

HC3S Medically Identified Special Diets Policy

Introduction

1.0 Policy statement

- 1.1 HC3S aim to provide children in Hampshire Primary Schools, with medically proven special dietary requirements and food allergies with the same opportunities as other pupils at school. Although food allergies are not a stated Disability Discrimination Act (DDA) requirement, we work beyond the four main allergies, wheat and gluten, dairy, soya and egg. We work continuously to make reasonable adjustments and improve what we do to give children a nutritious diet.
- 1.2 All our standard primary school menus are nut free. Our ingredients are manufactured in a nut free environment, meaning all children with a nut allergy can eat our primary menu without having to register for a special diet.
- 1.3 Withdrawing a food group from a child's diet should always be monitored by a health professional. Special diets, therefore, are only provided for pupils with a medical problem, not just a dislike of certain food.
- 1.4 HC3S will take every possible precaution to ensure that food items detailed in the special menus will not be given to the identified children and all appropriate processes will be managed. There is, however, always a risk that traces of allergens may be transferred to items from our menu during processing, storage or preparation in our kitchens. For these reasons HC3S is unable to guarantee that any item on any of our menus is free from trace allergens.
- 1.5 Only foods purchased from nominated suppliers, in accordance with Hampshire County Council specifications will be used in HC3S kitchens.
- 1.6 To ensure the feeding of special diets is successful and to meet with safeguarding requirements, this policy sets out the responsibilities of schools, parents and caterers' requirements.
- 1.7 As our food development team devote their resource on feeding a hot healthy and nutritious lunch, we are unable to cater for specific special diets for schools that choose to offer a breakfast or morning break/tuck shop service or picnic lunch. We can however provide a full list of ingredients for all the items we offer. For those schools that require this information, please email our Food Development team at HC3Sfooddevelopment@hants.gov.uk

Parental responsibility for their children

2.0 Special Diet Application

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| 2.1 | It is the responsibility of parents to provide accurate information relating to any allergies/special diets that their child may have/require and that this is backed up with medical evidence. Children who do have medical needs will usually be under the care of a clinician and parents should therefore be able to provide information confirming this. |
| 2.2 | <p>Medical reasons will always be required confirming the child's allergy/intolerance and must specify what food item/group is to be removed from the menu.</p> <p>Applications for medical special dietary needs should be made using form Medically Identified Special Diet Application (HC300) available to download from www.hants.gov.uk/educationandlearning/hc3s/primaryschools/specialdiets</p> <p>Once the application has been completed and signed by a GP/Dietician, parents are required to take the form into the school admin office to scan over to HC3S office. Separate medical evidence should not be sent in as this will not meet with our Data Protection policy.</p> |

3.0 Severe allergies (EpiPen)

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| 3.1 | If a child requires an EpiPen for food allergies, parents must advise both the school admin office on enrolment of their child starting school and HC3S via form HC300. |
| 3.2 | We strongly recommend to schools, that children requiring an EpiPen, are escorted to the service counter at lunch time by a member of school staff to ensure they are easily identified. |

4.0 Special Diet Menu

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| 4.1 | Once a child is registered as requiring a special diet menu and the menu has been produced, they will remain on this menu for the duration of the menu run. |
| 4.2 | A menu change will only be made if a child develops additional allergies during the menu cycle. Supportive medical evidence will be required along with a letter/email from the parent. |

5.0 Allergy matrix

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| 5.1 | An allergen matrix for the current HC3S menu is available on our website for those parents who wish to manage their child's choice of meal. |
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Schools responsibilities

6.0 Special Diet application

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| 6.1 | It is the school's responsibility to make parents aware that they are required to provide HC3S with the information and evidence regarding their child's special dietary needs. |
| 6.2 | The school admin office should direct the parent to HC3S website www.hants.gov.uk/educationandlearning/hc3s/primaryschools/specialdiets to complete form Medically Identified Special Diet Application (HC300). |
| 6.3 | The school admin office are required to scan and email the completed HC300 application form to HC3S Office HC3Sfooddevelopment@hants.gov.uk/hc3s |

7.0 Special Diet Menu

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| 7.1 | Once the application has been processed and a menu developed, HC3S Office will email the menu to the school, the school admin office are then required to print the menu off and hand this to the Head of kitchen. |
| 7.2. | The school is required to inform the parent of the date the child can eat (once this has been agreed with the kitchen) |

8.0 Identification of children requiring a special diet

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| 8.1 | All children requiring a special diet meal are required to wear an orange silicon band to aid in the identification of the child during the lunch service. These bands are provided by HC3S. |
| 8.2 | Schools are required daily to ensure that all children requiring a special diet meal that day, have been given an orange band to wear up to the service counter in exchange for their meal. |
| 8.3 | In addition to an orange band, schools are required to sign Medically identified special diets – Identification at service time form (HC301) to confirm what additional identification method they will use. It is recommended as best practice that all children requiring a special diet are served first during lunch time and escorted to the counter in addition to wearing an orange band. |

9.0 Severe allergies (EpiPen)

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| 9.1 | For safeguarding reasons, it is strongly recommended for children requiring an EpiPen that they are escorted to the service counter by a school member of staff during the lunch service. This should be in addition to the child wearing an orange band. |
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10.0 Allergy awareness training

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| 10.1 | HC3S offer a free one-hour training briefing on food allergies for lunch time supervisory staff. The briefing covers, allergic reaction responses, the requirements of Food Safety Law and the procedures HC3S have in place, to ensure the safety of customers who require a special diet for food allergy/intolerance reasons. Schools can book this training by emailing a request through to: hc3straining@hants.gov.uk |
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Caterers (HC3S) responsibilities	
11.0 Special Diet Application	
11.0	On receipt of the Medically Identified Special Diet Application form (HC300), HC3S Food Development team will check that the correct medical evidence has been provided. A menu will then be devised, this will either be a generic or named menu.
12.0 Special diet menu compilation	
12.0	Special diet menus are normally produced within 10 working days from receipt of application. On completion, special diet menus are emailed securely to the school.
12.1	Personal preferences cannot be accommodated as this can cause confusion and increase the risk of error.
12.2	Our special diet menus are based on the 14 main allergens, these menus are produced for pupils who regularly have a school lunch, we are unable to provide individual allergen menus for children who only have the occasional meal.
12.3	On theme days an allergen sheet is produced and sent to kitchens. Parents can request this information from the Head of kitchen, allowing the parent to make an informed decision as to whether the menu is appropriate for their child. We are unable to guarantee a specific meal.
12.4	For the Christmas lunch, an allergy matrix is produced for the main 14 allergens, this is sent to all kitchens in advance and is available for parents on request.
12.5	HC3S Food development devote their resource on feeding a healthy and nutritious lunch, this means that we are unable to cater for specific special diets for schools that choose to offer a breakfast or morning break/tuck shop service. We can however provide a full list of ingredients for all the items we offer.
13.0 Allergy matrix	
13.1	An allergen matrix for the current HC3S menu is available on our website for those parents who wish to manage their child's choice of meal.
14.0 Preparation of special diet meals	
14.1	Special diet meals are prepared using different baking sheets, cooking and serving utensils.
14.2	Due to the risk of contamination, school kitchens cannot be classed as 'free from', all catering staff however, are trained in allergy awareness and food safety to a level commensurate with their role.

15.0	Serving of special diet meals
15.1	A Special Diet Daily Register is completed daily in the kitchen, details are recorded on the daily register of which special diet meals are to be prepared that day. The register also acts as a log to record what meal the child was served.
15.2	Children requiring a special diet meal are asked for their orange band on arrival at the service counter.
15.3	The Head of kitchen (or member of staff acting as Head of kitchen) will take responsibility on a daily basis to serve all special diet meals.
15.4	In the case of multi-site kitchens (e.g. Production and Serveries) the Head of kitchen will nominate another member of the team to support with assisting in the serving of special diets meals in the other site/s.
15.5	In all cases, the Special Diet Daily register will be referred to before handing over the child's special diet meal.