



**NORTH LANARKSHIRE COUNCIL
ENVIRONMENTAL SERVICES**

FACILITY SUPPORT SERVICES

DIET PROCEDURES

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North Lanarkshire Environmental Services acknowledges the importance of special diets and therefore aims to make the provision of special diets as simple and straightforward as possible. Effective provision of a special diet is important to both the child and their family to ensure inclusion in all aspects of school life. Special diets are needs specific and followed for a variety of reasons, including:

- Additional support needs e.g. those with chewing and swallowing difficulties
- Ethical reasons e.g. those wishing to follow a vegetarian or vegan diet
- Religious or cultural reasons e.g. individuals from different ethnic origins
- Medically prescribed e.g. due to coeliac disease, food allergy, food intolerance, etc

Some children with additional support needs may require food to be adapted to an appropriate texture and consistency. In this instance, the child's Speech and Language Therapist or Registered Dietitian should liaise with the Head Teacher and the Area Manager responsible for catering services to provide advice and support to the school's Catering Manager on the texture and consistency of food required. In some cases, the child's additional support needs staff may take responsibility for ensuring food is of an appropriate consistency.

Special diets are also requested for ethical, religious or cultural reasons. In these cases, the parent/carer should request the diet in writing to the Head Teacher, who will liaise with the Area Manager for catering services. The Area Manager will then provide advice and support to the schools Catering Manager.

In some circumstances, diet may be the only treatment of a medical condition or can form a major part of it. These diets are medically prescribed diets and can be required for a wide variety of medical conditions including, diabetes, coeliac disease, overweight and obesity*, food allergies/intolerance and phenylketonuria (or PKU), which is an inability to cope with high protein foods. **If a medically prescribed diet is required, the procedure detailed below must be followed.**

A dietary referral (e.g. a medically prescribed diet) must emanate from either a Medical Practitioner or a Registered Dietitian. The procedure implemented by Facility Support Services is as follows: -

1. A medically prescribed diet request form (MEDICALLY PRESCRIBED DIET REQUEST - FORM 1) is completed by the pupil's own Registered Dietitian

* Please note, a dietary referral for overweight or obesity may not be required in every case. Due to the improved nutritional value of school lunches, pupils will be able to choose low calorie food and drink, particularly reduced fat and sugar options.

(Dietitian working within the National Health Service, either in a hospital, health centre or clinic).

(Form 1 attached for information)

This form notifies Facility Support Services of the diet to be followed and gives confidential details of the diagnosis and other relevant information to the case.

All Dietitians working within NHS Lanarkshire have access to MEDICALLY PRESCRIBED DIET REQUEST - FORM 1 and regularly use this to refer their patients for special dietary meals.

2. Following receipt of the above form, Facility Support Services Training Section actions the diet by informing and instructing the appropriate Catering Manager, by issuing **MEDICALLY PRESCRIBED DIET REQUEST - FORM 2 (this form is for internal use only)** and other relevant dietary information initially passed from the Dietitian. It is the responsibility of the Catering Manager to ensure that all members of the school catering team are fully informed about each medically prescribed diet and which pupil the diet relates to. It is the overall responsibility of the Area Manager to ensure each medically prescribed diet is implemented appropriately should the Catering Manager be absent from the unit.

It is advisable, with permission from the parent/carer, that the Head Teacher and Catering Manager liaise to discretely display a photograph of any child requiring a medically prescribed diet within the kitchen area.

3. The Customer Services Officer is notified by the SPECIAL DIET RECORD FORM, which informs them of the new diet and if any additional equipment is required e.g. electronic scales, liquidiser, etc.
4. Once the diet has been actioned, the Facility Support Services Training team will issue an ACKNOWLEDGEMENT LETTER to the referring Dietitian/Medical Practitioner and remains the point of contact for both the Dietitian, the Catering Manager who is implementing the diet, and the Head Teacher for information. With certain types of medical diets e.g. PKU or Coeliac Disease, a communication link is also set up between the FSS Training team, the parent/carer, the Dietitian and the Catering Manager. This allows additional guidance and support for the implementation of the diet and allows the parent/carer to develop confidence in the catering provision.

In some circumstances e.g. PKU or coeliac disease, we will require access to prescription items (such as low protein or gluten-free items) which will ensure a more varied and balanced diet for the child. Only prescription items or items approved by the FSS Training team may be provided.

5. It is important that the Head Teacher is aware of any medically prescribed diets within the school and on occasion may be asked to attend a meeting with the parent/carer, Dietitian and FSS Training Officer, particularly in the case of PKU, coeliac disease and Maple Syrup Urine Disease. **The information conveyed may affect other areas of the school out with the control of the Facility Support Services.**

6. Any change in the child's dietary requirements must be advised through a Registered Dietitian or GP to the FSS Training Officer.

There are currently approximately 211 medically prescribed diets in our education establishments (Social Work establishments are currently unregistered).

It should be noted that before a medically prescribed diet is implemented by Facility Support Services in any type of catering unit, the FSS Training team must be given appropriate advice and instructions from a Registered Dietitian or Medical Practitioner in order to operate this aspect of our service effectively.

North Lanarkshire Council

Environmental Services, FSS,
Fleming House, 7th Floor,
2 Tryst Road, Cumbernauld
Tel: 01236 856478 Fax: 01236 618381

Medically Prescribed Diet - Form 1

To be completed by child's dietitian

Name: _____ Date of Birth: _____

Tel No: _____

Name of Parent / Guardian: _____

Home Address: _____

Name of school or other catering unit: _____

Diagnosis:

Type of special diet:

Type of Food / Drinks to be avoided:

Sample Menu Plan

Starter: _____

Main Course/Snack: _____

Sweet: _____

Other Items: _____

Additional Information: _____

Name & work address of dietitian requesting diet: _____

Tel No: _____

Signature of dietitian: _____

Date: _____

Please enclose: **Samples diet sheet**
 Recipes

Please return to: Lorraine Jackson
 NLC Environmental Services
 FSS-Catering
 Fleming House
 7th Floor
 2 Tryst Road
 CUMBERNAULD
 G67 1JW

Telephone 01236 856478