



## TOTAL CATERING SOLUTIONS (SE) Ltd

### SPECIAL DIET PROCEDURES

Special diets are a very important part of our catering provision in schools. Special diet procedures are essential to ensure that the needs of each individual child can be met.

It is crucial that this process is a joint approach between the Child, Parent/ Guardian, School, and Catering Manager.

Some of these allergies can be very severe and are taken very seriously by the whole catering team. Special Diet Procedures training is part of the staff induction process

If your child has a food allergy, please follow the steps below to ensure we can cater you're your child safely.

In the first instance make the school aware of your child's food allergy as they will be responsible for any medication that needs to be given.

Then contact me, Gill Russell- [gill@tcsinfo.co.uk](mailto:gill@tcsinfo.co.uk) 07899983554.

I will meet with you to complete the 'Special Diet Interview Form', this can be done by telephone or email if preferred

A suitable menu is finalised in conjunction with you and the Catering Manager to ensure that an acceptable meal is available each day.

We try to keep the child's menu as close to that stated on the standard menu as possible.

Although we do everything we can to ensure the special diet menu is right for your child we cannot guarantee 100% compliance as other factors need to be considered, such as the self-serve salad bar and any food that other children may bring in to school.

For diabetics we weigh the food that is put on your child's plate but do not see how much is actually eaten.

We would respectively suggest that the school and the midday supervisors are fully informed of your child's food allergies.

Only when you have agreed to a specific menu and the Catering Manager has been authorised to go ahead, should any food be given to your child from the school kitchen.

Please be assured that your child's safety is always uppermost in our minds.

Best regards

Gill Russell  
Contract Manager

# SPECIAL DIET INTERVIEW FORM

Name of Parent		Name School and School Contact	
Name of Child		Name of Interviewer	
Date	Year Group	Class	Page _ of _
Doctors Letter Given?		Has UM been Trained and Informed?	
Nature of Diet Request -			

	What is the nature of the food intolerance?
	Is this an Allergy, intolerance or aversion?
	Is your doctor aware?
	Is this a Life threatening condition?
	Do you have medication available should your child have a negative reaction to food given?
	Can you tell us which foods your child likes/dislikes?
	Do you need service equipment kept separately?
	Are the school aware due to cross contamination from packed lunch children?
	<b>You need to understand although every precaution possible is taken to ensure compliance we cannot guarantee this 100%</b>
	Are you happy to supply a photo of your child to enable quick identification?
	Contact details of parent -
	Contact details of school kitchen-
	IF YOU WOULD LIKE TO MEET AT THE SCHOOL FOR A PERSONAL CONVERSATION PLEASE DO CONTACT
	GILL RUSSELL - gill@tcsinfo.co.uk - 07899983554

I agree that this is a true representation of the interview

Employee name		Employee Signature	
Interviewer name		Interviewer Signature	