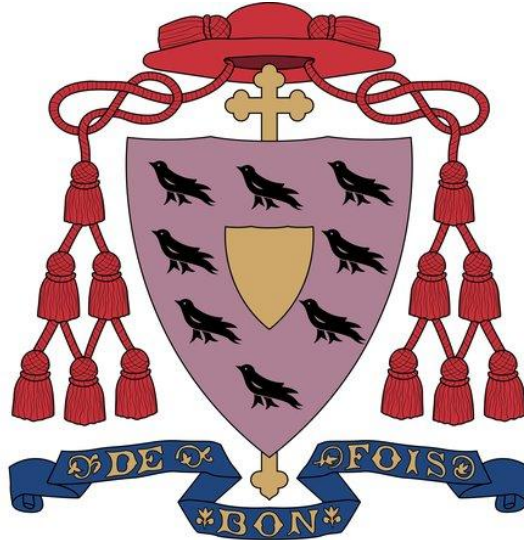




Bishop Chadwick Catholic Education Trust

Medical Diets Policy

Policy Owner	Catering Manager
Date originally approved	31 March 2022
Reviewed	03 March 2025
Date Agreed by Directors	06 July 2026
Next Review Date	July 2028 (or as legislation requires)

TABLE OF CONTENTS

1.0	Definitions	3
2.0	Introduction and Background	3
3.0	Scope.....	3
4.0	Roles and Responsibilities.....	3
5.0	Process for Creating a New and Implementing a Medical Diet	4
6.0	Monitoring.....	5
	Appendix A:	6

1.0 DEFINITIONS

1.1 The purpose of this guidance is to detail Bishop Chadwick Catholic Education Trust's responsibilities and commitments in providing medical diet support to all customers. For the purpose of this policy 'the customer' refers to the pupil requiring the medical diet including any parents or guardians.

2.0 INTRODUCTION AND BACKGROUND

2.1 Medical diets are an important part of Bishop Chadwick catering provision and the safety of the customers we cater for is our number one priority. A medical diet is defined as a diet whereby the standard school menu is unsuitable and requires adaptation to be made safe for a customer due to a medically diagnosed dietary requirement. Examples of medical diets include diagnosed food allergies and intolerances. As part of The Trust's mission to nourish the young minds of our customers, we strive to provide customers with medical diets with the same opportunities to enjoy our food as their peers and we are committed to making reasonable adjustments for medical diets, providing it is safe to do so. We believe it is our responsibility to encourage customers to try new foods as part of a balanced diet therefore we do not accommodate for taste aversions or preferences and will not consider this a medical diet requirement.

2.2. When managing medical diets in a school environment there are many factors to consider, however the safety of the children being catered for is the number one priority. Due to complexities in these scenarios it is not always possible to offer more than one choice of a medical diet meal. This decision is never to single out pupils, discriminate or to remove choice it is made solely based on what is operationally safe to provide.

3.0 SCOPE

3.1 This policy is applicable to all Bishop Chadwick Catholic Education trust catering employees and it relies upon up to date information being shared from the school office and what is uploaded into the MIS.

4.0 ROLES AND RESPONSIBILITIES

4.1 In order to manage medical diets safely, schools and caterers will be required to process pupil and parent data, such as, but not limited to, medical information and photographs. All data handling must be conducted in line with GDPR.

4.2 Responsibilities are broken down into departments :-

School –

- Collect medical diet information of pupils in their school with food allergies and intolerances.
- Share this information with the catering team.
- Provide details of medical diets in advance of a new term with sufficient notice, this will enable the catering department to fulfil their responsibilities outlined here.
- Keep allergen information up-to-date throughout the year and ensure the catering team always has the most up-to-date data.
- Communication between parents and caterers must involve the school at every step.

Parents and Carers –

- Inform the school of their child's food allergy/intolerance prior to the beginning of the school term (or as soon as possible) after diagnosis or symptoms.
- Provide a medical note to evidence the food allergy/intolerance. This must be from a qualified medical professional/medical establishment.
- Ensure communication is with the school and not just the catering department throughout the process.
- Provide schools with the information required in a timely manner and when requested.

Catering Team –

- Liaise with the school at the end of the preceding term to obtain information on those pupils with medical dietary requirements.
- Ensure the school is kept up-to-date with medical diet menus and medical diet process.
- Do not communicate with parents without involving the school.
- Ensure that all procedures are followed including the three stages of identification.
 1. Completing, displaying, and keeping up to date the kitchen medical diet log.
 2. Ensure that all photographs are displayed and kept up to date.
 3. Check that pupils are wearing the medical diet lanyard whilst being served.

5.0 PROCESS FOR CREATING A NEW AND IMPLEMENTING A NEW MEDICAL DIET

This also has different strands of responsibilities, but it requires all parties working together.

School –

- Ensure the school is using the trusts method of identification when pupils following a confirmed medical diet come through the dining room, for example the medical diet lanyard. Identification is essential for younger pupils.
- The identification method should be a thorough process – for example, not solely down to teachers to identify the pupils, in case the teachers are absent.
- Pupils should be wearing their medical diet lanyard before entering the dining hall.
- Ensure all staff are adequately trained on medical diets and allergen management.
- Educate pupils about allergies and supporting their peers with medical diets

Parents/Carers –

- Be willing to meet with senior catering team to discuss the pupils needs.
- Provide a medical note which must be the most up to date version and, if a newly diagnosed allergy/intolerance, the medical note should be dated within the last 6 months. This note should be provided at the parents' earliest opportunity. Should the pupil's allergy/intolerance change, this medical note should be resubmitted to the school/catering department with the most recent information. In the instance that a pupil no longer requires medical diet/support, parents are also required to notify the school in writing.
- Acceptable medical evidence should be documentation from a professional medical source i.e. a medical doctor, registered dietitian, nurse or other qualified NHS medical professional.
- It is also advised that parents provide schools and their caterer with a copy of the pupil's Allergy Action Plan. Completed by the pupil's health professional, the plans are designed to provide medical and parental consent for schools to administer medicines in the event of an allergic reaction.
- Approve medical diet menus when they are provided.
- Provide a photo of child, if requested, to aid identification method.
- Encourage pupil to wear identification lanyard when in the dining room.

Catering Team –

- Meet with each parent/carer of child who has a medical diet
- Ensure all team members are adequately trained on medical diets and allergen management.
- Develop medical diet menus (produced by the Trust Catering Central Team) following an agreed process, where safe to do so.
- Ensure the medical diet menus are provided to the school and parents in a timely manner.
- Ensure the information held on ingredients and recipes is accurate and regularly reviewed.
- Meet the Food Information Regulations and future allergen legislation.

- Ensure that all information regarding any allergy or intolerance is shared with all staff involved in the preparing and handling of food.
- For all food served at lunchtime, the Cook/Chef must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.
- For food served at other times of the school day the Manager/person in charge of event (as stated in the Allergy policy) must be clear about who is responsible for checking that the food being provided meets all the requirements for each child

6.0 MONITORING

6.1 Constant monitoring of the medical diet process will take place. There is a medical diet section on the kitchen audit that the senior catering team use when on site, to ensure the safest practices are being followed daily.

APPENDIX A : Medical Diet Request Form



Medical Diet Request
Form.docx