

## Sheffield City Council Medical Diet Procedure

The Parents or Carers should discuss all children's dietary needs as part of the child's care plan with school, then:

### Parent or a Member of School Staff

1. Contacts the School Food Service at Sheffield City Council (**01142 734767**), Information gathered will include: Child's name, DOB, nature of the medical diet required and Parent/Carer contact details.
2. Parent or School Representative will provide written medical evidence from a GP, Dietician or other relevant health professional to: Liz Cownley (School Food Service) via Fax 273 5855 or post to: School Food Service, Level 7, West Wing, Moorfoot Building, Sheffield S1 4PL.

***Note** - Written medical evidence from a GP, Dietician or other relevant health professional **must** be provided to the School Food Service at this stage. Medical Diets will **not** be organised without this information which demonstrates a clear medical need.*

### School Food Service

1. Will contact Taylor Shaw's Nutritionist to request a Medical Diet is put in place. All the information received from the parent or school will be used to create the appropriate diet for the child.

### Taylor Shaw

1. The Nutritionist may arrange a meeting at school with a parent, school cook, plus school representation as necessary.

***Note** - Please note although every parent has the opportunity to meet with the Nutritionist, the majority of diets can be implemented without a meeting. The proposed menu will be based on the school's menu.*

2. A draft menu is created and a hard copy will be issued to the parent to check/sign and return back to Taylor Shaw - signed acceptance must be returned via email or the tear off slip provided to Taylor Shaw before the diet is put in place.
3. The parent will be required to provide a recent photo of their child to enable their child is easily identified by the catering team.
4. Once agreed, the school cook will be provided with a copy of the menu to be displayed in the kitchen
5. The child's details will be included in Taylor Shaw's medical diet records and medical diet menus will be automatically changed to reflect the schools seasonal changes to menus.

**Note - A Medical Diet Will Not Be Put In Place Without Adhering To This Procedure.**

**Training** – All Cooks and Unit Managers have had Health & Safety training incorporating food allergens.