

## CHARTWELLS SCHOOLS: SPECIAL DIET PROCEDURE

Chartwells are passionate that every pupil 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. We define a special diet as a requirement different to the choices offered on the main menu due to a food 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.

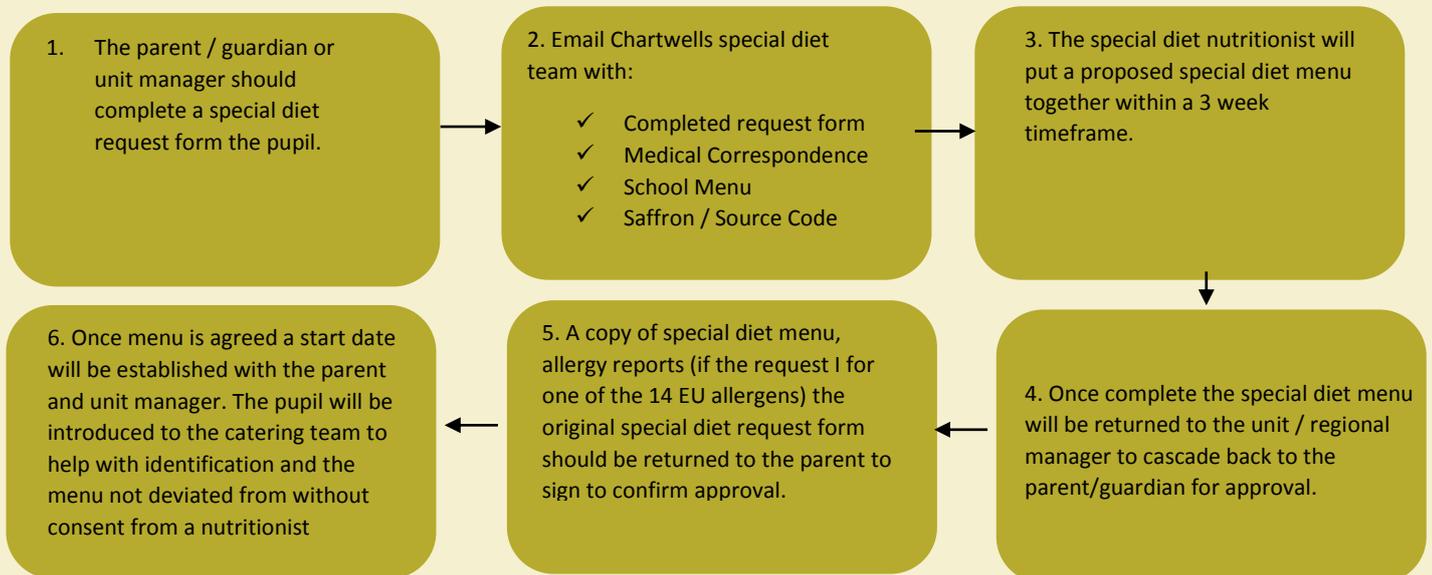
Chartwells have a dedicated special diet team which supports all special diet queries and requests whether it be alleviating parent concerns or creating special diet menus for single or multiple allergens, a special diet nutritionist will be available all year round to support our catering teams and special diet pupils eat safely with us. For further information please contact the special diets team

### SPECIAL DIET – KICK OFF

WHO IS INVOLVED?	WHAT DO YOU NEED?	WHAT WILL YOU RECEIVE?
<ul style="list-style-type: none"> <li>✓ Chartwells Nutrition</li> <li>✓ School</li> <li>✓ Parent</li> <li>✓ Unit Manager</li> <li>✓ Regional Manager</li> <li>✓ Pupil</li> <li>✓ Catering Team</li> </ul>	<ul style="list-style-type: none"> <li>✓ Special Diet Request Form</li> <li>✓ Medical Correspondence</li> <li>✓ Copy of school menu</li> <li>✓ Parent contact details</li> </ul>	<ul style="list-style-type: none"> <li>✓ Special Diet Menu</li> <li>✓ Allergy Reports</li> </ul>

### SPECIAL DIET PROCEDURE

*\*This process should be repeated with every menu change*



### IN CASE OF EMERGENCY

Always be aware of who is trained to administer adrenaline injections / epipen within the school

- Dial 999
- Inform headteacher & parent immediately
- Inform HSE manager
  - Report on AIR 2 (if no internet access contact HSE department on 0121 457 5194)
- Inform nutrition team