

Provision of Medically Prescribed Diets Policy

1.0 Policy Statement

We recognise that there is an increasing number of customers that require a specific dietary need due to medical reasons such as a food allergy, a food intolerance, Type 1 Diabetes, or other medical conditions.

The provision of a special diet will be considered for pupils that require a medically prescribed diet. This will require parents/guardians to complete and submit a medically prescribed diet request form (at the end of this policy). Each case will be considered individually to ensure the pupil's dietary requirement can be accommodated safely. However, Pabulum may not be able to accommodate all requests.

2.0 Scope of Policy

This policy applies to medically prescribed diets requests within our educational business. A medically prescribed diet is a diet that has been prescribed by a Medical Practitioner such as a GP or Dietitian. Dietary needs due to religious, cultural or lifestyle choices are not included within the scope of this policy.

3.0 Medically Prescribed Diet Procedure

It is the responsibility of parents/guardians to provide accurate information relating to any allergies/special dietary requirements for their child. This should be backed up with medical evidence.

3.1 Medically Prescribed Diet Requests

The following procedure must be followed:

1. Parent/guardian completes all relevant sections of **Pabulum's Medically Prescribed Diet Request Form** (at the end of this policy).
2. The form requires parents/guardians to provide information about their child's medically prescribed diet, parents/guardians contact information, contact information for their doctor or registered dietitian.
3. Completed forms must be sent to Pabulum by one of the following methods:
 - Email to specialdiets@pabulum-catering.co.uk
 - Post it to Special Diets, Pabulum Limited, Linea House, Harvest Crescent, Fleet, Hampshire, GU51 2UZ

4.0 Medically Prescribed Diet Request Process

Where Pabulum can accommodate a medically prescribed diet request a menu will be produced by Pabulum's nutritionist within 10 working days from receipt of application.

If the request involves one of the 14 allergens covered in the Food Information Regulations 2014 (FIR), Pabulum's allergen matrix will be consulted, and a standard special diet menu (Gluten-Free, Dairy-Free, Egg Free, Gluten and Dairy Free, Dairy and Egg Free) may be provided where appropriate.

For other Medically Prescribed Diets, our nutritionist will work with the on-site team to produce an appropriate menu.

Once agreed by all parties, the medically prescribed diet menu will be provided to the parents, the school, and the Catering Manager.

Once Pabulum has agreed to accommodate a medically prescribed diet it is the responsibility of Pabulum's Operations Managers to ensure that all medically prescribed diets within their area are implemented and all staff are fully trained. This includes periods where Unit Managers are absent from the workplace.

The pupil will remain on their agreed medically prescribed diet menu for the duration of the menu cycle unless their dietary requirements change.

4.1 Changes to a Medically Prescribed Diet Request

Any changes to a medically prescribed diet must be communicated to both Pabulum and the school. This must be done by completing and submitting a new Medically Prescribed Diet Request Form.

4.2 Carbohydrate Counts

Carbohydrate counts can be provided for pupils with Type 1 Diabetes. To inform us about the need for a carbohydrate count, parents/guardians must complete the Medically Prescribed Diet Request Form. All queries regarding carbohydrate counts must be sent to specialdiets@pabulum-catering.co.uk

4.3 Fat Content

The fat content in grams can be provided for all meals for pupils with a medical requirement. To inform us about this requirement, please complete the Medically Prescribed Diet Request Form.

5.0 Menu Changes

With each menu change, existing medically prescribed diet menus will be revised and sent to the parent/guardian for approval.

Once approved, the new menu will be sent to the school and Pabulum's Catering Manager.

5.1 Primary School Theme Days

Pabulum may provide theme day meals throughout the academic year (e.g., Christmas Lunch, Favourites Day etc.) which may differ from the standard menu.

Special dietary information will be communicated as required.

6.0 Food Allergens & Intolerances

6.1 Allergen Ingredient Information

Information on all 14 allergens covered in the Food Information Regulations 2014 (FIR) (including tree nuts, peanuts, eggs, milk, and gluten) is available in the following ways:

Primary Schools: Allergenic ingredient information can be found on our electronic primary school menus available from our website at www.pabulum-catering.co.uk.

Allergen matrices Are available in all Pabulum units and can also be provided on request. Please email specialdiets@pabulum-catering.co.uk.

Recipe cards Are available in all Pabulum units for each menu item.

Speaking to a Member of Staff: Customers are encouraged to speak with a member of Pabulum staff to obtain information on allergenic information before they purchase food.

Email: We have created a dedicated email address for medically prescribed diet requests or queries – specialdiets@pabulum-catering.co.uk.

6.2 Primary School Electronic Menu Allergen Ingredient Key

The Pabulum allergen key is as follows:

- Celery and Celeriac (C)
- Crustaceans/Shellfish (CR)
- Eggs (E)
- Fish (F)
- Gluten (G)
- Lupin (L)
- Milk and Milk Products (MK)
- Molluscs (MO)
- Mustard (MU)
- Other Nuts (N)
- Peanuts (P)
- Sesame (SE)
- Soya and Soya products (SO)
- Sulphites and Sulphur Dioxide (SU).

Precautionary may contain statements provided by our suppliers are represented by lower-case letters.

6.3 Provision of Meals from Medically Prescribed Diet Menus

Recipes for meals on the medically prescribed diet menus will be followed exactly, and ingredient substitutions will not be made except in the event of unforeseen circumstances (e.g., supplier availability).

In the event of unforeseen circumstances, any ingredient substitutions must be authorised by the Purchasing department, who will notify the nutritionist and each Unit if there are any allergen changes.

6.4 Tree Nuts and Peanuts

Many educational sites declare themselves as tree nut or peanut-free. Pabulum has the following arrangements in place.

Primary Schools: We do not source food for pupils that contain tree nuts or peanuts. In addition, we do not use food that has a precautionary 'may contain' tree nut or peanut statement.

Secondary Schools: We do not source food that contains tree nuts or peanuts.

Secondary School Sixth Forms: Where approved by the client, we may provide pre-packaged foods that have a precautionary may contain tree nut/peanut statement. All such ingredients will be packaged and labelled by the manufacturer.

Hospitality: Where requested by the client we may provide food for hospitality that has a precautionary may contain tree nut/peanut statement.

6.5 Allergen Cross-Contamination

Pabulum staff will take precautions to prevent cross-contamination of allergens, but there is always a risk that traces of allergens may be transferred between items on the menu during processing, storage, or preparation in our kitchens.

Therefore, Pabulum **cannot guarantee** that any item from the menu is completely free from trace allergens. It is advised that customers/parents/guardians speak to a member of staff or email specialdiets@pabulum-catering.co.uk if they require further information on this matter.

6.6 Serving of Medically Prescribed Diet Menus

It is essential Pabulum employees can identify pupils with a medically prescribed diet at the service counter, to ensure they are provided with the correct food. Unit Managers will liaise with the school to ensure a suitable system is in place. Along with photographs, this could include coloured wrist bands, lanyards or badges provided by the school.

Photographs of pupils (where provided) and named menus will be positioned near the servery but out of sight of other children. Pabulum staff will refer to this during service.

Units with cashless systems in place may have the ability to access photographs of children and view details of any dietary requirements on this system.

Pabulum's Unit Managers will take responsibility for serving all special diet meals.

6.7 Primary School Self-Service Points

As part of Pabulum's primary dining experience, the following self-service options may be available to pupils:

Salad bars: The salad offer is made up of simple salads which do not intentionally contain the 14 allergens, as specified in the Food Information Regulations 2014 (FIR).

Bread on the table: All bread will contain Gluten, Milk, Soya and may contain Egg. Bread is therefore not suitable for pupils that must avoid these ingredients.

7.0 Further Information

If you require further information regarding this medically prescribed diet process, please email specialdiets@pabulum-catering.co.uk and we will respond to queries within 10 working days.

This policy will be reviewed annually.

Nelson Williams
Managing Director
July 2022

Medically Prescribed Diets Request Form

School: _____

Name of Child: _____ Date: _____

Age and Year Group: _____ Gender: _____

Is the child knowledgeable about his/her dietary requirements? YES NO

Can the parent/guardian provide a photo of the child for display in the kitchen? YES NO

Please list any dietary requirements and associated information from a medical professional

Medical Diagnosis

- | | |
|---|--|
| <input type="checkbox"/> Food Allergies or Intolerances | <input type="checkbox"/> Type 1 Diabetes |
| <input type="checkbox"/> Coeliac Disease | <input type="checkbox"/> PKU |

Other (please provide details below):

Medically Prescribed Diet

Please tick all foods which must NOT be consumed.

- | | |
|--|---|
| <input type="checkbox"/> Celery | <input type="checkbox"/> Gluten (Wheat, Barley, Oats and Rye) |
| <input type="checkbox"/> Crustaceans (Prawns, Crab, Lobster etc) | <input type="checkbox"/> Eggs |
| <input type="checkbox"/> Fish | <input type="checkbox"/> Lupin |
| <input type="checkbox"/> Milk | <input type="checkbox"/> Molluscs (Mussels, Oysters etc) |
| <input type="checkbox"/> Mustard | <input type="checkbox"/> Peanuts |
| <input type="checkbox"/> Sesame Seeds | <input type="checkbox"/> Soya/Soybeans |
| <input type="checkbox"/> Sulphur Dioxide & Sulphites | |
| <input type="checkbox"/> Tree Nuts (Almonds, Hazelnuts, Walnuts, Brazil Nuts, Cashews, Pecans, Pistachios, Macadamia Nuts) | |

Other (please provide details below):

Record any exemptions below (e.g., eggs may be consumed if baked).

GP / Registered Dietitian Details

- Name: _____
- Address: _____
- Email: _____
- Telephone: _____

Return this form with *medical evidence* (e.g., a letter from your GP or dietitian) to avoid delays in your application.

We/I the parent/guardian of the above child accept that Pabulum will make every effort in providing our child with food to meet their Medically Prescribed Diet, but also accept that Pabulum:

- Cannot guarantee that the food has been processed and/or prepared in an allergen-free environment and so may contain traces.
- Will inform the parent/guardian whether special dietary requirements cannot reasonably be provided safely and to an acceptable level.

Please print below

Parent/Guardian Name: _____

Signature: _____

Email Address: _____

Telephone: _____

Date: _____

The personal information you have provided will be securely stored in accordance with the General Data Protection Regulations. It will only be used to provide meals for children with special dietary requirements. A copy of your child's photograph and their dietary requirements will be kept in the school kitchen. The information provided will also be shared between the school and Pabulum.

Please return a copy of this form to Pabulum's Head Office either by post to *Special Diets, Pabulum Limited, Linea House, Harvest Crescent, Fleet, Hampshire, GU51 2UZ* or by emailing a copy to specialdiets@pabulum-catering.co.uk