

Service Circular No 62

Medically Prescribed Diets

Dated: August 2014



Falkirk Council
Education Services

1. Introduction

- 1.1 There are an increasing number of children requiring medically prescribed diets, for a number of reasons including allergies / intolerances, diabetes and other medical conditions.
- 1.2 Schools ,nurseries, parents /carers and catering staff need to work in partnership to ensure that, as far as possible, the menus and the conditions in the dining room or areas where meals are served can accommodate children requiring medically prescribed diets and give them access to school meals if they so wish.
- 1.3 NHS Forth Valley has worked in partnership with the Council (Education and Catering Services) to produce guidance to all staff in schools and nurseries on the different types of diets which may be required.

2. Principles

- 2.1 All schools and nurseries should ensure that they have mechanisms in place to be proactive in identifying those pupils who require special diets. These mechanisms should include
 - Information in the schools handbook on the provision of medically prescribed diets
 - Information gathering at enrolment and annually thereafter.
 - Annual formal updating of referral Form (Appendix 1) and Parental Declaration (Appendix2)
 - Discussion at parents evening and meetings

3. Procedures for provision of Medically Prescribed Diets.

- 3.1 For all pupils identified by a medical professional as having special dietary requirements the following procedures should be followed
- 3.2 The Headteacher will convene a meeting with parents/carers and the Catering Services representative to discuss the dietary needs of the pupil.
- 3.3 If after full discussion, the parent/carer wish their child to receive meals provided by Catering Services they must complete the attached Referral Form and the Parental Declaration. The Headteacher must ensure that both forms are completed and signed annually by the parent /carer and forwarded to the site catering representative.
- 3.4 Information about GP/Dietician involvement should also be noted on the Referral Form.

- 3.5 Where there is a significant threat to the child's safety or health, schools and Early Years Facilities may choose to record the arrangements made for the child using the Integrated Assessment Framework profiling, planning and review system.

4. Additional guidance for other special diets

4.1 Vegetarian diets

The standard school meals menus include a non-meat option, which is highlighted for parents /carers and pupils on the menu planner.

4.2 Nut Allergy

Parents/carers should be advised that while the ingredients of meals identified as nut – free do not contain nuts, they have not necessarily been prepared in a nut free environment and may contain traces of nuts.

4.3 Diabetic diets

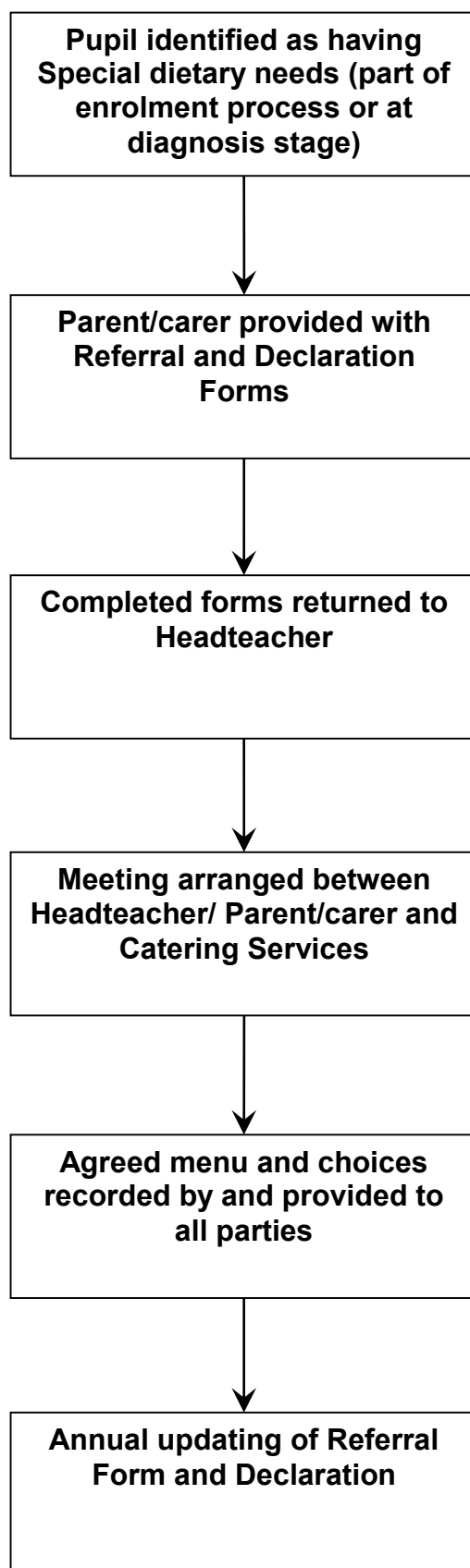
The carbohydrate count for the standard menu cycle can be provided on request to parents/carers/school support staff

4.4 Other Dietary Requirements

The standard school meals service menus are likely to meet most needs in relation to dietary requirements. Where the standard menus do not meet such needs, parents/carers of pupils may request additional information and support in deciding whether or not to access school meals.

All requests should be made using the relevant paperwork (Appendix 1 and 2)

Request Flow Chart and Responsibilities





Falkirk Council : Education Services

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 Education Services

Medically Prescribed Diets Form

 Academic Year Pupil Ref (for school use)
Please Print
 School

 Pupil Year/Stage

 Date of Birth Contact Tel No
Type of Diet Restricted
☐ Lactose Free ☐ Egg Free

☐ Gluten Free ☐ Diabetic

☐ Nut Free ☐ Dairy Free

☐ Other

 Please Specify

 Has diet/allergy been referred to or diagnosed by a medical professional? Yes ☐ No ☐

 When was the diagnosis made?
Other Relevant Details
 Name of GP

 GP Practice

 Name of Consultant

 Hospital

 Name of Dietician Contact Tel No
PLEASE ATTACH A COPY OF PRESCRIBED DIET SHEET YOU HAVE BEEN GIVEN BY YOUR DIETITIAN/GP

 Parent/Carer Signature

 Headteacher Signature

 Catering Services Rep
Completed form to be returned to Headteacher in order for a meeting to be arranged.



Falkirk Council : Education Services

Medically Prescribed Diets Declaration Form

Working in partnership with Education Services, Catering Services has adapted the current menus to meet the demands of most commonly prescribed diets. Where manufactured products are used, Falkirk Council's catering providers rely on the information provided by the manufacturer regarding food allergens. Falkirk Council will not knowingly supply foods that are not suitable.

Ultimately it is the responsibility of the parent/carer to decide whether their child should take a school meal.

Name of Parents/Carers	<input type="text"/>
Address	<input type="text"/>
Contact Tel No	<input type="text"/>
Name of Pupil	<input type="text"/>
Name of School	<input type="text"/>

(All above to be completed by parent/carer)

Declaration

We/I (parent/carer) of
 (pupil's name)

(pupil's name), acknowledge and accept that whilst every effort has been made by Falkirk Council to ensure that the food provided to children/young people meets the requirements of their medically prescribed diets, Falkirk Council cannot guarantee that the food has been processed and/or prepared in an environment free from particular products and therefore it may contain traces of such products. We/I further confirm that we/I accept the council's advice regarding the risks to our/my child and nevertheless wish her/him to take food provided.

Signed 1	<input type="text"/>	Parent/Carer 1
Signed 2	<input type="text"/>	Parent/Carer 2