



Shetland Islands Council

Schools Special and Adapted Diet Procedure Guidance for School Managers and Head Cooks



Overview

School Canteens are under increasing pressure to provide a range of adapted diets for young people. These include: Medical Diets, Allergy related diets and Neurodivergent requirements.

Effective provision of an adapted diet is important to both the child and their family to ensure inclusion in all aspects of school life. Adapted Diets may be specific to each individual and followed for a variety of reasons such as:

- Medically prescribed – due to coeliac disease, food allergies, food intolerance.
- Religious or cultural reasons – individuals from different ethnic origins.
- Ethical Reasons – those wishing to follow a vegan/plant-based diet.
- Additional Support Needs – Neurodivergent, sensory needs, those with chewing and swallowing difficulties - This is also medical, and we often have specific guidance from NHS speech and language therapy

What is an adapted diet?

An adapted diet is where alternative food and drinks are required because of a specific need and cannot be met by the options generally available for school lunches, or other food provision in school. This might be due to an allergy, intolerance, medical need, or one that is associated with the specific needs of a child or young person with an additional support need. In some cases, special dietary requirements will need to take account of children and young people's religious and cultural backgrounds.

Our Aims as Caterers

- Ensure that there is a robust Special or Adapted Diet procedure in place in conjunction with Education colleagues.
- Hold a concise and secure database of all recorded special/adapted diets.
- Ensure clear and effective lines of communication to parents/carers, Education teaching/support staff and catering staff.
- All documentation provided to parents/carers should be current and up to date and compiled to obtain as much information as possible about the young person concerned.
- Parents/carers should endeavour to provide as much information as possible regarding the young person.
- Have effective training in place for all catering staff such as Allergy Training, HACCP, Cross Contamination and Blended/Textured Diet Training where required.
- Support and advise catering staff on the best provision for any special/adapted diet.
- Ensure that young people can be identified during lunch service. This will usually take the form of photographs in the kitchen.
- Food and drink provided as part of a medically prescribed diet for any child or young person is excluded from the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020. Caterers must ensure that where possible the meal provided reflects the food standards required.

Communication Strategy

Communicate with Parents/Carers and provide Special/Adapted diet forms for completion.

Forms can be accessed through the Shetland Island Council website and paper copies can be provided in all Nursery and School settings if required. These should be returned to school catering service.

Where possible, we encourage that forms be endorsed by a medical professional such as a dietician or Speech & Language Therapist (SLT), to ensure the needs of the young people are being met

The SIC website will contain information on how to apply for an adapted diet.

Information on how to apply for an adapted diet will be provided on the Shetland Islands website.

Providing menus online and in all Nursery and school settings will assist parents/carers to preselect meals for the simpler diets, this will help parents/carers make informed choices and help when completing forms

Allergy based diets

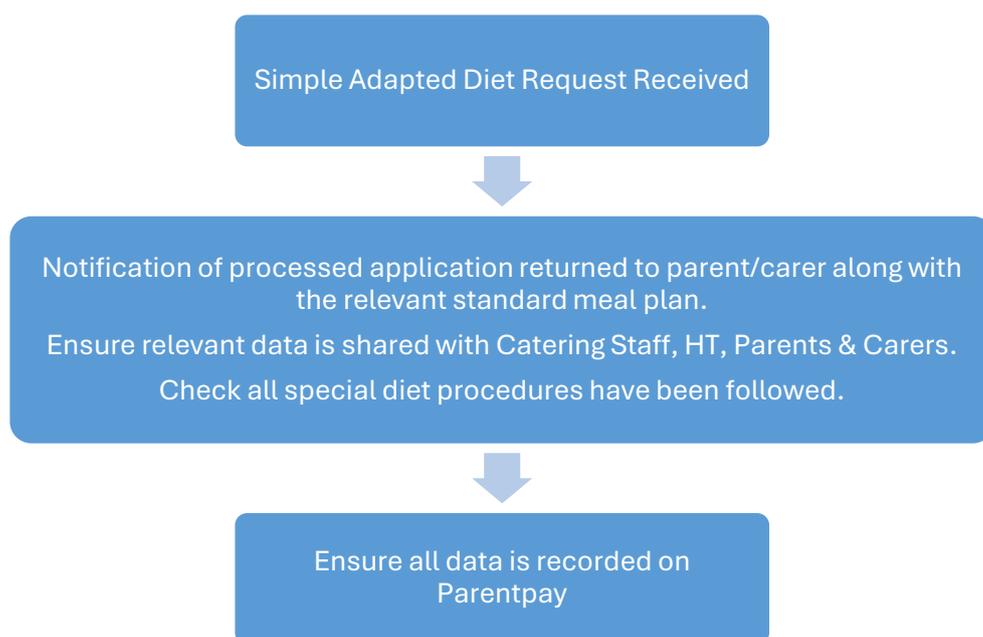
These include intolerances to some food groups and allergies to certain foods such as gluten, milk, eggs etc.

What is an Allergen? A food allergy is when the body's immune system reacts unusually to specific foods. The food that the body reacts to is known as the allergen. Most allergic reactions to food are mild, but some can be very serious and, in some cases, fatal. The only way people can deal with a food allergy is to avoid the foods that make them ill. Service users may have an allergy to any type of food. We can split our adapted diets into Simple or more Complex needs. The simpler diets will be managed by creating menus planned around just one allergen. This makes it quicker to process any request. Those with more than one allergen may require a more complex menu and we have provided steps below to help through this process.

Simple Allergy Diets: e.g., Gluten Free, Dairy Free or Diabetic or 1 allergy from the 14 in the main guidance.

- Processed applications should be returned to the parent/carer along with the relevant standard meal plan and be recorded on Parentpay by the Catering Team.
- Communication should also follow to Education, Catering Staff, Operational Managers and others such as SLT where appropriate.

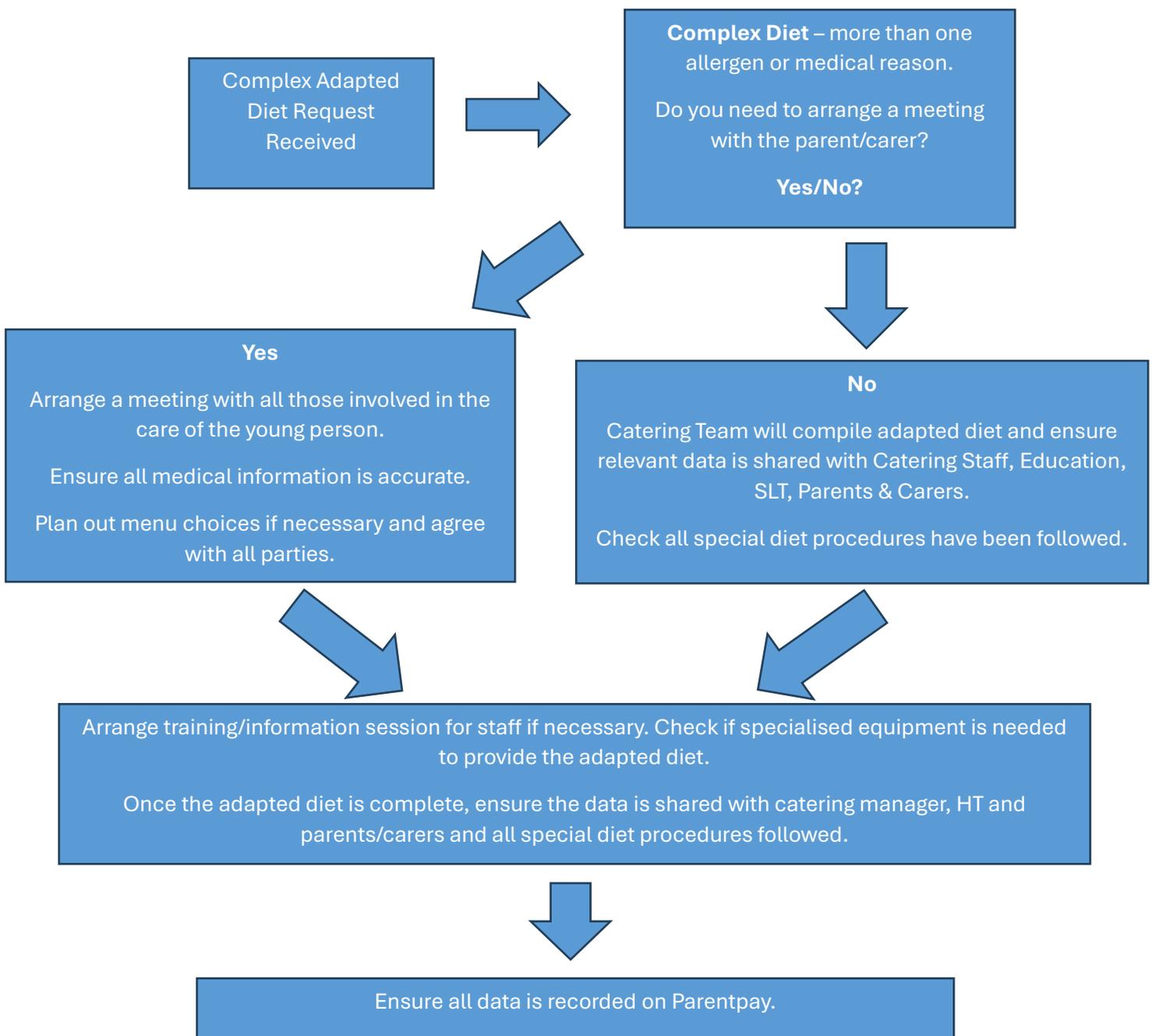
Simple Allergy Diet Flow Chart



Complex Allergy Diets: those with more than one allergen/intolerance.

- Communication to the parent/carer will help ensure we can aim to address the needs of the young person and to provide a safe and suitable menu.
- It may be necessary for the school to set up a meeting with all those that are involved to ensure that the young person's needs are met. This meeting may include Parents/Carers, HT, Catering Manager, Operational Manager/Nutritionist, Speech and Language Therapist (SLT) or dietician.
- Meal Plans should be created as near the regular menu as possible so that the young person does not feel excluded.
- Parent/Carers should be aware that we will use a picture of a child to help identify them at lunch time. This is to avoid any accidents happening where a pupil may be served the wrong food. This will be positioned in a place of the kitchen/serving area that is not visible to the serving counter but only visible to staff, in accordance with GDPR regulations.
- We can also identify a child through the till system. Allergen information will be displayed only on the staff screen.

Complex Allergy Diet Flow Chart



14 INGREDIENTS LINKED TO ALLERGIES AND INTOLERANCES

There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus) when they are used as ingredients in food. Here are the allergens, and some examples of where they can be found:



CEREALS CONTAINING GLUTEN

Wheat (all varieties including spelt, Khorasan etc.), rye, barley and oats are cereals that contain gluten. These cereals can also be found in foods containing flour, such as batter, breadcrumbs, bread, cakes, couscous, processed meat products, pasta, pastry, sauces, soups, fried foods which are dusted with flour, some brands of baking powder etc.



EGGS

Egg includes eggs from all birds including hen, duck, quail etc. Eggs can also be found in foods such as cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces, pastries or foods brushed or glazed with egg etc.



MUSTARD

Mustard, mustard powder and mustard seeds are included in this category. Mustard can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups etc.



SESAME SEEDS

Sesame seeds are often found on hamburger buns and in salads. They are also found in breads and breadsticks, hummus, sesame oil, tahini etc.



TREE NUTS

Tree nuts refer to nuts which grow on trees, namely - almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts, pistachio nuts, macadamia (or Queensland) nuts. Tree nuts are also found in many foods including breads, biscuits, crackers, desserts, nut butters, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils, sauces etc.



CRUSTACEANS

Crustaceans include crabs, lobster, prawns and scampi. They may also be found in shrimp sauce, shrimp paste (commonly used in Thai and south-east Asian food), shellfish stock, paella, fish soups such as bisques and bouillabaisse etc.



SULPHUR DIOXIDE AND SULPHITES

Sulphur dioxide and sulphites are often used as a preservative in dried fruits such as raisins, dried apricots, prunes etc. They can also be found in meat products, prawns, vegetables, soft drinks, wine and beer, etc.



CELERY

Celery includes celery stalks, leaves, seeds and the root called celeriac. Celery is also found in celery salt, salads, some meat products, soups, stock cubes etc.



MILK

Milk includes milk from all animals including cows, sheep, goats etc. Butter, cheese, cream, milk powders and yoghurt are derived from milk. Milk can also be found used in a variety of foods including foods brushed or glazed with milk, and in powdered soups and sauces etc.



SOYBEANS

Soybeans also called soya, is found in tofu/bean curd, edamame beans, miso paste, textured soya protein, soya flour or lecithin E322 (if made from soya). Soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces, vegetarian products etc.



PEANUTS

Peanuts are legumes and grow underground, which is why they are sometimes called groundnuts. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, and sauces (such as satay sauce). They are also found in groundnut oil, peanut flour and peanut butter etc.



FISH

Fish includes all species of finned fish, fish oils and caviar. Fish is also found in condiments such as fish sauce, Worcestershire sauce, salad dressings (e.g. Caesar salad), stock cubes etc.



MOLLUSCS

Molluscs include mussels, oysters, scallops, escargot (snails), octopus and squid including its ink. They may also be found in oyster sauce, paella, fish soups etc.



LUPIN

Lupin flour and seeds can be used in some types of bread, pastries, pasta etc.

FOR MORE INFORMATION:

foodstandards.gov.scot/food-allergies

Sign up to allergy alerts on foodstandards.gov.scot/subscribe or follow #AllergyAlert on our social channels

Food Standards Scotland, 4th Floor,
Pilgrim House, Aberdeen AB11 5LR



Medical Diets

Simple Medical Diets

These include Diabetes, Coeliac Disease, PKU, Cystic Fibrosis, Downs Syndrome, Cerebral Palsy, weight management, low salt. This list isn't exhaustive as many other conditions can fall under the medical diet grouping.

- Once assessed, if the diet falls within the scope of a pre-prepared menu template such as Diabetes or Coeliac then the information and the template should be shared with the parent/carer and recorded on Parentpay
- Communication should follow to Education, Catering Staff, Operational Managers and others, where identified locally.

Complex Medical Diets: those with more complex medical needs.

- After assessing the application, it may be necessary to meet with any medical professionals and the parents to ensure that the dietary requirement can be met as best as possible.
- This meeting should include Parents/Carers, Education, Catering Managers, Operational Manager, Nutritionist/Dietician and SLT to ensure that all concerned are aware of and special requirements.
- Adapt the current menu template so that parents can pre-select their child's meal. However, due to some more complex needs there may only be one meal choice available, and this should be made clear in a meeting with the parents.
- Menu plans should be created as near the regular menu as possible so that the young person doesn't feel excluded.
- Parent/Carers should be aware that we will use a picture of a child to help identify them at lunch time. This is to avoid any accidents happening where a pupil may be served the wrong food. This will be positioned in a place of the kitchen/serving area that is not visible to the serving counter but only visible to staff, in accordance with GDPR regulations.
- If blended or textured diets are available, then these meal plans will be considered along with the ASN staff who are responsible for administering the diet. They will check the consistency of the food to be administered on medical advice from SLT and adjust if necessary, considering Food Safety practices and the IDDSI Framework. Further information on this type of diet is contained later in the guidance.

Neurodivergent Diets

Neurodivergent Diets are becoming more common for our Caterers and will include ASD (Autism Spectrum Disorder) and ARFID (Avoidance Restrictive Food Intake Disorder).

- We will ask for medical support around these types of diets as these conditions can severely restrict the nutritional intake of a pupil.
- The ARFID Awareness UK website can provide supporting information for schools and nursery settings in their resource section.
- We may have to work with several health professionals such as Clinical Psychologists, Dieticians and SLT to provide a suitable meal plan.
- Other causes such as Anorexia Nervosa (AN) and Bulimia Nervosa (BN) may also be included under this heading.
- Those with ASD may also have difficulty explaining their issues around foods due to Social Communication Difficulties.
- When compiling adapted diets, ensure you use the Flow Chart.

Blended or Textured Diets

Blended or Textured Diets or those on the IDDSI Framework which may be required by young people that have difficulty chewing or swallowing. These can also be known as pureed, liquidised, or blended diets are made by blending everyday foods with liquid to create a smooth consistency suitable to be given through a gastrostomy tube. This can be administered in addition to or as a replacement for a prescribed formula.

Texture modified diets

TMFs (Texturally Modified Foods) are meals and drinks that have been prepared in a special way to create a certain texture or consistency. This can include softening, chopping or pureeing solid foods or artificially thickening liquids.

A texture modified or dysphagia diet will be prescribed following an assessment by a Speech and Language Therapist or other healthcare professional.

Dysphagia is a term used for those with swallowing difficulties. The aim of a texture modified diet is to make eating and drinking safer and easier, while also supporting nutrition and hydration.

Factors to be considered if providing a Blended or TMF diet:

- The NHS dietician will meet with parents/carers to fully discuss a young person's nutritional requirements.
- This may include the provision out with the home such as school or respite care.
- SIC should be provided with information from the NHS dietician through the Special/Adapted diet procedure.
- A meeting may have to be set up to discuss if the catering service can indeed provide a blended or TMF diet.
- Most young people requiring a blended diet will be supported on site with a staff member from the Education service.
- Specialist training is required to provide a blended diet and the information contained in the IDDSI framework should be followed.
- Food should be prepared using SIC's Food Safety System and HACCP Procedures.
- If we are unable to provide a blended diet, then advice should be sought from the NHS Dietitian dealing with the child's special or adapted diet.

Transitioning of Special / Adapted Diets

This will take place when young people transition from Nursery to Primary School, Primary School to High School or to another school within the authority.

It is important that this information is shared efficiently so that the special/adapted diet is managed effectively.

This may also be a good time to assess some of the more complex diets asking if medical needs have changed. It is good practice for parents wishing their child's diet to continue into High School to resubmit the form.

Disclaimers

Many schools or education establishments will claim they are a 'Nut Free Zone'.

This is a practice that should be discouraged as there are no controls over what food items are brought into the school through packed lunches.

'**We are Allergy Aware**' is an effective description.

Menu Disclaimers:

SIC websites may also contain disclaimers about allergies for example:

We do not knowingly use nuts, peanut or sesame-based products in the provision of catering to schools. However, some products may be produced in a factory where nuts, peanuts or sesame seeds are used and therefore contamination of these products may occur. We cannot guarantee that all products are always nut free, peanut free or sesame free

We will always provide information regarding allergens and advice to speak to a member of staff if you are concerned. Posters should also be displayed identifying the 14 allergens.

Natashas Law (The UK Food Information Amendment)

Natashas law came into effect on 1st October 2021.

Natashas parents, Tanya and Nadim Ednan-Laperouse campaigned for this after they lost their daughter Natasha when she had an anaphylactic shock due to eating sesame seeds that were hidden in the dough of a baguette she had bought. Sadly, Natasha died on 17th July 2016.

After the inquest in September 2018, her parents campaigned to have the labelling regulations changed and this was laid in Parliament in September 2019. Natashas law came into effect 2 years later 1st October 2021.

This required all businesses – including schools that sold food Pre-Packed for Direct Sale (PPDS) to have clear allergen labelling on all foods that are pre-packed for direct sale.

There are now 1 in 4 people living with allergies in the UK.

Near Misses

What do we do if it goes wrong?

A near miss is an undesired event that, under slightly different circumstances, could have resulted in harm to people or damage to property, materials or the environment.

Research has shown that for every 90 near misses an accident will occur. The goal of near miss reporting is to address the incident and take action to prevent reoccurrence and remove the potential of an accident.

In the event of any near misses the Head cook will complete a PIN form on the SIC Assure system, outlining what went wrong and how this will be monitored going forward.