

## Special Diet Checklist

	Checklist for Catering Service	Yes /No
1.	Has the special diet application pack been received from the school office?	
2.	Has the special diet application pack been completed in full?	
3.	Has the school arranged a meeting between the school, the Parent/ Guardian and the School Catering and informed of a date to discuss the provision of special diet?	
4.	<b>Has the meeting taken place and special diet meeting outcome form been completed if applicable?</b> <ul style="list-style-type: none"> <li>- Explanation of roles and responsibilities.</li> <li>- Parents/guardians to discuss details of specific requirements of the child.</li> <li>- Catering to explain food safety management procedures for preparation of special dietary meals.</li> <li>- School catering service and parents/guardians agree upon menu based on current main menu.</li> <li>- Actions and limitations agreed regarding school food provision.</li> <li>- Procedure for provision of prescription dietary products by parent/guardian to school catering service if appropriate.</li> </ul>	
5.	Has a start date been agreed for provision of special diet?	
6.	<b>Has the special diet meeting outcome form been signed by -</b> School Principal/ designated member of staff Parent/ Guardian School catering service	
7.	Has School provided catering service and parent/guardian with copy of completed special diet meeting outcome form?	
8.	Has a protocol for the how pupil will be identified to receive a special diet been agreed? e.g. through use of a photograph in school kitchen	
9.	Do you have a copy of the completed special diet application form and medical form?	
10.	Has the school informed you of any changes from the original special diet application? Parent/Guardian to inform the School of any changes to the pupil's requirements.	