

Provision of Medically Prescribed Diets Policy

Improving life
through learning



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Introduction

Education Authorities have the statutory duty to provide school meals for children and young people attending schools. Education Authorities must provide free school meals for those children and young people from families with low income. Free Meal Entitlement (FME) is a recognised measure of the level of deprivation in a school's catchment area. Meals, including free meals, are also provided in a number of Stirling Council nurseries.

In 2003 the Scottish Executive introduced "Hungry for Success", an initiative aimed at developing a whole school approach to improved nutrition and healthy eating.

The recommendations of Hungry for Success include:

- The provision of healthy meals that comply with the national Nutrient Standards for School Lunches.
- Removing the stigma of free school meal entitlement.
- Provision of special diets. *'Each education authority should develop a policy for delivering in partnership with parents and carers, medically prescribed diets and appropriate provision for children with special educational needs'*.
- Making strong connections between school meals and the curriculum. The links between nutrition and the curriculum, within Stirling Council, also applies to early years settings according to the new guidelines.

New regulations - The Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008 - came into effect for primary schools in August 2008 and for secondary schools in August 2009. These set out nutrient and food standards which define the types of food and drink that pupils should be offered in school lunches and also extend to food and drink sold or served in schools out with the school lunch.

There are an increasing number of children requiring medically prescribed diets, for a number of reasons including allergies/intolerances, diabetes and other medical conditions.

Schools, nurseries, parents/carers and catering staff need to work in partnership to ensure that as far as possible, the menus and the conditions in the dining room or areas where meals are served, enable as many of those children requiring medically prescribed diets to be accommodated and have access to school meals if they so wish.

NHS Forth Valley has worked in partnership with the Council (Schools, Learning and Education and Catering Services) to produce guidance for all staff in schools and nurseries on the different types of medically prescribed diets, which may be required. This guidance is contained in the folder "Providing Special Diets", issued to all establishments in 2006.

Principles

All authority establishments, including schools, early years provision and social work residential homes should ensure that they have mechanisms in place to be proactive in identifying and providing for those children/young people who require medically prescribed diets.

These mechanisms should include:

- Information in the school/establishment handbook for parents/carers on the provision of medically prescribed diets.
- Information gathering at enrolment and placement and annually thereafter. The head of establishment will ensure that the requirement for medically prescribed diets is part of the enrolment discussion with all parents/carers and that, where necessary, they are provided with information about the meals provided and the Council's policy on medically prescribed diets. Annual formal updating of Referral Form (Appendix 1) and Parental Declaration by parents/carers (Appendix 2).
- Continuous updating and sharing of information on children and young people requiring medically prescribed diets with all staff, where appropriate, to ensure that they are aware of vulnerable children and young people.
- Discussion at parents' evenings and meetings.

Stirling Council Schools, Learning and Education recognises its responsibility to work in partnership with parents/carers and Catering Services to provide, as far as possible, the special dietary requirements of individual children.

Procedures for Provision of Medically Prescribed Diets

For all children and young people identified as having special dietary requirements, by their parents/carers, the following procedures should be followed:

- The head of establishment will convene a meeting with parents/carers and the Catering Services Catering Supervisor to discuss the dietary needs of the child/young person. The child/young person may attend (if appropriate).
- If, after full discussion, the parents/carers wish their children to receive meals provided by Catering Services then they must complete the attached Referral Form (Appendix 1) and the Parental Declaration (Appendix 2). The head of establishment must ensure that both forms are completed and signed, **annually**, by the parent/carer. They should be kept in the establishment but a copy of each must be given to the parent/carer and a copy of each must be submitted to the Catering Supervisor within the school kitchen. Children receiving a meal will be issued with a Yellow band to highlight they have a special/medical diet to Catering staff unless the parent or child objects.
- Additional information about GP/Dietitian involvement should also be noted on the Referral Form (Appendix 1).

The head of establishment must ensure that all establishment staff members are aware of the Council's policy and guidelines and also the specific dietary needs of individual children within the establishment, where appropriate. Staff should be given appropriate training, if required.

Additional Guidance for Particular Dietary Requirements

Vegetarian Diets

The standard school meals service menus include a non-meat option and this is clearly highlighted for parents/carers and children on the menu planner.

Nut Allergy

Catering Services and NHS Forth Valley have worked in partnership to develop a comprehensive index of all substances and ingredients, which may contain traces of nuts. As a result some dishes may be considered “nut free”. Parents/carers should be advised that while the ingredients of meals identified as nut-free do not contain nuts, they have not necessarily been prepared in a nut-free environment and may contain traces of nuts.

It must be realised that there can be no guarantee that food has not been contaminated during any stage of the production, manufacturing or preparation processes with traces of nuts.

When a child/young person has been identified as having a nut allergy, establishments should, in consultation with children and young people, staff, parents/carers and Parent Councils, develop and implement an establishment nut policy.

This policy should:

- Identify the steps that will be taken to reduce the risk of accidental contact with nuts and consider the degree to which it is possible for the school/establishment to be a nut free zone.
- Raising awareness of children, young people and staff about the dangers posed by nut allergies.
- Include advice about food brought from home by staff and children/young people containing nuts or traces of nuts.
- Include advice about the use of nuts within the curriculum e.g. bird feeders
- Address any staff training needs on the use of EpiPens, according to the guidance contained in the Administration of Medicines in Schools document.

Other Medically Prescribed Diets (e.g. other allergies/intolerances, diabetes)

Most of the needs of the children/young people requiring support for the above conditions can be provided within the standard School Meals service menus. This will be achieved through the support of the establishment staff, partnership working and full co-operation from parents/carers.

Gluten free diets should be supplemented by the addition of special foods supplied on prescription and provided by parents/carers.

Other Dietary Requirements

As part of its statutory duty Stirling Council is obliged to promote diversity and prevent discrimination.

The School Meals menus is likely to meet most needs in relation to dietary requirements for personal and/or religious reasons. Where the standard menus do not meet such needs, parents/carers of children/young people may request special meals and additional information/support in deciding whether or not to access school meals.

The following services can be made available:

- Parents/carers of ethnic minority children/young people can request information on the school meals service, including menus, in their home language.
- Parents/carers people can request information on which meat is used in individual meals and the supply/procurement of products.

Monitoring and Evaluating

Monitoring and evaluating is an essential part of the quality assurance measures of both Schools, Learning and Education and Catering Services. As such, the implementation of this policy and guidelines will be monitored through:

- The collation of the numbers of children taking school meals with a diagnosed requirement for a medically prescribed diet.
- The number of children, whose parents/carers have requested access to school meals and have signed the Parental Declaration ([Appendix 2](#)).
- The number of requests for medically prescribed diets that have not been fulfilled/have been fulfilled.
- The uptake in school/nursery lunches.
- Feedback from parents/carers.
- The number of incident forms, completed by establishments, reporting any adverse reactions caused by unintentional exposure to a food allergen.

The policy and guidelines will be reviewed regularly, as required.



Year	
Date of Completion	

Medically Prescribed Diet Referral Form

Name of Establishment			
Name of Child		Date of Birth	
Contact Details		Year/Stage	

This **MUST** be completed by parent/carer.

Type of Diet/Allergy

Milk Free	<input type="checkbox"/>	Egg Free	<input type="checkbox"/>
Gluten Free	<input type="checkbox"/>	Nut Free	<input type="checkbox"/>
Wheat Free	<input type="checkbox"/>	Diabetic	<input type="checkbox"/>
MSG Free	<input type="checkbox"/>		

Any other (please specify) _____

Has diet/allergy been diagnosed? Yes No

Provide details: _____

Other Relevant Details

Name of Doctor/Consultant _____

Name of Dietician and Contact Number _____

What are the symptoms? _____

Any other information? _____

Please attach a copy of prescribed diet sheet. (This will allow the correct diet to be provided).

Is your child able to self select? Yes No

Is your child entitled to a free school meal? Yes No

Parent/carer signature: _____

Head of establishment signature: _____

Date: _____

VALID ONLY FOR CURRENT ACADEMIC YEAR



Medically Prescribed Diet Parental Declaration

Working in partnership with NHS Forth Valley and Schools, Learning and Education, Catering Services has adapted the current menus to meet the demands of the most common medically prescribed diets.

The menus meet the medically prescribed diets using fresh produce wherever possible. Where manufactured products are used Stirling Council is required to rely on the information provided by the manufacturer regarding food allergens.

We will not knowingly supply foods that are not suitable.

It is the responsibility of the parent/carer to give permission for the child requiring a medically prescribed diet to partake of school meals.

Names of Parents/Carers

Name of Child/Young Person

Address

Name of Establishment

To be completed by parents/carers of children requiring medically prescribed diets, wishing to take school meals

We/I _____ (parents/carers) of _____ (child's name), acknowledge and accept that whilst every effort has been made by Stirling Council to ensure that the food provided to children/young people meets the requirements of their medically prescribed diets, Stirling Council cannot guarantee that the food has been processed and/or prepared in an environment free from particular products and therefore it may contain traces of such products. We/I further confirm that we/I accept the Council's advice regarding the risks to our/my child and nevertheless wish him/her to take food so provided.

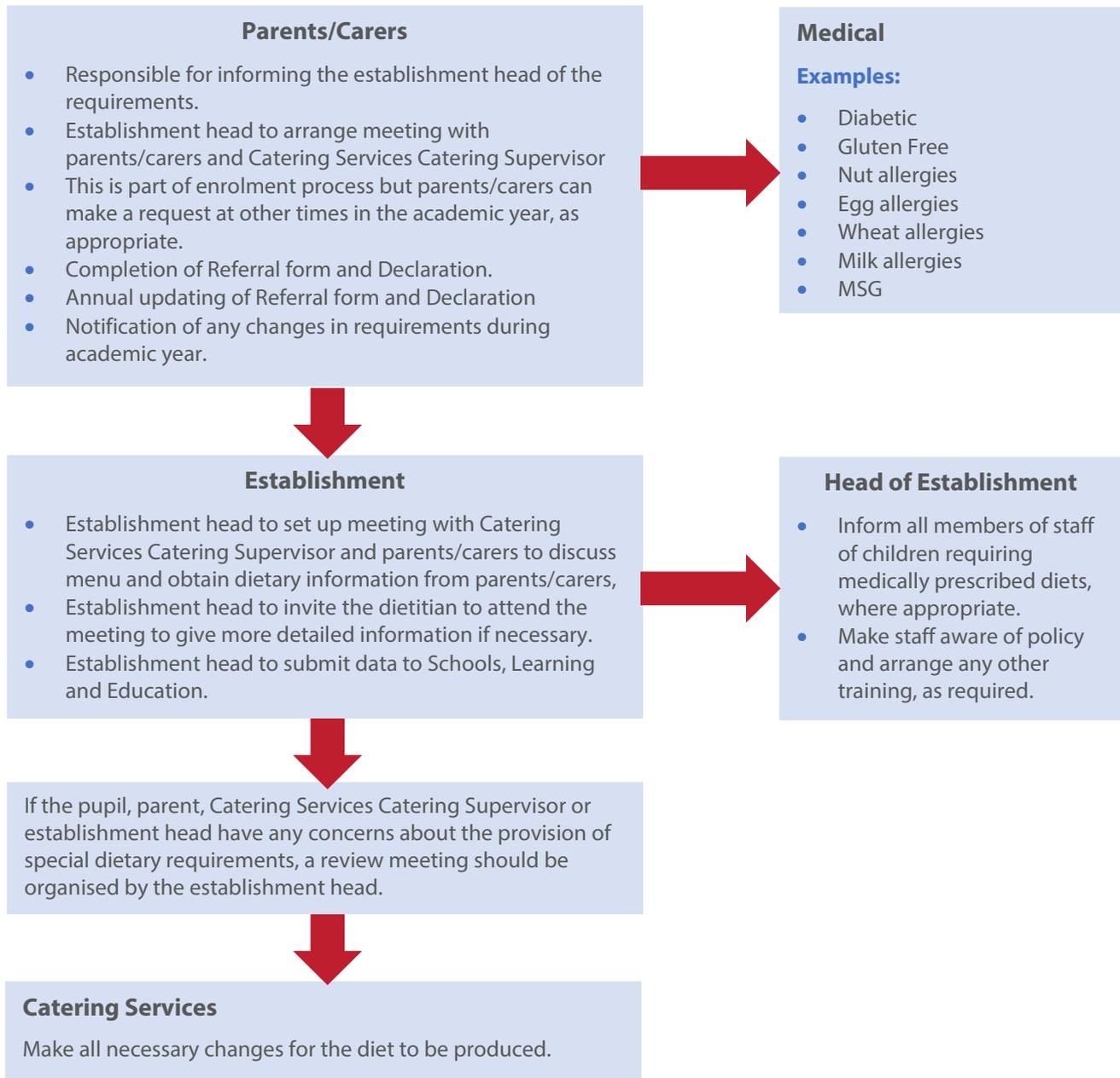
Signed (parent 1/carer 1)

Date

Signed (parent 2/carer 2)

Date

Providing Medically Prescribed Diets Child Requires a Medically Prescribed Diet



Review of Provision of Medically Prescribed Diets Policy

	Date	Lead Officers(s)
Produced	August 2017	
Review	November 2017	Jennifer Abernethy, Principal Teacher Karen Cockburn, Team Leader
Update	June 2020	

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supplied in an alternative format
please call 01786 404040.

