Mellors

# ALLERGENS

## Parent Pack



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Special diets are a very important part of our catering provision in schools. Allergen procedures are essential to ensure that the needs of individual pupils can be met safely. To ensure we offer the best possible service to our pupils and families, Mellors Catering Services have individual care plans in place for all pupils who have an allergy or intolerance.

In an education unit particularly, with pupils being classed in the 'vulnerable' category (under 18 years old), it is essential that we meet with parents/guardians. This ensures that there is a variety of meals available throughout the week and that individual nutritional needs are met.

Our education units have a captive audience of customers. With that in mind, we support their needs by working with our supply chain to offer allergen free foods to coincide with the daily menu/offer. We fully support pupils with special dietary needs and we make a commitment to do this for the lifetime of their education with us.

In line with the food information regulations for allergens and food labelling that came into effect on 13th December 2014, all of our dining rooms display an allergen notification for our customers.
Our recipe packs also contain a breakdown of ingredients inclusive of the food allergens they contain.



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We are pleased to be working in partnership with your school and we want to ensure your child is able to enjoy a meal with their friends at lunchtime.

To ensure your child is catered for safely each day, the catering team need to collect some essential information about your child's requirements. Once we have that information, a meeting will be held with you, your child and the school cook to go through the school menu and pick what your child would like to eat each day. The cook will have their recipe file and will be able to check the ingredients to ensure each item is suitable. If the meal isn't suitable we will try to adapt the recipe for your child, however in some instances this may not be possible. If this is the case we would then look to offer a jacket potato or sandwich option to ensure there is something available every day.

## Step-by-step process for developing a menu for a child with an allergy or intolerance:

1. Fill in the special dietary needs form attached to this document.

2. Return this to the school or catering team with a recent photograph of your child and a medical note from your child's doctor or dietician. This note should outline the allergy or intolerance.

3. The school will then arrange a meeting for you and the school cook at a time that is convenient for you both.

4. Meet with the school cook to go through the menu cycle to highlight what your child can eat from the options available and agree a menu suitable for your child. If the main meal of choice isn't suitable for your child the cook will try to adapt it for you. If this isn't possible, we always offer a jacket potato or sandwich option as an alternative.

5. The cook will complete a menu sheet with your chosen dishes which all parties will sign to say they are happy with the menu.

**Note:** The menu will change throughout the year. The cook will be able to advise you of the dates the menu will change and a simple refresh meeting can be arranged to update your child's menu.

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## Diabetes – Carbohydrate Counting

Mellors Catering Services will provide support for pupils with diabetes to enable them to eat a school meal at lunchtime with their friends.

At Mellors we like to treat each school individually, acknowledging that all schools, pupils and staff are different. The Nutrition and Food Development team produce a menu and recipe pack for our catering managers to use as a framework to create their own menus. They work with the parents/guardians and pupils to create a menu that fits the pupil's likes and dislikes within that school.

All of the recipes within the pack have been nutritionally analysed so the catering manager can share the nutritional breakdown with you. Our catering managers also have the flexibility to use a large number of local suppliers so it is important to meet with the catering manager to get all of the specific information for the menu and products in your child's school.

## Step-by-step guide to supplying carbohydrate information for diabetic pupils:

1. A meeting should be arranged between the school catering manager, pupil and parent/guardian to discuss the menu.

2. The catering team will provide the nutritional breakdown of the recipes that are available on the menu cycle.

3. The information can also be shared with the teacher/carer who looks after your child in school and administers their insulin.



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## Nut Policy

For many years now, education sites have been cautious around the usage of nuts in the school kitchen. It is a standard rule that is adhered to by a large proportion of UK education establishments and over 75% of schools still adopt this practice with nuts not being used as an ingredient in the school kitchen.

Mellors Catering Services chooses not to use nuts or nut products in our schools. The recipes provided to our schools do not include nuts as part of the ingredient profile and it is the catering manager's responsibility to ensure that this policy is adhered to.

Although we do not use nuts as an ingredient, many factories are multi-purpose operations and there may be a small cross contamination risk when it comes to some products that we purchase. These products carry a disclaimer that says 'may contain nuts or traces of nuts'. There will be very few products in a primary school that carry this disclaimer.

If a child in a primary school has a nut allergy, the school will not provide any products that carry this disclaimer to that child.

## Useful websites/further information

Anaphylaxis campaign: www.anaphylaxis.org.uk

Allergy UK: www.allergyuk.org

Food Standards Agency:
www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance

## Mellors Contact Details

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## Special Dietary Needs Form

This must be completed by a parent/guardian once a special diet request has been made. This must be supported with a medical note to confirm the special diet.

### Checklist

- ☐ Complete this form
- ☐ Include a recent photo of the child (unless school already have one)
- ☐ Include a medical note from the child's doctor or dietician

### Pupil Information

| | |
|---|---|
| Full Name | |
| Date of Birth | |
| Year | |
| Class | |
| Name of Parent/Guardian | |

### Allergy / Intolerance Information

| |
|---|
| Allergy / Intolerance Details: |
| Symptoms: |
| Daily Care Requirements: |