

EASY LUNCH SPECIAL DIET PROCEDURE

01403 741177

INTRODUCTION

Easy Lunch are passionate that every child has the same opportunity to eat school food regardless of their medical requirements, therefore special diets are an extremely important part of our catering provision. A special diet menu is given to a child with a dietary requirement that the main menu does not meet this includes allergies and intolerances.

1. A PARENT REQUESTS A SPECIAL DIET FOR THEIR CHILD BY TELEPHONE OR EMAIL TO EASY LUNCH.
2. A PARENT MUST COMPLETE OUR SPECIAL DIET REQUEST FORM AND SUPPORT IT WITH MEDICAL EVIDENCE. A PASSPORT PHOTOGRAPH MUST ALSO BE PROVIDED. ONLY ONCE THIS PROCESS IS COMPLETED AND A DATE IS SET TO START WILL A SPECIAL DIET BE PROVIDED - THIS IS AGREED WITH THE SCHOOL AND THE PARENT.
3. AN ALLERGY WILL ONLY APPEAR IN THE ‘ALLERGY’ COLUMN ON THE SYSTEM PRINTOUT ONCE WE HAVE THE FORM AND MEDICAL LETTER.
4. SERVING TEAMS WILL BE GIVEN EITHER

A LAMINATED PHOTO CARD WITH THE CHILD’S NAME AND THE FOODS THEY CANNOT EAT OR THE SCHOOL WILL PROVIDE A PHOTO FOR YOU. YOU WILL EITHER KEEP THE PHOTOGRAPHS OR CARDS IN YOUR EASY LUNCH FILE, THE SCHOOL MAY KEEP THE PHOTOS OR CARDS WHICH YOU COLLECT EACH DAY.

THE CHILD HANDS THE MEAL SERVER THE CARD AS THEY COME UP FOR THEIR LUNCH WHICH THE SERVERS HAND BACK TO THE SCHOOL AT THE END OF SERVICE.

1. THE 3 WEEK MENU AND ALLERGEN MATRIX IS IN THE EASY LUNCH FILE, SERVING STAFF MUST CHECK WHAT EACH MEAL CONTAINS IF THEY ARE UNSURE OR IF A CHILD WITH A SPECIAL DIET DOES NOT HAVE A SPECIAL MEAL PROVIDED IN YOUR HOT BOX. IF THEY ARE STILL AT ALL UNSURE CALL THE KITCHEN ON 01403 741177
2. SPECIAL DIET MEALS ARE SUPPLIED SEPARATELY IN A FOIL CONTAINER WITH THE CHILD’S NAME, SCHOOL AND FOOD ALLERGY CLEARLY WRITTEN ON IT. SEPARATE SERVING SPOONS MUST BE USED FOR SPECIAL DIET MEALS AND DO NOT CROSS CONTAMINATE ANY OF THE FOOD. EASY LUNCH RECOMMEND SERVING CHILDREN WITH SPECIAL DIETS FIRST SO NO CONFUSION CAN BE MADE.

The bread that Easy Lunch serves daily is pre-packed sliced bread which contains **wheat** and **soya**. Suitable for all children **Except** those with wheat/gluten and soya allergies and intolerances.

IF YOU HAVE ANY QUERIES OR ARE UNSURE AT ANYTIME YOU MUST DOUBLE CHECK INGREDIENTS ON THE ALLERGEN SHEETS BEFORE SERVING A CHILD REGISTERED WITH AN ALLERGY.

BEFORE YOU FEED LUNCH TO A CHILD WHO IS NOT ON OUR LIST REMEMBER TO CHECK WITH THE SCHOOL OFFICE OR CHILD IF THEY HAVE ANY ALLERGIES. EASY LUNCH WILL NOT BE RESPONSIBLE IF THEY ARE NOT REGISTERED OR HAVE NOT PRE-ORDERED A MEAL.

EACH MEMBER OF THE SERVING TEAM MUST SIGN THE BELOW FORM TO SHOW THEY HAVE READ AND UNDERSTAND OUR ALLERGEN PROCEDURE.

THE FORM BELOW NEEDS TO BE UPDATED REGULARLY. IF YOU HAVE NEW STAFF JOINING YOUR TEAM AND KEPT IN YOUR FOLDER WITH THE SPECIAL DIET PROCEDURE. You may need to show this to a Trading Standards Officer should they visit.

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| NAME | POSITION | SIGNATURE | DATE |
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THIS PROCEDURE MUST ALL BE ACCEPTED AND SIGNED BY THE SCHOOL THAT THEY WILL FOLLOW THESE SPECIAL PROCEDURES PUT IN PLACE BY EASY LUNCH TO FEED CHILDREN SAFELY.

NAME OF SCHOOL:

POSITION OF STAFF MEMBER:

NAME OF STAFF MEMBER:

SIGNED: