

State Schools: Special Diet Procedures

EAT

LEARN

LIVE

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 Chartwells nutrition team develop four core special diet menus that are released with every new central menu cycle this includes non-gluten containing, milk, egg and nut free menus.

If a pupil suffers from multiple allergies or requires a bespoke special diet menu the nutrition team will work in conjunction with the regional manager, unit manager, parent / guardian and pupil 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.

For further information on special diets and for copies of our special diet menus please refer to the Chartwells nutrition community on Connections



Stephanie Hall BSc (Hons) RNutr
Senior Nutritionist

Contents

	Page Number
Religious Special Diet Requirements	4
Halal	4
Step-by-Step Guide – Religious Diets	5
Food Information Regulations	6
Medical Dietary Requirements	7
Diabetes	7
Step-by-Step Guide – Medical Diets	8
Emergency Procedures	9
Special Diet Request Form	10
Proposed Menu Approval Form	11
Further Information	12
Nutrition Team Contact Details	13

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.

If you require menu changes due to religious reasons please speak to your regional manager or allergy champion for your region to ensure they provide you with an updated allergy report.

Halal

In areas of high ethnic diversity halal meat may be required to be provided on a daily/weekly basis. Please see the 'Halal Operating Statement' when discussing the use of halal meat. For further information please contact your regional manager.

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 a menu is completed send the parents a copy of the proposed menu along with the menu approval form.

If the parents are unhappy with the menu arrange another meeting with them to discuss.
6. If you are making changes to the entire school menu please speak to your allergy champion and request new allergy reports for your amended menu cycle.
7. 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.
8. Please ensure that every time the menu is changed steps 4-7 are repeated.

Food Information Regulations

In line with the EU Food Information Regulations (FIR) Chartwells monitor each recipe for the 14 EU common allergens. This information is stored in our nutritional analysis software system, Saffron. Saffron produces allergy reports for individual recipes or for a daily menu for the below allergens;

- 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

Allergy reports for the central menus will be provided by the Chartwells nutrition team and stored on the Chartwells nutrition community on Connections however any individual menu changes must be made locally by the nominated allergy champion for your region who will provide you with a new set of allergy reports. To find out who your allergy champion is please speak to your regional manager.

Please note it is a legal requirement to have these allergy reports on site for all non-packaged foods as part of the main offer and any hospitality provided.

EAT

LEARN

LIVE

Medical Required Special Diets (Allergies & Intolerances)

Chartwells can successfully provide special diet menus for any individual or combinations of the 14 EU allergens. As standard we will automatically provide special diet menus for gluten, egg, milk and nut allergy sufferers, these 'core' special diet menus will be released automatically with every new central menu cycle and uploaded to the Chartwells nutrition community on Connections.

Some pupils may suffer from multiple allergies and need a combination menu, to request this or a menu for any of the other EU allergens please speak to a member of the nutrition team

Special diets may also be requested for allergies or intolerances for individual ingredients that do not form part of the 14 EU allergens, although special diet menus cannot be guaranteed for these types of allergies / intolerances they can be managed at a local level by regional / unit teams by checking recipes and identifying to the parents / pupils where these ingredients are found on their menu. Please contact a member of the nutrition team for further information and help with these allergies/intolerances.

In any case we require a doctors / dietician note to confirm the allergy before we can a special diet menu. This is to ensure we are not only catering for the correct allergy or intolerance but will also give us insight into the sensitivity of the allergy.

Diabetes

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

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

1. Set up a special diet folder to be kept in unit.
2. Ensure you have allergy reports for your menu cycle
3. Complete special diet request form for the child.
4. Request medical note from GP or dietician to confirm the allergy/intolerance.
5. If the request is for a non-gluten containing or egg, milk or nut free menu please refer to the Chartwells nutrition community on Connections and these menus will automatically be provided for you and can be sent direct to the parent / pupil for approval.
6. If you require another special diet menu please contact a member of the nutrition team with all of the required information on the special diet request.
7. The nutritionist will put a proposed menu together
8. A meeting may be arranged with the parent, child, regional/area manager and unit manager.
9. Once agreed the menu approval form should be signed by parents and kept in the special diet folder.
10. 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 and menu followed exactly
11. 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.
12. Every time the menu cycle changes steps 2-11 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):

EAT

LEARN

LIVE

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

EAT

LEARN

LIVE


Chartwells

Further Information

Chartwells nutrition team community (Connections)

<https://www.compassconnect.com/communities/service/html/communityview?communityUuid=4d5db413-3015-47ee-bc56-98098920553b>

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

EAT

LEARN

LIVE

Chartwells Nutrition Team Contact Details

Stephanie Hall - Senior Nutritionist
stephanie.hall@compass-group.co.uk
M:07823536376

Meg Longworth – Senior Nutritionist
Meg.longworth@compass-group.co.uk
M:07767618388

Clare Hedderman – Nutritionist
Clare.hedderman@compass-group.co.uk
M: 07717801928

Olivia Pratt – Nutritionist
olivia.pratt@compass-group.co.uk
M: 07342067262

EAT

LEARN

LIVE