

# ON-LINE SPECIAL DIET PROCEDURE



The following steps must be adhered to when providing medical diets:

## Education

1. abm are to provide the school with special dietary procedures and dietary needs.
2. abm are to provide the school with a copy of the menu cycle.
3. Parent/Carer to make initial enquiry to the school.
4. School to request that parents complete the Special Dietary needs form via provided web link.
5. Once the Special Dietary needs form has been completed the form will be sent directly to the Menu and Diets team at abm catering.
6. If any dietary requirements fall outside of the 14 allergens, abm catering require medical evidence from a GP, Dietician or other relevant health professional at this point (a doctor's letter or a stamp from the medical surgery will be acceptable).
7. Special diets cannot be arranged by abm catering without the completed Special Dietary needs form and medical evidence which demonstrates a clear medical need.
8. The school will need to provide a recent photo of the child to abm catering.
9. Following receipt of all the above information, a pupil's profile will be produced.
10. The pupil profile with attached photograph will be made available to the cooks and serving staff. (The information will not be front facing and no one other than abm catering staff will have access to this information, without consent from the parents).
11. Information on the pupil's dietary needs will be shared with the Catering Manager and Catering Staff at the unit, the Operations Manager, Operations Director, abm Nutritionist and abm Health and Safety Manager.
12. The pupil's profiles will be colour coded for allergen dietary requirements;  
**Red - Allergies** **Yellow - Intolerances/ Sensitivities**
13. It is important that the parent highlights and agrees the menu selection for the pupil, in advance.
14. When alternative diets are required, a menu will be devised with the abm catering Nutritionist. Any proposed menu changes will be based on the school's existing menu.
15. Where there are unusual/extreme dietary needs and where appropriate, a meeting will be held between the parents/school and abm to discuss a proposed menu.
16. Not all medical diets warrant a meeting and can be implemented via e-mail/postal system.
17. Any special diet menu highlighting a child's individual dietary needs that are outside the 14 main allergens must be agreed between parent/carers and abm before implementation.
18. Special diets are issued whenever there is a menu cycle change or whenever a new pupil with an SDR Form is received.
19. The school Catering Manager will be briefed regarding the tailored diet, recipes, and preparation techniques i.e., avoiding cross contamination.
20. The dietary needs documentation will be retained by the abm Nutritionist, and a copy of the information including the child's profile will be displayed in the kitchen for the cook.
21. A copy of the diet will be given via email to the school.
22. Follow-up communications/ meeting can be arranged, if necessary, i.e., menu changes.

**Please scan the QR code for the Online Special Diet Request Form. Direct web link is also available on the school website.**

**No diet will be put in place without adhering to this procedure.**

