



Cyngor Bwrdeistref Sirol

**Blaenau Gwent**

County Borough Council

## Special Dietary Requirements Procedure

Blaenau Gwent School Meals Catering Service provides school meals in all Primary and a number of Secondary schools within Blaenau Gwent. This provision includes special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons.

To accommodate individual special dietary requirements, Blaenau Gwent School Meals Catering Service will work in partnership, sharing joint responsibility for this procedure between pupil, parent/carer, NHS and Education Services to provide a nutritionally balanced meal that meets the dietary requirements of the pupil.

This procedure provides guidance for assessing special dietary requirements and clarifies the responsibilities of the School, Parent/Carer, NHS, and School Meals Catering Service.

### **Outline of roles & responsibilities**

#### Head Teacher/School

- Assist in cascading information on special diet procedure to Parent/Carer
- Ensure Special diet forms are available from school office and given to parent/carer as required
- Where relevant, ensure all staff including the catering staff are informed immediately of any pupils who have an allergy or intolerance
- Assist with the return of completed Special diet forms to Blaenau Gwent School Meal Catering Service via the dedicated special diet email address: [specialdiets@blaenau-gwent.gov.uk](mailto:specialdiets@blaenau-gwent.gov.uk)
- Familiar with the contents of individual child's care plan, and ensure appropriate action is taken in case of emergency to maintain safety of individual pupil

#### Parent/Carer

- Inform the school that their child has a special dietary requirement
- Request and complete the Special Diet Form available from the school
- Return the completed form, including letter from GP or dietitian detailing where applicable the medical dietary requirement via the dedicated email address : [specialdiets@blaenau-gwent.gov.uk](mailto:specialdiets@blaenau-gwent.gov.uk) or return to the school who will send the form on behalf of the Parent/Carer  
**(To protect the health of the child, we request that a packed lunch from home be provided until a confirmed start date has been agreed).**
- Advise the School Meals Catering Service Central Team in writing if the special diet is no longer required and pupil is able to return to the standard menu (Please note until this is received the pupil will continue to be served the agreed special menu)

## School Meals Catering Service – Central Team

- Responsible for supplying school office with an electronic copy of the Special Diet form
- Responsible for informing school of any changes or updates to the special diet procedure
- Available to attend meetings between pupil, parent/carer, and school either face to face or via Teams to discuss specific dietary requirements
- Support and advise parent/carer and catering staff on appropriateness and provision special dietary requirement
- Discuss pupil's specific dietary requirement with parent/carer and develop an appropriate menu for pupil
- Copies of the completed forms and agreed menu will be recorded and held on the Catering drive
- Update spreadsheet (password protected) with relevant information on each pupil, detail changes as they occur
- Obtain product specifications from suppliers to ensure data is held on all food products to comply with specific diet requests
- Responsible for supplying and discussing the agreed special diet and allergen matrix with the school cook and the importance of not deviating from it, unless advised by the central team

## School Cook and kitchen team

- Responsible for storing the file containing pupil's special dietary information and allergen matrix supplied by the School Meals Catering Service central team
- Ensure every member of the kitchen team, including relief/cover staff members are made aware of the special diet procedure and, of any special diets that are being provided
- Ensure that once a special diet menu has been agreed it is adhered to and not replaced with any other products
- Responsible for informing the Central Team of any variances or concerns before serving to the pupil
- If a change of menu is unavoidable the Head Teacher must be made aware as soon as possible, so that they can notify the parent/carer
- Where there is a change for a "Theme Day" a suitable alternative will be made available wherever possible

## SPECIAL DIET REQUIREMENT PROCEDURE

Parent/Carer requests special diet request form available from School Office



School issues special diet form to Parent/Carer



Parent/Carer returns completed special diet form (together with letter from dietician/doctor for medically prescribed diets and up to date photograph of pupil) to school clerk or direct to Blaenau Gwent School Meals Catering Service via the dedicated email: [specialdiets@blaenau-gwent.gov.uk](mailto:specialdiets@blaenau-gwent.gov.uk)  
**To protect the health of the child, we request that a packed lunch from home be provided until a confirmed start date has been agreed.**



Request will be reviewed by dietitian who will liaise with pupil's parent /carer to produce a realistic and manageable menu and agree a start date.



Once the menu has been agreed the dietitian will liaise with the school cook who will be supplied with a copy of the special diet menu, child's name, and class.



The school cook will ensure that all members of the kitchen team are made aware of the pupil's dietary requirements and location of the relevant information



Parent/Carer and Head Teacher will be advised of a definite start date

