



Procedure: School Meals for Students with Special Needs

Students with allergies or intolerances are required to have a completed "Request for Special Dietary Accommodations" form signed by a recognized medical authority. The Diet Order must include:

- How the impairment affects the child
- Specific foods to be omitted from the child's diet
- List of foods or beverages to be substituted, provided or modified

If a school teacher receives an allergy notification please provide the school nurse with any information you received about the child and their intolerance.

The school nurse will then:

1. Contact the parent or guardian and verify that the information is correct.
2. Communicate that if a dietary accommodation is requested or needed for school meals, they must contact Nutrition Services to discuss those details before an accommodation can be implemented.
3. Let the parent or guardian know that you will send the "Request for Special Dietary Accommodations" form home with their student that day to be filled out and returned to Nutrition Services.

When Nutrition Services is contacted by a parent or guardian, an accommodation will be made for the child based on oral communication for 14 days while awaiting the official paper request form.

After 14 days if no paperwork has been submitted Nutrition Services will notify the family that dietary accommodations are being withdrawn.

Kitchen staff cannot make substitutions without direction from the NS director.

Kitchen staff will be provided a list of students in their school, along with documented allergies and foods to be omitted.

Kitchen staff will assure students do not receive foods that have been omitted from their diet.

If an incident occurs and a student receives a product they are allergic to, the kitchen staff responsible will fill out and turn in a Student Accident Report to the nurse, principal and NS director.

Nutritional sheets are available upon request for any menu item.