

## Provision of Medically Prescribed Diets Policy

Pabulum is committed to providing healthy school meals for all of our customers. Pabulum recognise that there is an increasing number of children that require a medically prescribed diet. This could be due for a variety of reasons such as a food allergy, a food intolerance, diabetes or other medical conditions.

As such Pabulum will seize every opportunity to work in partnership with schools, parents and pupils in order to accommodate the needs of our customers that have special dietary requirements and thus provide access to the school meals which we provide.

### Medically Prescribed Diets Procedure

A Medically Prescribed Diet is a diet that has been prescribed by a Medical Practitioner such as a GP or Dietician.

In order for Pabulum to determine whether we can accommodate the needs of a customer with a Medically Prescribed Diet the following steps will be followed:

- Where possible the school will facilitate a meeting between the parent and Pabulum's Catering Team to discuss the needs of their child. If a meeting is not possible communications may be made via email or by telephone.
- Where a parent wishes for Pabulum to cater for a Medically Prescribed Diet it is essential that relevant information is provided to the School by:
  - a) Completing the school's Medically Prescribed Diet referral form  
Or, where the school does not have a form
  - b) By completing Pabulum's Medically Prescribed Diet Referral form (See Appendix 1).
- Information relating to a Medically Prescribed Diet will then be communicated by the school to Pabulum's Unit Manager.
- Any changes to a Medically Prescribed Diet **must** be passed to the school and from the school to our Unit Manager.
- A Pupil Dietary Plan (PDP), based on information provided by a medical professional, or Nutritionist will be used.
- Pabulum's Food Development Team will then recommend a meal plan based on the information provided.
- If this involves one of the 14 allergens covered in the Food Information Regulations 2014, then Pabulum's allergen matrix will be consulted.



- For other Medically Prescribed Diets Pabulum may request professional assistance from Pabulum’s consultant nutritionist.
- Copies of the PDP will be provided to the school, the Catering Manager and the parents.
- The PDP and a photo of the child will be positioned near the servery but out of sight of other children. Our staff will refer to this during service. Units with cashless systems in place may have the ability to access photographs of children and view details of any dietary requirements on the system.
- At each menu cycle change the Development Chef Team will review the menus suitability in relation to the Pupils Dietary Plan.
- Pabulum staff involved in the preparation, handling and service of foods for customers with a medically prescribed diet will receive appropriate training and instruction within this policy and Pabulum’s food safety management system. This will include allergy awareness and Pabulum’s food allergen/intolerance procedure.
- Once Pabulum has agreed to accommodate a Medically Prescribed Diet it is the responsibility of Pabulum’s Regional Business Managers to ensure that all Medically Prescribed Diets within their areas are implemented and all staff are fully trained. This includes periods where Unit Managers are absent from the workplace.

### Specific Special Diets – Food Allergens and Intolerances

The needs of many children or young persons that have a Medically Prescribed Diet concerning a food allergy or intolerance can be met through the use of Pabulum’s menus and allergen data. This includes nuts, eggs, milk and gluten. Pabulum has a separate Allergy Policy which details our compliance with the Food Information Regulations 2014.

However, it is essential to realise that although Pabulum do not produce food that contains whole nuts. Pabulum cannot guarantee that our ingredients or food has not been manufactured, produced and/or handled in an environment that does NOT contain traces of nuts **or peanuts**.

Pabulum will undertake a risk assessment of all products where Precautionary Allergen Labels are used (PAL’s). We then publish the allergen (or allergens identified) on our menu and customer information to ensure full disclosure. In the event that, following a risk assessment, it reveals that a trace of an allergen could still exist then the disclosure will still be made.

Customers must always notify us of their allergen requirements in order for the correct information to be relayed to them, or their carers, about our ingredients.

### Allergens? Please ask a member of staff!

With all Medically Prescribed Diets it will be essential that the school, parents and Pabulum work in partnership to determine if a Medically Prescribed Diet can be accommodated and where this is the case that all parties work to ensure the needs of all children/young persons are met.



## Monitoring and Evaluation

As part of our quality assurance systems this policy will be monitored through:

- Medically Prescribed Diets that can or cannot be accommodated
- Feedback from the school or parents
- Food incident monitoring

**Nelson Williams**  
**Managing Director**

*(This policy will be reviewed in August 2018)*



## Appendix 1: Referral Form for Medically Prescribed Diets

School: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

Age and Year Group: \_\_\_\_\_ Male / Female: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Is child knowledgeable about his/her dietary requirements? YES  NO

Can parent provide a photo of child for display in the kitchen? YES  NO

Please list dietary requirements and associated information from medical professional

Medical Diagnosis:

Special Diet:

Types Of Food Which Must Be Avoided:

Additional Information:

Dietician Details:

- Name:
- Address:
- Email/Telephone:



We/I the parent/carer of the above child accept that Pabulum will make every effort in providing our child with food to meet their Medically Prescribed Diet, but also accept that Pabulum:

- Cannot guarantee that the food has been processed and/or prepared in an allergen-free environment and so may contain traces.
- Will inform parent/carer whether special dietary requirements cannot be provided safely and to an acceptable level.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Head Teacher's Signature: \_\_\_\_\_

Catering Manager's Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

cc: School Office, Pabulum Regional Business Manager, Parent

