

Special Diet Policy - 2019

Dietary requirement guidelines

The City of Edinburgh Council in partnership with our catering providers Edinburgh Catering Services, Amey and Mitie recognise the need to provide special diets where required based on religious requirements, cultural/ethical reasons or on the basis of medical conditions (as recommended by a doctor or dietician). Please note, requests for certain items not based on the reasons above will not usually be catered for. A link to the special diet information is contained here

<https://www.edinburgh.gov.uk/downloads/download/12852/primary-school-lunch-menus-with-nutrition-and-allergen-information>

Responsibilities

Parents/carers, young people, staff from schools and catering department each have a role and responsibility in ensuring awareness and provision of a special diet. These can be identified as follows:

Responsibilities of parents/carers or young people

The parents/carers or young person should request a Special Diet form from the school.

All completed forms or written requests should be given to the establishment as soon as possible.

In the case of a request based on a medical condition, a letter must be attached from a registered dietician or doctor, this is to ensure that special diets can be catered for in a safe manner in accordance with medical information.

Responsibilities of Communities and Families Department staff

Staff within school establishments should ensure that information relating to the dietary requirement is contained with any relevant information and literature available for where a food service is provided.

Staff should ensure that supplies of the Special Diet form are available.

Staff should ensure that on receipt of a completed form or written request that a photocopy is made and sent to the kitchen and catering head office, where applicable. A copy should be retained by the establishment.

Where necessary other staff within the establishment must be informed of severe food allergies.

Responsibilities of Caterers

Catering providers must have documented policy and procedures in place relating to special dietary provision.

On receiving the Special Diet referral form from the school/parent the provider should record details of special dietary needs and follow company procedures.