



**South Lanarkshire Council**

**SPECIAL DIET POLICY**  
**For Education Premises**

**June 2013**

## **4. WHAT DO I DO WHEN A CHILD REQUIRES A SPECIAL DIET?**

### **Special Diet Procedure**

Registering the child who requires a special diet is the responsibility of the parents/carers. Liaising with school and catering staff to ensure the correct meal is provided is essential.

Parents/carers also have the responsibility to tell the school that their child has an allergy and also provide medical evidence, for example a letter from the consultant paediatrician or a GP together with any information received from a state registered dietician diagnosing a medical diet.

### **Remember Advise for Cooks in Charge in section 2.**

**1. A special request form (Special Diet Form 1)** is completed by the child's personal dietician (usually a dietician working within the National Health Service, either in a hospital or in the community.) This is sent to the:

Mr Gerry Donachie,  
Facility Services Manager  
18 Forrest Street,  
Blantyre,  
G72 0JP

This form informs the Facility Services Manager of a diet to be followed and gives details of diagnosis and other relevant information.

All dieticians working within two Health Boards/ Greater Glasgow and Lanarkshire within South Lanarkshire have access to **Special Diet Form 1** and regularly refer their patients for special meal provision.

**2.** Following receipt of **Special Diet Form 1**, Facility Services Manager actions the diet by advising and instructing the appropriate Facility Officer, issuing the tailored **Special Diet Form 1** and other relevant dietary information. A copy is to be retained in the central file held by The Facilities Services Manager.

**3.** On receipt of **Special Diet Form 1**, the Facility Officer must meet with the Cook in charge and discuss the diet requirements. A meeting should take place with the pupil's parent/carer to compile a menu and also permission sought to display a photograph behind the counter (parents/carers may be asked to provide a photograph).

**4.** A three week menu should be compiled on site and a copy kept in the **Special Diet Folder (Colour coded blue)** and the photograph of the child must be displayed behind the service counter and in a position where is visible to all staff serving, not the pupils. In Secondary Schools pupils are considered as young adults and would

manage their own diet making appropriate choices specific to their diets and likes. Communication is required on a day where specific food is being provided and a pre-order is made by the pupil.

In some cases with medical diet dietary information will be issued to Cook in Charge for pupils as specific ingredients, i.e. Gluten free bread, may have to be kept in stock.

**5.** Pre-ordering of this special diet is required to ensure child's specific needs and likes are met.

**6.** All catering employees working in the kitchen must be briefed on any special diets and advised on who have dietary requirements. **The Central Special diet register** will be updated as and when required and audited annually.

**7.** This **Special Diet Policy** must be reviewed when menu cycles change (currently twice a year) and considered for any theme days/special events organised by Facility Services.

**Example of Special Diet Request Form 1 (Medical Diet)**



**COMMUNITY & ENTERPRISE RESOURCES**  
Executive Director **Colin McDowall**  
**Facilities, Waste & Ground Services**

HEAD OF SERVICE Stephen Kelly

**SPECIAL DIET REQUEST – FORM 1 (Medical Diet)**

**NAME:** ..... **TELEPHONE NO:** .....

**HOME ADDRESS:**

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.....  
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**DATE OF BIRTH** .....

**DIAGNOSIS:** .....

**TYPE OF SPECIAL DIET:** .....

**NAME OF SCHOOL OR OTHER CATERING UNIT:**

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**SAMPLE MENU PLAN**

**(Please include at least 4 samples of each course)**

**STARTER:** 1 .....

2 .....

3 .....

4 .....

**MAIN COURSE/SNACK:**

1 .....

2 .....

3 .....

4 .....

**DESSERT:**

1 .....

2 .....

3 .....

4 .....

**OTHER ITEMS:** .....

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**COMMENTS:**.....

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**NAME AND WORK ADDRESS OF DIETICIAN REQUESTING DIET:**

.....

.....

**SIGNATURE OF DIETICIAN:**

.....

**DATE:** .....

**SAMPLE DIET SHEET** } **Please enclose**  
**RECIPES** }

**Please return to:** **Mr Gerry Donachie**  
**Facilities Operations Manager**  
**18 Forrest Street**  
**Blantyre**  
**G72 0JP**

### **Procedure for cultural/religious diet request**

A special request form (Special Diet Form 2) Cultural/Religious Diet) Facilities Waste and Grounds services provide a 3 week menu with a vegetarian option on each day, which will satisfy most vegetarian diets.

If we have a request for a Cultural/Religious Diet the Carer/Education should fill in a Special Diet Form (2) then meet with the Facility Officer and cook in charge to discuss any special requirements required throughout the menu.

**Example of Special Diet Request Form 2 (Cultural/Religious Diet)**



**COMMUNITY & ENTERPRISE RESOURCES  
Executive Director Colin McDowall  
Facilities, Waste & Ground Services**

HEAD OF SERVICE Stephen Kelly

**SPECIAL DIET REQUEST – FORM 2 (Cultural/Religious Diet)**

**NAME:** ..... **TELEPHONE NO:** .....

**HOMEADDRESS:** ..... **DATE OF BIRTH** .....

**DIAGNOSIS:**

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**TYPE OF SPECIAL DIET:**

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**NAME OF SCHOOL OR OTHER CATERING UNIT:** .....

**SPECIAL REQUIREMENTS**

**(PLEASE CONTINUE OVERLEAF AND ON A SEPARATE SHEET IF REQUIRED)**

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**GENERAL  
COMMENTS.....**

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**SIGNATURE OF PARENT/CARER/EDUCATION REPRESENTATIVE:**

**Parent/Carer.....**

**Education  
Representative.....**

**DATE: .....**

**Please return to:           Mr Gerry Donachie  
  Facilities Operations Manager  
  18 Forrest Street  
  Blantyre  
  G72 0JP**



## **Apx 1. Helpful links**

### **Allergy UK**

tel: 01322 619898

email: [info@allergyuk.org](mailto:info@allergyuk.org)

[www.allergyuk.org](http://www.allergyuk.org)

### **The Anaphylaxis Campaign**

tel: 01252 542029

email: [info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk)

[www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

### **The British Dietetic Association**

tel: 0121 200 8080

email: [info@bda.uk.com](mailto:info@bda.uk.com)

[www.bda.uk.com](http://www.bda.uk.com)

### **National Society for PKU (NSPKU):**

[www.nspku.org](http://www.nspku.org)

### **The Inherited Metabolic Diseases Scotland website:**

[www.imd.scot.nhs.uk](http://www.imd.scot.nhs.uk)

### **The British Nutrition Foundation**

email: [postbox@nutrition.org.uk](mailto:postbox@nutrition.org.uk)

[www.nutrition.org.uk](http://www.nutrition.org.uk)

### **Coeliac UK**

tel: 01494 437278

fax: 01494 474349

[www.coeliac.org.uk](http://www.coeliac.org.uk)

### **Diabetes UK**

[www.diabetes.org.uk](http://www.diabetes.org.uk)

[www.eatwell.gov.uk](http://www.eatwell.gov.uk)

### **Foods Matter**

tel: 020 7722 2866

email: [info@foodsmatter.co.uk](mailto:info@foodsmatter.co.uk)

[www.foodsmatter.com](http://www.foodsmatter.com) .com

### **Food Standards Agency**

tel: 020 7276 8829

email: [helpline@foodstandards.gsi.gov.uk](mailto:helpline@foodstandards.gsi.gov.uk)

[www.food.gov.uk](http://www.food.gov.uk)