

## **Taylor Shaw Medical Diet Procedure for Education**

### **Introduction**

The Taylor Shaw Medical Diet Procedure for Education has been developed to ensure that pupils with special dietary requirements are able to enjoy a school lunch that is safe and appropriate for their individual needs.

### **Medical diets**

Taylor Shaw school menus are carefully planned by our team of chefs and dietitians to ensure that our food tastes good, meets School Food Standards, provides the right nutrition, and offers a range of choices each day to meet the needs and tastes of the majority of pupils. However, for medical reasons some pupils may require their own medical diet menu to be created by our dietitians.

The definition of a medical diet is a medically prescribed therapeutic diet as a treatment for a medical condition. Our medical diet procedure will also cover special diets required for pupils with food allergies or food intolerances.

The procedure does not cover special diets required for dietary reasons for religious, cultural or personal food requirements/preferences, all of which are met by our standard menus. A medical diet is not provided for dietary trials and elimination diets, only for medically diagnosed diets with supporting evidence.

### **Food allergies and intolerances**

Under the EU Provision of Food Information to Consumers Regulation, it is a legal requirement for all food operators to provide allergen information for 14 allergens for all foods, including foods served without packaging.

Taylor Shaw complies fully with the requirements of the regulation and can provide information on the presence or absence of the 14 mandatory allergens in each dish served. However, to ensure the needs of pupils are safely managed, Taylor Shaw will follow the same medical diet procedure in all cases of food allergies or intolerance.

### **Tree nuts, peanuts and sesame**

Taylor Shaw does not knowingly handle any nut or sesame containing ingredients in our kitchens. Whilst all reasonable precautions are taken, some ingredients may have been produced or processed in factories where nuts or sesame may be handled. Parents/carers of children with nut and sesame allergies must follow the medical diet procedure described below so that they are made known to the school and Taylor Shaw and their specific needs can be safely managed.

### **My child has special dietary requirements, what must I do?**

#### **Medical diet process**

Prior to any pupil being served with a special medical diet the following process must be followed:

1. In the first instance parents/carers of children with a requirement for a special medical diet should make the school aware and contact the School/ Local Authority School Team who will provide a copy of their medical diet request form AND the Taylor Shaw medical diet form.
2. The parent/carer must complete the forms and enclose a copy of their child's written medical evidence\*\* from a medical consultant and/or paediatric dietitian, which must confirm details of the diagnosis and the required diet. The forms must then be returned to the Local Authority/school/TS Dietitian (the forms will provide specific detail of where to return them to) together with a recent photo of the child.
3. The School/Local Authority will forward the Taylor Shaw medical diet form and medical evidence to the Taylor Shaw Education Dietitian who will confirm receipt within 48 hours to the parent/carer. If there are any issues with this information the Taylor Shaw Education dietitian will discuss this with the parent/carer at this stage
1. Taylor Shaw's Education Dietitian will then produce an appropriate medical diet template for the child based on the school's menu cycle. The timeline to deliver this will be within 2 weeks, unless the diet required is a non-standard medical diet where liaising with all stakeholders (parent/GP/hospital/LA) to deliver a solution takes longer than this. The Education Dietitian will notify all parties if additional time is required to deliver the medical diet.
4. Commencement date for the special medical diet will be agreed with all parties and confirmed by Taylor Shaw to the school, and parents/carer.
5. Prior to commencement of the special medical diet, the parent/carer will need to date and sign the medical diet template to confirm authorisation for the diet.

**Please note the following:**

- Taylor Shaw cannot provide the required meals until the process has been completed and all necessary information has been received.
- Partially completed forms or missing supporting information (i.e. medical evidence) will be returned to the parent/carer.
- A packed lunch will need to be provided by the parent/carer until a commencement date for a special medical diet is confirmed.
- Taylor Shaw does not offer a medical diet service for any pupils on medical dietary trials or elimination trials, only for diagnosed medical diets with supporting evidence. If there are exceptional circumstances where a diet trial is put into place then please get in touch to discuss with the dietitian.
- The medical diet process must be completed for each individual child with a special dietary requirement
- Medical diets will be reviewed annually in order that children do not continue to receive a restricted diet unnecessarily. The Taylor Shaw Nutrition and Dietetic Team may request updated confirmation annually depending on the medical diet requested.
- Complex multiple food allergies and diets for complicated medical conditions will be reviewed by the Taylor Shaw Nutrition & Dietetic Team on a case by case basis. Cases deemed to be too complex or too high risk to manage at site level will be referred back to the parent/carer. In these cases, it may be that the only appropriate solution is a packed lunch to be brought in from home.

**\*\*Medical evidence-** must be dated within 12 months of the medical diet request from a medical consultant/paediatric dietitian. Taylor Shaw will hold the medical diet evidence on their records. This data is held in accordance with our data handling policy and will not be shared with third parties.

## Breakfast clubs, after school clubs and foods served other than lunch

In schools where Taylor Shaw are contracted to provide a full food service at meal times in addition to lunch (e.g. breakfasts and after school clubs), we will, where safe, provide meal templates for pupils with special dietary requirements. These will need to be signed by the parent/carer prior to the pupil consuming any foods at these times.

At some schools where the food from outside of our controlled supply chain is used for breakfast and after school clubs we are unable to plan and prepare medical diet templates. This is to safeguard children with special dietary requirements since the composition of the food, for example allergen and nutritional content will not be known to our Nutrition and Dietetic Team.

If we provide a packed lunch for a school trip, the cook will liaise with the Education Dietitian to confirm that a suitable recipe and contents is chosen for each child on a medical diet requiring a packed lunch. If there are any other instances of food brought in from home, please liaise with the dietitian.

## Prescription Foods

This only applies to complex medical conditions where we cannot supply a product or ingredient via our supply chain e.g. a low protein mix for PKU, and not standard special diet items such as gluten free products.

Parents/carers of children with prescriptions for special dietary products may bring these items into school for use in the kitchen in consultation with the Taylor Shaw Nutrition and Dietetic Team.

Foods must be labelled clearly with the name of the pupil and the date that it was brought into school. Special dietary products can only be used for the named child, and not for any other child.

## Procedure steps

