manager, printed and a hard copy issued to the parent/carer with a covering letter.
  - The menu will be displayed in the kitchen, along with the child's photo and medical diet information.

**NB. No diet will be put in place without adhering to this procedure.**