

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. Complete a Medical Diet Request form, Information required will include: Child's name, DOB, nature of the medical diet required and Parent/Carer contact details. **This form must be signed by the parent**; this will give Sheffield City council permission to use the information on the form to create a Medical Diet.
2. The completed form should be sent with written medical evidence from a GP, Dietician or other relevant health professional to: **School Food Service (SF Diets) via anycomms+** or post to:
Allison Johnson/ Sue West, 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.*

School Food Service, Sheffield City Council

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.

Parent/ Carer

3. Will receive a medical diet menu created by Taylor Shaw's Nutritionist **this must be checked through signed and return** to Taylor Shaw –
*signed acceptance must be returned via email or the tear off slip provided before the diet is put in place.
4. The **parent** will be required to provide a recent photo of their child to enable the catering team to serve the correct Medical Diet meal to their child.

Taylor Shaw

- Once the medical diet menu is agreed, the school cook will be provided with a copy of the menu to be displayed in the kitchen
- 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.

Taylor Shaw

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.

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

*For carbohydrate count menus no confirmation will be required. Upon medical dietary request a copy of the Sheffield carbohydrate counted menu will be directly sent to parents, the school office and Gerry Bennet and Emma Randle Specialist Paediatric Diabetes Dieticians.