

# **Medical Diet Requests.**

## **Information for Parents/Carers**

**Department of Place  
School Meals**

**Bolton  
Council**

## **Frequently Asked Questions**

### **Q. My child has a food allergy can he/she have a school meal?**

We aim to provide a medical diet for pupils with allergies who want to have a school meal. Medical diets are provided for pupils with a medical problem, self-diagnosed allergy or intolerance and personal dislike of a food cannot be accommodated.

We reserve the right to refuse a request for a medical diet if the risk is too great to safely cater for the child Or the request process is not completed in full (for example if insufficient medical evidence is provided).

It is the responsibility of the parent/carer to inform the school that their child has a medical condition

### **Q. What information is needed to provide a medical diet?**

An SM100 form must be completed, signed and emailed to [schoolmeals@bolton.gov.uk](mailto:schoolmeals@bolton.gov.uk) along with the supporting medical evidence. Medical evidence to support the application must be either a letter from the GP, consultant paediatrician, NHS language therapist or NHS dietician clearly stating the child's medical condition requiring a medical diet. We can also accept the child's GP Health record via the NHS app or requested free of charge from the GP surgery, we only need to see the section relating to the medical diet request. We are unable to fund any charges made by a GP.

**Please Note: The provision of a medical diet will not commence until the SM100 form has been signed and returned with supporting medical evidence.**

### **Q. What happens to the form or the medical evidence?**

In line with the Data Protection Act 1998, all information we hold is kept securely. This information is used for the sole purpose of providing meals for children with special dietary requirements and will not be shared with any other organisation. **Please sign the SM100 form to give parental / guardian consent for this information to be stored by us.** Regrettably, if we do not receive this consent we will be unable to deal with your child's requirement. You may contact us at any time should you wish to have the information we store amended or deleted.

### **Q. How will I know what my child is being served?**

A. Once the SM100 and evidence has been received we will review the request and if approved email a copy of the menu to the address provided on the form. Please note this could take upto 4 weeks to process

### **Q. Are there any special procedures necessary at lunchtime to cater for pupils with allergies?**

A. Individual schools will have their own procedure for identifying pupils with dietary needs. Please ask your child's school for their procedures.

## **Medical Diets**

Services to schools operates a robust procedure to ensure medical diets are followed. However, due to the nature of the service within school kitchens, using multiple ingredients containing allergens, Services to Schools are unable to guarantee that any menus are free from allergens. By signing the SM100 form you agree to this.

The team have established a robust procedure to ensure all school meal recipes and products include as far as is possible, correct allergen information. Substitutes are not made except in the event of unforeseen circumstances e.g, product availability. All substitutions are checked for allergens before being authorised for use.

All school meals staff are trained in food safety and allergen awareness.

### **Additional information.**

Children may be allergic or have intolerance to other ingredients, but [only the 14 allergens](#) are required to be declared as allergens by food law.

The 14 allergens are: **celery**, **cereals containing gluten** (such as wheat, rye, barley, and oats), **crustaceans** (such as prawns, crabs and lobsters), **eggs**, **fish**, **lupin**, **milk**, **molluscs** (such as mussels and oysters), **mustard**, **peanuts**, **sesame**, **soybeans**, **sulphur dioxide and sulphites** (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million) and **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts). We will endeavour to cater for other allergens but this can not be guaranteed.

Combination diets to satisfy multiple allergies are provided if possible.

We endeavour to keep medical diets as close to the standard menu as possible to avoid children being 'different'.

A minimum of one hot meal and a dessert option will be offered per day.

Carbohydrate values are available on request.

Non medical menus catering for cultural, religious or other dietary requirements, for example a Halal or Vegan menu may be requested on the SM100 form. (no evidence is required)

[www.bolton.gov.uk/schoolmeals](http://www.bolton.gov.uk/schoolmeals)

[www.food.gov.uk/allergy](http://www.food.gov.uk/allergy)

[www.allergyuk.org](http://www.allergyuk.org)