

### Managing Special Diets – Parent information

A school lunch is an important part of a child's day, providing an opportunity for them to socialise with their friends, try new foods and re-fuel ready to continue their learning in the afternoon. However, for families of children with special dietary needs, we appreciate that eating a school lunch may cause nervousness. We have a policy and procedure in place to ensure that children with special dietary needs are kept safe at lunch time but also get the opportunity to have a balanced lunch with their friends.

To ensure your child is catered for safely each day, we need to collect some essential information about your child's requirements. Please complete the form on the following page and return to the school. If the special dietary need is a medical need (e.g. allergy or intolerance), please also provide a note from a health professional (Doctor or Dietician) confirming your child's needs. **We will not be able to process this request without this information.** This will then be passed on to the catering team who will work with the Company Nutritionist and Operations Manager to assess whether it is safe for us to cater for your child.

We will do our utmost to cater for all children, where it is deemed safe to do so, and individual menus will be put in place for each child registered with us as having a special dietary requirement. However, on occasion we may feel it is not safe to cater for a child. This decision is not taken lightly and will always have the safety of the child as the highest priority. It usually occurs when a child has a very restricted diet or medical condition, coupled with the limitations of catering for large numbers in a school. We are not legally obliged to cater for all pupils, but we will do our utmost.

Following this assessment, we will work with you to devise a menu suitable for the child that is in line with the menu available to the rest of the school, adapting recipes where possible. We will endeavour to provide you with a bespoke menu for your child within 10 working days of receiving the request. In the meantime please provide a packed lunch or we can offer a jacket potato with a suitable filling.

### Partnership approach

To provide a meal for a pupil with an allergy that is balanced, safe and something they like, it is important that schools, caterers and parents (and/or pupil in secondary schools) work in partnership. It is the parents' responsibility to ensure that they provide Hutchison Catering with accurate, detailed information about their child's dietary requirements and to provide updates, in writing, if these change at any point whilst we are catering for their child. Depending on the severity and complexity of the special diet we may want to meet with you to discuss your child's needs.

For details on how we process and store your child's personal data please see our privacy notice on our website <https://hutchisoncatering.co.uk/>.

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Nutrition and Food Development Manager

## Special diet request form

### Data Protection

*Hutchison Catering Ltd will only collect the personal information necessary to safely provide a special diet menu for a pupil and communicate with parents on this matter. Personal information will be kept secure and not shared with any third party. Personal information will be destroyed once we no longer cater for the pupil.*

Parent/Guardian contact information
Name:
Contact telephone number:
Email address:
Pupil information
Name of pupil:
Date of birth:
Year/Class of child (if known):
Details of special dietary requirement:
Is this request for a special dietary menu the result of: (please tick)  Medical diagnosis <input type="checkbox"/> Personal preference (cultural/lifestyle) <input type="checkbox"/>
If medical diagnosis, please provide a medical note from a health professional
If medical (e.g. allergy/intolerance), what are the symptoms if ingested?
Treatment/care if ingested:

Date:

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.

Hutchison Catering 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.

Our kitchens are nut free environments and we take every precaution to eliminate cross contamination with all allergens. However, we cannot guarantee 100% allergen free.

### **Diabetes - Carbohydrate Counting**

As with special dietary requirements, we are committed to supporting children with diabetes to ensure they can enjoy a balanced school lunch with their friends. Our nutritionist has nutritionally analysed all the recipes used in our primary school menus, so carbohydrate information is available for each dish on the menu. Contact the catering manager in the school or nutritionist and we will be happy to provide the information for you.

### **Hutchison Catering Ltd Contact Details**

Head office

**Email:** [Accounts@hutchisoncatering.co.uk](mailto:Accounts@hutchisoncatering.co.uk)

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Nutrition & Food Development Manager

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