



Catering
Leeds

Feeding the Future

Guidance Notes for Parents and Carers

School Meals for Children with Special Diets

October 2024

Catering Leeds have a dedicated special diets team, who will support you with special diet meal provision for your child. All children who require a special medical diet must be registered with Catering Leeds as having a food allergy, food intolerance or medical dietary requirements.

Please read this guidance note when registering a special medical diet and follow the instructions on how to complete the Special Medical Diet request form. Parents or Carers can obtain a form from the school office. Please note this form covers new special diet requests and any changes to an existing registered special diet.

How to complete the special medical diet request form

- **Complete** one form per child
- **Complete** the top section of the form.
- **Complete** section 1 providing all the correct food allergy / medical special diet requirements. Where available please provide medical evidence with your request including copies of letters from the Hospital / Doctor or Dietician, Allergy Action plans.
- **Complete** Section 2 ensuring you have signed and dated the form. Without your signature on the form, we cannot process the request.
- **Return** the completed and signed Special Medical Diet request form to the school office. School will forward your request form onto the Catering Leeds Special Diet Team who will action and process the request.
- **Do not complete page 2 of the request form. This is for office use only.**

Information We Need to Know to Process Your Special Diet Request

Contact Details

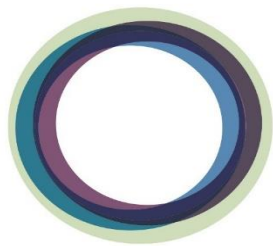
A member of the Special Diets Team may need to speak to you to discuss the special dietary requirements for your Child.

Medical Evidence

Where possible, medical evidence of an allergy/intolerance is required, to support the special dietary needs of your child and assist with the processing of your request.

Information You Need to Know

Registered Special Diets managed by the Special Diets Team	Religious, Ethical and Lifestyle Diets - these do not require registering unless linked with a food allergy, food intolerance or medical diet
Food allergies Food intolerances Medical diets e.g., PKU, diabetic, cystic fibrosis, remission diets, autism and eating disorders, modified textured diets	Vegetarian/ Vegan Religious Meat exclusions Fish exclusions
The Catering Leeds Special Diets team will endeavour to meet all special dietary requirements. However, we reserve the right to reject a special diet request if the special diet could potentially have a severe impact on the safeguarding of the child and the school. Whilst we want all children to enjoy their school meal, you can appreciate that special diets cannot be accommodated for children who have a particular personal dislike of certain foods.	



Knowledge and experience of Special Medical Diets in Catering Leeds

Our Special Diet Team includes a Food Technologist, Public Health Nutritionists and is supported by hospital dietitians. The team is highly experienced in providing advice and working with health professionals, parents, and carers.

Will my child receive a bespoke menu?

Children who have food allergies that are within the 14 legally declared food allergens will be managed by our highly experienced Food Technology and kitchen teams.

On review of the completed special medical diet request form the Special Diets team may contact you to discuss your request. Following the conversation, a personalised menu may be provided based on one choice of main course and a dessert option daily.

Will my child receive a school meal whilst the Special Medical Diet Request is being processed?

Your child will be provided with an allergen safe menu. This menu has been developed by our Food Technology team and excludes all the 14 legally declared food allergens as. The allergen safe menu is based on the ingredients present as specified by the manufacturer and does not take possible cross contamination into account.

What happens if my child is going through a food allergy challenge with the hospital?

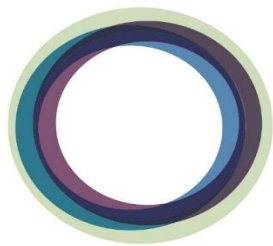
When a child is going through a food allergen challenge (via a hospital or doctor, e.g., Diagnosis of milk allergy). Catering Leeds will still regard this as a full exclusion of the allergen from the diet.

What happens if my child can eat small amounts of food containing a food allergen?

Please note that the familiar phrases such as 'small amounts', 'raw' or 'well cooked' in food, written on a **Special Medical Diet Request form** by the parent/carer are considered vague and will be registered as a **FULL** exclusion of the allergen from the diet.

What happens to my child's data?

We know how much data security matters to everyone, all personal details for provision of special diets held by Catering Leeds are processed in line with General Data Protection Regulation (GDPR) and Data Protection Act 2018. You do have the right to withdraw your consent at any time to stop the processing your child's data by emailing Special.diets@leeds.gov.uk By withdrawing your consent your child will no longer receive special diet meal provision. <https://www.leeds.gov.uk/privacy-and-data/service-privacy-notice/business-and-licensing-privacy/civic-enterprise-notice>



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Catering Leeds Cares

Our commitment

You can be assured that all our Kitchen Team members are trained and competent in the preparation, cooking and service of special diets.

We want every Parent/ Carer, Child and School to have complete confidence in the food we prepare and serve. We are committed to the safeguarding and wellbeing of the Children we feed every day.

We assure you that we will continue to work closely with yourselves and School to support the special diet provision.

Anything to Ask?

If you have any questions that you would like to discuss relating to **Special Medical Diet provision at Catering Leeds**, please do not hesitate to contact our Special Diet Team.

Phone 0113 3782321 for a chat

Or send the Team an email



special.diets@leeds.gov.uk

Always Happy to Help

Food Allergen Information

Please note:

We produce our food, fresh every day in kitchens where allergens are handled by our Staff. While we take extreme caution to minimise the risk of cross contamination and meals are produced with the utmost care and attention, we cannot legally guarantee meals will be allergen-free even after allergen-ingredients have been removed from our recipes. Catering Leeds will not intentionally use any tree-nuts, peanuts, sesame, or any product containing nuts/sesame as an ingredient within our food offer. Ingredients or items declared as “may contain nuts” are also excluded from our menus.