

## SPECIAL DIET PROCEDURE

We define a special diet as a requirement different to the choices offered on the main menu due to an allergy or intolerance. Lifestyle choices such as vegetarianism and religious diets are not defined as a special diet as we are confident our main menu offers a variety of different foods to cater for these needs.

When a referral is received from the school/ parent regarding an allergy or intolerance, this procedure must be followed in order to ensure that we are consistent with our approach in all of our schools.

**Unit Manager - Referral received from school or parent.**

The following two forms are then to be issued to the school/ teacher/ parent to be completed and returned to us. These must be completed as it provides evidence of medical correspondence.

**FORM 1**

**Medical Diet  
Request Form**

**FORM 2**

**Medical Diet:  
Supporting  
Evidence**

YES

Child advised to bring packed lunch from home.

NO

Child unable to be provided from the menu until forms completed and diet ensured to be compliant with medical needs.

Please send referral details via email to Rachel Margetts (Dietitian).

[rachel.margetts@compass-group.co.uk](mailto:rachel.margetts@compass-group.co.uk)

Rachel will complete a Dietetic input referral form and file for the pupil. Rachel will liaise with the school and/ or speak to parents regarding their individual concerns. Rachel to keep the area manager up to date with each individual pupil to ensure a multidisciplinary approach.