

SPECIAL DIETARY REQUIREMENTS PROCEDURE

Dumfries and Galloway Councils catering services provides school meals in all schools within Dumfries & Galloway. This provision includes special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons

To accommodate individual special dietary requirements, Dumfries & Galloway Council's Facilities Services Catering Section will work in partnership, sharing joint responsibility for this procedure between pupil, parent/care, NHS and Education Services to provide a nutritionally balanced meal that meets the dietary requirements of the pupil.

There are two separate forms: medical dietary request form and lifestyle and cultural dietary request. Please choose the most appropriate one for your child. We do not accept dietary forms for vegetarian diets as we provide this as part of our current menu cycle.

Both medical and lifestyle/religious dietary requirements will be managed in a way that is realistic to the catering section and pupil and therefore it may not be possible to accommodate all desired amendments.

This procedure provides guidance on the provision of special dietary requirements and clarifies the rights and responsibilities of the school, catering section, parent/carer, NHS and Education Services

OUTLINE ROLES AND RESPONSIBILITIES

HEADTEACHER/SCHOOL

- Assist in cascading information on special diet procedure to parent/carer
- Make registration forms available from school office
- Where relevant, ensure all staff including Catering Staff are informed immediately of any pupil with severe allergies and intolerances
- Assist in the return of registration forms to the Legislation & Nutrition Officer (detail below)
- Be familiar with contents of individual child's care plan, and ensure appropriate action is taken in case of emergency to maintain safety of individual pupil

PARENT/CARER

- Inform school that their child has special dietary / allergen requirement, especially if the special diet is in connection to a food allergy or intolerance
- Request and complete special diet / allergen registration form available from the school
- Return completed form for the attention of **Legislation & Nutrition Officer, Facilities Services - Catering, Cargen Tower, Garroch Business Park, Garroch Loaning, Dumfries DG2 8PN**, including letter from dietitian or doctor detailing where applicable the medical dietary requirement
- Supply any food items available on prescription e.g., gluten free bread and pasta to assist in preparation of child's lunch and add additional information on form

CATERING DEPARTMENT – MANAGEMENT TEAM

- Responsible for supplying school offices with special diet / allergen registration form template
- Responsible for informing schools of any changes or update on special diet policy
- Organise meetings to discuss specific diet between pupil/parent/carer and school and if necessary, dietitian
- Attend initial meeting with parent/carer and Catering Manager to discuss food provision where appropriate
- Copies of the completed form and agreed menu will be recorded and held centrally and at unit level
- Update spreadsheet with relevant information on each pupil, detail changes as they occur

UNIT CATERING MANAGER

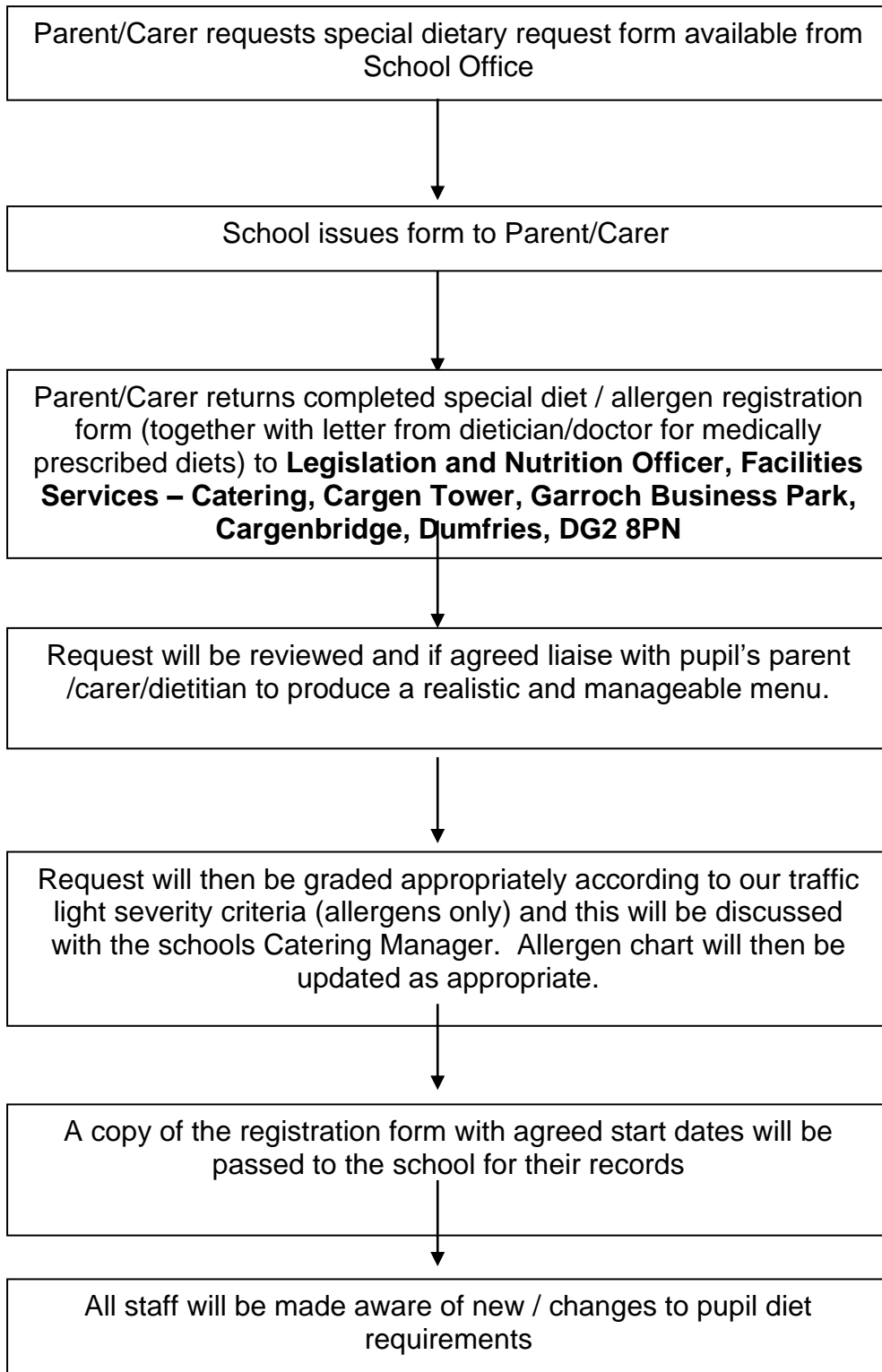
- Display and update accordingly – Allergen wall planner
- Ensure all catering staff are made aware of the special diet policy and how to accommodate each pupil needs
- Inform casual staff of any special diets / allergen in place in that unit
- Ensure once menu is agreed it is adhered to and not replaced with other products
- Inform Parent/Carer or Education of any variances or concerns
- Obtain product specifications from suppliers to ensure data is held on all food to ensure compliance with specific diet requests
- If a change of menu is unavoidable the parent/carer must be made aware as soon as possible
- Where there is a change for a "theme" day, a suitable alternative will be made with prior agreement with parent/carer, school and catering staff

DIETITIAN

- Attend initial meeting with parent and Catering Manager to discuss food provision

- where appropriate/requested
- Support and advise parent/carer and catering staff on appropriateness and provision of special dietary requirements

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Traffic Light System for identifying risk of allergen

	Green – Low Risk	Amber – Intermediate Risk	Red – High Risk
	All Non-IgE mediated food allergies	All IgE mediated food allergies i.e:	Allergies that can result in anaphylaxis.
	Lactose Intolerance	Coeliac Disease	Allergies requiring an epi-pen to be administered.
	Wheat Intolerance	Egg Allergy	Severe Nut allergies.
		Cow's Milk Allergy	
		Soy Allergy	
		Mild nut allergy	

Definitions

1 ANAPHYLAXIS

Anaphylaxis is a rapidly evolving generalised multi-system allergic reaction characterized by one or more symptoms or signs of respiratory and/or cardiovascular involvement and involvement of other systems such as the skin and/or the gastrointestinal tract. Symptoms/signs of respiratory/cardiovascular involvement are:

Respiratory: *f* Difficulty/noisy breathing *f* Swelling of tongue *f* Swelling/tightness in throat *f* Difficulty talking and/or hoarse voice *f* Wheeze or persistent cough

Cardiovascular: *f* Loss of consciousness *f* Collapse *f* Pale and floppy (in young children) *f* Hypotension

2 GENERALISED ALLERGIC REACTION

A generalised allergic reaction is a characterized by one or more symptoms or signs of skin and/or gastrointestinal tract involvement without respiratory and/or cardiovascular involvement.

Skin: *f* Generalised pruritus *f* Urticaria / Angioedema *f* Erythema

Gastrointestinal: *f* Abdominal pain *f* Vomiting *f* Loose stools

3 Non IgE food allergy

Non IgE mediated food allergies are caused by a reaction involving other components of the immune system. These types of reactions do not appear immediately after the ingestion of the food and usually relate to reactions in the gastrointestinal tract such as vomiting, bloating and diarrhoea.

4 IgE food allergy

IgE mediated food allergies cause the immune system to react abnormally when exposed to one or more specific foods such as milk, egg, wheat or nuts. These reactions happen immediately.