

Special Diet Procedure

If you are contacted by a pupil/parent or school requesting a special diet menu, please follow the procedures below.

If a pupil, parent or staff requests allergen information, please refer to the allergen list in the red folder which is to be kept to date.

- Give the parent/Guardian a copy of the Special diet letter and Special diet notification form.
- Request Medical confirmation of allergy or suspected allergy, this can be a Dr/Dieticians note, Epipen (or equivalent) form that states allergy.
- Inform parent/guardian that when this is received a special diet menu will be created, a consent form for this menu needs to be signed off before the Special diet menu can be produced, until then Jacket potato with baked beans and salad; and a dessert of fruit salad will be offered (unless this contains one of the allergies).



- Notify your Allergen Ambassador of the request, Email sarah.thomas@compass-group.co.uk.



- Unless advised otherwise provide Jacket potato, baked bean, salad and fruit salad until Special Diet Menu consent form is signed off.



- When the parents/guardians provide a completed Special Diet Notification form and Medical confirmation of the allergy or special diet requirement, send these to Sarah Thomas, Chartwells, Regus House, 400 Thames Valley Park Drive, Reading RG6 1PT or via email to: sarah.thomas@compass-group.co.uk. Do not keep the medical reports in the Kitchen.
- Kitchen to request from the school a current photograph of the pupil and the medical dietary requirements to be displayed prominently on the wall.



- A special diet menu will be created by the Allergen Ambassador and checked by our nutrition team, this can take a number of weeks.



- When the special diet menu is authorised it will be sent to the kitchen, the kitchen print of a copy of the special diet menu and send one to the parents/guardians of the child along with a Special diet menu consent form.



- When the signed Special Diet Menu Consent form is received by the kitchen, the kitchen can then produce the meals on the Special Diet Menu following the instructions.