

Special Diet Meeting Checklist

1. Roles and responsibilities

- Explanation of roles and responsibilities of parents/guardians; school principal or designated member of staff; and school catering service in the provision of special diets.
- Management of expectations of all parties in the provision of special diets.

2. Specific dietary requirements of child

- Completed special diet application and medical forms. For those requiring a special diet due to a medical condition, ensure Part C of the application form is signed by a medical consultant, GP or registered dietitian only.
- Food and drink products which require exclusion from diet.
- Severity of medical condition/ consequences of food consumption by individual or other pupils/staff.
- Food modification required, if applicable.
- Examples of meals typically consumed.
- Limitations of school catering service in catering for special diets e.g. food procurement and nutritional standards for school food.

3. Storage and preparation of foods for provision of special diets

- Catering service to explain food safety management systems in place (HACCP) including procedures for labelling and storage of all special dietary products and for preparation of special dietary meals.
- Any limitations in regards to food safety controls to be emphasised to parent/guardian.
- Parent/Guardian to supply any specialist dietary preparations and prescription foods to the school catering service if necessary. Only ambient products can be accepted.

4. Menu planning and menu alterations

- School catering service devise initial special diet menu for each individual child based on current main menu.
- School catering service and parents/guardians agree upon menu, ensuring the limitations of the school catering service are considered.
- School catering service and school to agree upon special diet menu start date. Start date to be communicated to parent/guardian.
- School catering service to continue to review special diet menu for individual child based on current main menu which is sent home to parent/guardian via school.
- Parent/guardian to review and notify school catering service if changes required for menu to comply with child's special dietary needs.

5. Provision of special diet to pupil

- Procedure for provision of prescription dietary products by parent/guardian to school catering service if appropriate.
- Agree protocol for the how pupil will be identified to receive a special diet, e.g. through use of a photograph in school kitchen.
- Procedure for serving of special diet meals according to any specific instructions from production to child's plate, as agreed by school, parent/guardian and catering service.

6. Pupil and diet records

- Risk assessment completed by the school, to include food provision and food consumption throughout whole school day.
- Completed special diet application form and medical form held by school office and school catering service.
- Copy of special diet menu for individual child held by school catering service, school office and parent/guardian.
- If appropriate, photograph of child held by school catering service to facilitate identification of children in receipt of special diets. To be updated each year.

7. Communication and review of special diet requirement and provision

- Annual meeting to review special diet requirements attended by parent/guardian, school principal or designated member of staff, and school catering service.
- Written information to be provided by parent/guardian annually to confirm requirement of special diet, with the exception of those requiring a special diet for lifelong medical conditions such as diabetes, coeliac disease and metabolic conditions.
- Parents/Guardians to communicate any changes to special diet requirements during the academic year to school catering service via the school office.

8. Meeting outcomes and agreed actions

- Completion of special diet meeting outcome form.
- School to provide school catering service and parent/guardian with copy of completed form.