



Bishop Chadwick Catholic Education Trust

Medical Diets Policy

Agreed by Directors	31 March 2022
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1.0 DEFINITIONS

1.1 The purpose of this guidance is to detail Bishop Chadwick Catholic Education Trust's responsibilities and commitments in providing medical diet support to all customers. For the purpose of this policy 'the customer' refers to the pupil requiring the medical diet including any parents or guardians.

2.0 INTRODUCTION AND BACKGROUND

2.1 Medical diets are an important part of Bishop Chadwick catering provision and the safety of the customers we cater for is our number one priority. A medical diet is defined as a diet whereby the standard school menu is unsuitable and requires adaptation to be made safe for a customer due to a medically diagnosed dietary requirement. Examples of medical diets include diagnosed food allergies and intolerances. As part of The Trust's mission to nourish the young minds of our customers, we strive to provide customers with medical diets with the same opportunities to enjoy our food as their peers and we are committed to making reasonable adjustments for medical diets, providing it is safe to do so. We believe it is our responsibility to encourage customers to try new foods as part of a balanced diet therefore we do not accommodate for taste aversions or preferences and will not consider this a medical diet requirement.

2.2. When managing medical diets in a school environment there are many factors to consider, however the safety of the children being catered for is the number one priority. Due to complexities in these scenarios it is not always possible to offer more than one choice of a medical diet meal. This decision is never to single out pupils, discriminate or to remove choice it is made solely based on what is operationally safe to provide.

3.0 SCOPE

3.1 This policy is applicable to all Bishop Chadwick Catholic Education trust catering employees and it relies upon up to date information being shared from the school office and what is uploaded into the MIS.

4.0 ROLES AND RESPONSIBILITIES

4.1 In order to manage medical diets safely, schools and caterers will be required to process pupil and parent data, such as, but not limited to, medical information and photographs. All data handling must be conducted in line with GDPR.

4.2 Responsibilities are broken down into departments :-

School –

- Collect medical diet information of pupils in their school with food allergies and intolerances.
- Share this information with the catering team.
- Provide details of medical diets in advance of a new term with sufficient notice, this will enable the catering department to fulfil their responsibilities outlined here.
- Keep allergen information up-to-date throughout the year and ensure the catering team always has the most up-to-date data.
- Communication between parents and caterers must involve the school at every step.

Parents and Carers –

- Inform the school of their child's food allergy/intolerance prior to the beginning of the school term (or as soon as possible) after diagnosis or symptoms.
- Provide a medical note to evidence the food allergy/intolerance. This must be from a qualified medical professional/medical establishment.
- Ensure communication is with the school and not just the catering department throughout the process.
- Provide schools with the information required in a timely manner and when requested.

Catering Team –

- Liaise with the school at the end of the preceding term to obtain information on those pupils with medical dietary requirements.
- Ensure the school is kept up-to-date with medical diet menus and medical diet process.
- Do not communicate with parents without involving the school.

5.0 PROCESS FOR CREATING A NEW AND IMPLEMENTING A NEW MEDICAL DIET

This also has different strands of responsibilities, but it requires all parties working together.

School –

- Ensure the school is using the trusts method of identification when pupils following a confirmed medical diet come through the dining room, for example the medical diet lanyard. Identification is essential for younger pupils.
- The identification method should be a thorough process – for example, not solely down to teachers to identify the pupils, in case the teachers are absent. Pupils should be wearing their medical diet lanyard before entering into the dining hall.

- Ensure all staff and lunchtime assistants are adequately trained on medical diets and allergen management.
- Educate pupils about allergies and supporting their peers with medical diets

Parents/Carers –

- Be willing to meet with senior catering team to discuss the pupils needs.
- Provide a medical note which must be the most up to date version and, if a newly diagnosed allergy/intolerance, the medical note should be dated within the last 6 months. This note should be provided at the parents' earliest opportunity. Should the pupil's allergy/intolerance change, this medical note should be resubmitted to the school/catering department with the most recent information. In the instance that a pupil no longer requires medical diet/support, parents are also required to notify the school in writing.
- Acceptable medical evidence should be documentation from a professional medical source i.e. a medical doctor, registered dietitian, nurse or other qualified NHS medical professional.
- It is also advised that parents provide schools and their caterer with a copy of the pupil's Allergy Action Plan. Completed by the pupil's health professional, the plans are designed to provide medical and parental consent for schools to administer medicines in the event of an allergic reaction.
- Approve medical diet menus when they are provided.
- Provide a photo of child, if requested, to aid identification method.
- Encourage pupil to wear identification lanyard when in the dining room.

Catering Team –

- Meet with each parent/carer of child who has a medical diet
- Ensure all team members are adequately trained on medical diets and allergen management.
- Develop medical diet menus following an agreed process, where safe to do so
- Ensure the medical diet menus are provided to the school and parents in a timely manner.
- Ensure the information held on ingredients and recipes is accurate and regularly reviewed.
- Meet the Food Information Regulations and future allergen legislation.

6.0 MONITORING

6.1 Constant monitoring of the medical diet process will take place. There is a medical diet section on the kitchen audit that the senior catering team use when on site, to ensure the safest practices are being followed daily.

APPENDIX A : Medical Diet Request Form

MEDICAL DIET REQUEST FORM

Please complete all parts of this request form in full or your application will not be processed.

If you require assistance with understanding or completing this form, please contact the school for assistance.

If your child has a dietary requirement but does not require an adapted medical diet menu supported by Bishop Chadwick then there is no need to complete this request form.

Bishop Chadwick allergen reports, declaring the presence of the 14 mandatory Food Information Regulations allergens, and nutrient counts (including carbohydrates, protein and fat) are available for all Chadwick's kitchen recipes on current menus.

Part A: Medical Diet Information (to be completed by the Parent/Guardian)

Child's First Name

Child's Surname

Child's Date of Birth

Child's School Year Group

Parent/Guardian Name

Parent/Guardian's Phone number

Parent/Guardian's Email

School Name

School Address

School Postcode

Medical Diet (please tick all that apply):

14 Main Allergens

- | | | | |
|--|-----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Celery | <input type="checkbox"/> Fish | <input type="checkbox"/> Mustard | <input type="checkbox"/> Soya |
| <input type="checkbox"/> Cereals containing Gluten | <input type="checkbox"/> Lupin | <input type="checkbox"/> Nuts | <input type="checkbox"/> Sulphites |
| <input type="checkbox"/> Crustaceans | <input type="checkbox"/> Milk | <input type="checkbox"/> Peanuts | |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Molluscs | <input type="checkbox"/> Sesame | |

Other allergens

- | | | | |
|------------------------------------|-----------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bananas | <input type="checkbox"/> Coconuts | <input type="checkbox"/> Oranges | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Beans | <input type="checkbox"/> Kiwis | <input type="checkbox"/> Peas | <input type="checkbox"/> Pineapples |
| <input type="checkbox"/> Chickpeas | <input type="checkbox"/> Lentils | <input type="checkbox"/> Strawberries | |

Other Allergy or Other Food Requirement (please print below)

My child requires an autoinjector (EpiPen) for their medical diet (please tick if this applies)

My child also requires their medical diet to be (please tick all that apply):

- Vegetarian
 Vegan
 Pork Free
 Beef Free



Part B: Supporting Documentation (to be provided by the Parent/Guardian)

1

I confirm that I am attaching medical Please attach a confirming the medical diet photo of your child for one or more purposes. as appropriate):

- Doctor/Dietitian Letter or note
 Other medical professional Letter or note
 Professional medical care or Allergy Action plan Medical Evidence Support Form

2

recent colour passport style evidence identification requested in part A (please tick

Please attach photo here

Part C: Terms and Conditions

By completing this medical diet request form, parents/guardians are consenting for an adapted medical diet menu to be prepared for their child and for their child to be identified as having a dietary requirement in accordance with the identification system operated at the school. The medical diet menu will continue until the Childs school are notified in writing otherwise. You will receive a copy of the medical diet menu and are required to notify any discrepancies immediately. If you do not notify any discrepancies prior to the menu start date, this will signify the acceptance of the medical diet menu. It is the parent/guardian's responsibility to inform the school in the case of any changes to the medical diet requested for their child.

The school kitchen can provide a jacket potato with a suitable topping from the date of receipt of a medical diet request until the date a medical diet menu has been confirmed for a child. Otherwise, pupils must provide a packed lunch meal as an interim measure.

Bishop Chadwick reserve the right to decline a medical diet request if a risk assessment considers the medical risk too high, or the request process is not completed in full (for example if insufficient medical evidence is provided). In these circumstances, Bishop Chadwick may refuse to provide any diet to the pupil.

Bishop Chadwick will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data.

I consent to Bishop Chadwick processing this personal data for the purpose of providing a medical diet and I confirm that I have read and understood the above

Parent/Guardian Name

Signature

Date

Please return this completed form with supporting medical evidence to your school for it to be returned to the Catering team.