

Sheffield City Council Medical Diet Procedure

The Parents or Carers should discuss all children's dietary needs as part of the child's care plan with school, then:

Parent or a Member of School Staff

1. Complete a Medical Diet Request form this is available in school or on **School Point**, Information required will include: Child's name, DOB, nature of the medical diet required and contact details.
This form must be signed by the parent; this will give Sheffield City Council permission to share the information on the form with Taylor Shaw to enable a Medical Diet menu to be created.
2. The completed form should be sent with written medical evidence from a GP, Dietician or other relevant health professional to: **School Food Service via anycomms+ (SF Diets)** or post to:
Allison Johnson/ Sue West, School Food Service, Level 7, West Wing, Moorfoot Building, Sheffield S1 4PL.

***Note** – The enquiry cannot be progressed until the signed form and written medical evidence has been provided to the School Food Service.*

School Food Service, Sheffield City Council

Will contact Taylor Shaw's Dietitian to request a Medical Diet is put in place. All the information received from the parent or school will be used to create the appropriate diet for the child.

Parent/ Carer

3. Will receive a medical diet menu created by Taylor Shaw's Dietitian **this should be checked through and any queries emailed to** Taylor Shaw - Nutrition@taylorshaw.com
The menu will be available in school **2/3 working days after receipt of the email** unless a query is raised by the parent.
4. The **parent** will be required to provide a recent photo of their child to enable the catering team to serve the correct Medical Diet meal to their child.

Taylor Shaw

- The school cook will be provided with a copy of the menu to be displayed in the kitchen as a working guide to providing the required meal.
- The child's details will be included in Taylor Shaw's medical diet records.
- Medical diet menus will be automatically changed to reflect the schools seasonal changes to menus, new menus will be emailed to parents and school office.

Taylor Shaw

Training – All Cooks and Unit Managers have had Health & Safety training incorporating food allergens.

* Requests for a carbohydrate counted menu will be sent to parents without an implementation date and involvement of the school Cook Supervisor, the school office will also be provided with a copy of the menu.

Please take a completed form with a medical letter* into your school

*A medical letter from a Dietitian, Paediatric Consultant or your GP

School can send your information securely to the School Food Service by Uploading to **Anycomms+** and select file type **SF Diets**

Date:

school contact person:

Pupil Name		Date of Birth	
School			
Parent/Carer Name			
Parent/Carer Address			
Parent/Carer contact number			
Parent/Carer email address <i>We ask for an email for parent to speed up the communication process between Taylor Shaw and parent</i>			
Brief details of your child's Medical or Dietary needs			

Parental consent to data processing

The personal data about your child contained within this form will be used by Taylor Shaw to create a medical diet menu for your child and to ensure your child receives the correct safe meal. More information about how Taylor Shaw processes your child's personal data is available in the Taylor Shaw Medical Diet Privacy Notice.

Please sign below to confirm that you are happy for Taylor Shaw to process your child's personal data for these purposes. You can withdraw your consent to this processing at any time, but please note that if you do so, Taylor Shaw will not be able to continue to provide your child with a medical diet.

Please note that if the details within this form (including your contact details) change, you must inform Taylor Shaw immediately by contacting nutrition@taylorshaw.com

Signature of Parent or Carer

Office Use Only

Date Sent to Taylor Shaw <i>For school food service use</i>			
Date Taylor Shaw sent Menu to parent <i>For Taylor Shaw use</i>		Date Menu confirmed by parent <i>For Taylor Shaw use</i>	