



**NORTH LANARKSHIRE COUNCIL
ASSET & PROCUREMENT SOLUTIONS**

FACILITY SUPPORT SERVICES

DIET PROCEDURES

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North Lanarkshire Council, Facility Support 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
- Behavioural support e.g. in cases of Autism
- Ethical reasons e.g. those wishing to follow a 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

Medically Prescribed Diet

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.**

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.

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 1a**) is signed or completed by the pupil's own Registered Dietitian (Dietitian working within the National Health Service, either in a hospital, health centre or clinic) or Medical Practitioner.

* 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.

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 1a and regularly use this to refer their patients for special dietary meals.

2. Following receipt of the above form, Facility Support Services Nutritionist actions the diet by informing and instructing the appropriate Catering Manager, by issuing **FORM 2 (this form is for internal use only)** and other relevant dietary information initially passed from the Dietitian/Medical Practitioner. 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. Once the diet has been actioned, the Facility Support Services Nutritionist will issue a proposed meal plan to meet the needs of the child. This will be discussed and agreed with parents in the first instance. With certain types of medical diets e.g. PKU or Coeliac Disease, type 1 diabetes, a communication link is also set up between the FSS Nutritionist, 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, 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 Nutritionist may be provided.

4. 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 Nutritionist, particularly in the case of PKU and Maple Syrup Urine Disease. **The information conveyed may affect other areas of the school out with the control of the Facility Support Services.**
5. Any change in the child's dietary requirements must be advised through a Registered Dietitian or Medical Practitioner to the FSS Nutritionist.

Special Diet Request Form

Special diets are also requested for ethical, religious or cultural reasons and can be used to support children with restricted eating habits, in cases such as autism. 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. Please note vegetarian children do not require a form and should simply select from the menu the appropriate choice.

A Special Diet referral must be completed by the child's parent or carer. The procedure implemented by Facility Support Services is as follows: -

- 1 A special diet request form (**SPECIAL DIET REQUEST - FORM 1b**) is signed or completed by the pupil's own parent or carer.
- 2 A **FORM 2 (this form is for internal use only)** is completed and a suitable menu will be provided by the nutritionist to parents, school head teacher and the catering manager. These menus will include all relevant product information and codes for ordering.
- 3 It is the responsibility of the Catering Manager to ensure that all members of the school catering team are fully informed about each Special diet prescribed diet and which pupil the diet relates to. It is the overall responsibility of the Area Manager to ensure each Special 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 special diet within the kitchen area.

It should be noted that before a medically prescribed diet is implemented by Facility Support Services in any type of catering unit, the FSS Nutritionist must be given the appropriate form fully completed. Any forms missing information will delay the process or the diet may not be processed.

All correspondence to NLC is via email. All completed and signed forms sent to: SpecialDiet@northlan.gov.uk