Mellors Catering Services

Allergen Procedure Education Parent/ Guardian

Summary

Special diets are a very important part of our catering provision in schools. Allergen procedures are essential to ensure that the needs of each individual pupil can be safely met. It is crucial that this process is a joint approach between the child, parent/guardian, school and Mellors. A special diet is a requirement different to the choices offered within your menu cycle and is usually medically required.

In line with the new food information regulations for allergens and food labelling that came into effect, on the 13th December 2014. Mellors Catering services has consulted with the Food Standards Agency and Allergen UK and we feel the most accurate way of providing the information is verbally to our pupils and there legal guardians. Mellors catering Service use a large number of local suppliers across our estate and our unit managers have the flexibility to change their recipes to reflect seasons and schools menu preferences. For information to be accurate, this is done verbally by our catering teams at a local level. To ensure this process is as smooth as possible, each pupil will have their own individual menu/ care plan that is created by the pupil, parent/ guardian and cook.

On receipt of a medically backed letter, each pupil and there parent/guardian will have the opportunity to meet with the cook and select a choice from the three week menu cycle. On the days where the main option isn't suitable or able to be adapted, then we would look to offer an alternative jacket potato or sandwich choice.

We want to ensure that every pupil has the opportunity to a lunch in school. Individual care plans ensure that the pupil and catering team know what each pupil is having on each day and will ensure that the pupils is able to enjoy their lunchtime experience the same as their friends without having to be singled out.

D Bretherton

Danielle Bretherton BSc (Hons) RPHNtr

Company Nutritionist

Instruction sheet for parent/ guardian and pupil- Mellors catering services, allergen procedure.

We are pleased to be working in partnership with your school and we want to ensure your child is able to enjoy a meal with their friends at lunchtime.

To ensure your child is catered for each lunch time we hold a meeting with you, your child and the school cook to go through the school menu and pick what your child would like to eat each day. The cook will have their recipe file and will be able to check the ingredients to ensure each item is suitable.

Where possible we try to adapt the main meal for your child however in some instances this isn't always possible, with that in mind we would then look to offer a jacket potato or sandwich option to ensure there is something available every day.

Step by step guide- parent/ guardian and pupil

1. Notify school of your child's allergy/ intolerance with a medical letter from your child's doctor or dietician

2. Fill in the special dietary needs form attached to this document and provide a recent photo of your child

3. School will arrange a meeting for you and the school cook at a time that is convenient for you both

4. Meet with the school cook and go through the menu cycle to highlight what your child can eat from the options available. The cook will where possible try to adapt the main meal so that your child can enjoy similar things to their friends. If the main meal isn't suitable we always offer a jacket potato or sandwich option. *If your child has diabetes, please see separate sheet titled Diabetes*

5. Once you are happy with the menu items selected, the cook will then fill in a menu sheet for your child. All parties sign to say they are happy with the menu

6. The menu changes throughout the year, the cook will be able to advise you of the dates they change the menu and a simple refresh meeting can be arranged to update your child's menu

Diabetes- Carbohydrate Counting

(Please photocopy and pass to the school, do not remove this sheet)

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We are pleased to be working in partnership with your school and we want to ensure your child is able to enjoy a meal with their friends at lunchtime.

At Mellors we like to treat each school individually, our catering managers have the flexibility to use a large number of fresh local suppliers across the North of England.

Each catering manager works with the pupils in school to create a menu that fits the likes and dislikes of the pupils in that school.

The Nutrition and Food Development team do produce a recipe bible and menu selector for our catering managers to work with and this information along with any individual school recipes can be used by yourself or your family dietician to produce the carbohydrate count for your child.

Mellors have been advised by the head of paediatric dietetics to follow the following process

1. The school catering manager, Pupil, parent/Guardian or school welfare officer at the school can arrange a meeting to discuss the menu and the pupil's choices for the menu cycle in place

2. The pupil, parent/ guardian can pick what they would like from the menu cycle on a daily basis and this will be recorded by the manager

3. The school catering manager/ cook can then provide the recipe and portion size of each dish to the parent/ welfare office *(this can be a set portion size for the child to ensure the cook portions the correct food amount daily)*

4. The cook will fill in the individual diet sheet if portion size varies from the recipe sheet

5. The guardian of the pupil can then either use the information to calculate the carbohydrate count or they can contact the family dietician who will be able to produce this information on their behalf or provide simple guidance on how to calculate the information given

Peanuts/ Nuts

We do not intentionally use any products that contain nuts or nut by products within our primary school menus. Current labelling regulations do not however allow us to declare a nut free status, due to the severity of a nut allergy and that many products may have been produced in a factory that handles nuts.

We make every effort to keep up to date with new products and changes in products to ensure that to the best of knowledge we adhere to this.

Allergy to peanut and tree nuts is the most common food allergy in children.

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Company Nutritionist

Special Dietary Needs Form- Completed by Parent/ Guardian once a special diet request has been made. This must be supported with a medical note to confirm the special diet.

Pupil Information	
Full name	
DOB	
Class/ form	
Class/ form teachers name	
Name of parent/ guardian	

Pupil Photo

Allergy/ Intolerance Information
Allergy/ Intolerance details:
Symptoms:
Daily Care Requirements:

Pupil Menu	
Full name	
Class/ form	

Menu Choice	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					

Additional Notes

Signed Catering Manager: Date:

Signed parent/ guardian: Date:

Useful websites/ further information

Anaphylaxis campaign- www.anaphylaxis.org.uk

Allergy UK- www.allergyuk.org

Food Standards Agency- https://www.food.gov.uk/science/allergy-intolerance

Mellors Contact Details

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