

Catering Leeds Special Diets Procedure

Procedure

Details for a child who requires a special diet are collated and maintained by the Food Technology team and recorded on the special diet central database.

This procedure is required to be followed by the Catering Team leaders in all sites catered for by Catering Leeds.

All special diet record sheets and product suitability listings should be retained in the kitchen yellow special diets folder.

When a child leaves an establishment all relevant special diet record sheets are to be sent into Head Office via the weekly kitchen envelope. These documents are then destroyed following LCC governance policies.

Special Diet Provision

A special diet is the food provided for a child with a specific dietary requirement. This means that the child requires special diet provision due to a medical condition or a physical reaction to certain foods. Religious, ethical or lifestyle requirements are not usually considered. However, where a religion has strict food exclusions e.g. Sikhism the child will be considered as a special diet because egg and egg derivatives may be "hidden" and used in a number of food ingredients and items.

Examples of the most common special diets are Egg and egg derivative allergy, Coeliac disease and gluten intolerance, milk and milk derivative allergy, nut and nut derivative. Children following an exclusion diet are also considered as a special diet. More specialised diets such as diabetic, PKU and Cystic Fibrosis are also provided for.

Diets which are not included in the special diets procedure are Halal, vegetarian and meat free. However, where a special diet is being provided all religious and lifestyle requirements will be taken into consideration.

Catering Team leader Responsibilities

On receipt of a special diet request, the Catering Team leader or responsible person should liaise with the School office and contact the Food Technology team at Head Office to discuss the child's dietary requirements in more detail. If the special diet is requested verbally by the School, Catering Team leader or responsible person via a telephone call to the Food Technology team where the relevant details are entered onto the special diets call log by members of the Food Technology team. During the telephone call the Catering Team leader or responsible person must provide the following details:

The establishment name

Child's name

School year (where provided)

Details of special diet required

The Food Technology team will issue the Catering Team leader or responsible person a unique special diet reference number which is to be written on the special diet overview sheet which is kept at the front of the yellow special diets folder. A special diet will not be provided until the child has been designated a unique special diet reference number.

The Food Technology team will then issue a completed special diet record sheet with the unique reference number. This number will always remain with the child throughout their special diet meal provision by Catering Leeds. Where required, the special diet record sheet will be accompanied with a product suitability listing. The listing details specific products which are available from Catering Leeds and meet the special diet requirements of the child. If specific ingredients are required but these not available from contracted Suppliers the Catering team leader must obtain authority to purchase from the Food technology team and their Business Builder. A simple exclusion or combination diet may not require a product suitability listing. If a special diet is required at short notice or is an emergency, the Food Technology team will discuss the available suitable products to provide, with the Catering Team leader or responsible person. If the special diet required is complex or very specific to the child, a personalised menu may be developed to meet their specific dietary needs.

Kitchen Receipt of Special Diet Record Sheet

On receipt of the special diet record sheet from the Food Technology team the Catering Team leader or responsible person should read and sign both copies, to acknowledge that they have read and understood the requirements of the special diet. Both copies of the special diet record sheet should then be signed by the Headteacher or person responsible for special diets in school. In the absence of the Catering Team leader the final section of the special diet record sheet now requires the signature of the responsible person who has taken over the management of the kitchen. New Catering Team leaders, Mobile Cooks and Kitchen Seconds are to sign these sections when they take responsibility for a Kitchen, and have read and understood the special diet provision for the school they are working in. All special diet record sheets are kept in the specific kitchen yellow folder.

Removal of Special Diet

Due to a change in medical circumstances a pupil may no longer require the provision of a special diet or they have left the school and are attending a school which is not catered for by Catering Leeds. The Catering Team leaders or responsible person must inform the Food Technology team by telephone call or correspondence if a special diet is no longer required. On instruction, the Catering Team leader or responsible person should write "**diet no longer required**" across the relevant special diet record sheet, state the reason why the diet is no longer required and date the document. The special diet record sheet should be placed in the weekly kitchen envelope and returned to the Food Technology team. Any other information held in the yellow special diet folder relating to the child, must be disposed of via the school confidential waste system or sent to Catering Leeds to be disposed of in line with LCC governance policies.

Many special diet pupils "dip in and out" of eating school meals. If a pupil has moved onto packed lunches, the Catering Team leader or responsible person must inform the Food Technology team.

The single central special diet database will be updated and a revised special diet record sheet and overview sheet will be issued out to the kitchen indicating that the child is now on packed lunches. The special diet will be kept "live on the system" at Head Office.

Catering Team leader or responsible person - further responsibilities regarding special diet provision are:

- A special diet child must not be given a meal until they are provided with a special diet reference number from the Food Technology team
- The yellow special diets folder must be kept up to date and readily available in the kitchen
- Ensure all the catering team members and new staff are trained in this procedure and are fully aware of the special diet children they are serving
- Every month the Catering Team leader will check with the establishment office that there have not been any changes to the special diet provision for each child they have on record. If there are no changes the Catering Team leader must indicate this by writing "no change" in the comments section of the monthly Kitchen Supervisor checklist. If changes to the special diet status of the child are required and the Catering Team leader or Food Technology team have not been informed the "Action" column must be completed with the child's special diet reference number and how the change has been generated e.g. establishment office.
- Where provided, always refer to the special diet child's product suitability listing. For new products refer to the allergen charts in the HACCP manual or those sent out with menu notes
- Use only authorised ingredients and recipes
- Use only authorised products and Suppliers
- Do not use any product substitutions or products delivered in error before obtaining authorisation from the Food Technology team
- High Schools only - ensure a copy of the product allergen information found in the HACCP manual is displayed by the service counter
- If your Head teacher or responsible person in school requires information regarding the provision of a special diet, please contact the Food Technology team and they will arrange to speak or meet with them to discuss any issues.

Business Builder Management teams are responsible for:

- Auditing on site special diet folders and information as part of the scheduled site monitor every term. The Business Builder team should cross reference the information noted on the special diet record sheets held by the kitchen with those details and documentation retained by staff in the establishment office. Any issues raised must be highlighted and resolved as part of the monitoring close out process.
- Ensuring they are confident through questioning and observing service that the kitchen staff are competent in the safe provision of special diets
- Ensure special diet provision forms part of the induction training for new Catering Team leaders and kitchen staff
- If required, refer existing Catering Team leaders and kitchen staff for additional special diet training.

Food Technology Team Responsibilities:

- All new diets are entered onto the Single Central Special Diet database and issued with a unique special diet reference number
- As requested, special diet record sheets and overview sheets are sent out to the establishment Catering Team leader
- On receipt of the completed office copy special diet record sheet, the Food Technology administration team will update the Single Central Special Diet database and securely file the document.
- Any Catering Team leaders who have not returned the completed special diet record sheets within the required 4 week time period will be contacted by the Food Technology administration team and requested to return the form within the following 2 weeks. If the time period has elapsed and the Special Diet Record Sheet has not been returned, the Food Technology team will notify the relevant Business Builder to action a further "chase up" of documentation.
- Ensure special diet training forms part of the induction training for Business Builders and their Assistants
- Screen new products and recipes for allergens
- Maintain product allergen charts