Warrington School Meals Service

WARRINGTON Borough Council

Allergy/Special Dietary Procedure

Pupil with Medical/Special Dietary Need

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Parent to contact School to inform that their child has a dietary need.

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Parent to complete the Schools data collection form and return with medical evidence to the school (parent to await confirmation of start date).

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School complete section A of the AL1/AL2 form and sign to say they have received pupil's dietary information and logged onto SIMS. A copy of the AL1 or AL2 form and the up to date SIMS report passed to the Catering Supervisor.

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Catering Supervisor to review the SIMS report and the AL1/AL2 form. Assess if a meeting is required with the parent. If necessary seek advice from central team.

Yes → For more complex diets Catering Supervisor to contact central team who will arrange a meeting with parent through the school to agree a menu and start date. Catering Supervisor to input the agreed dietary information on to the Cypad desktop.

No → If applicable, pass relevant menu to the school for the parent to make choices. Once menu is returned, confirm agreed start date. Input the agreed dietary information on to the Cypad desktop.

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Catering Supervisor to complete and sign AL1/AL2 form and return to school.

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Catering Supervisor to store the SIMS report in the food safety management system folder for reference.

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School notifies the kitchen if the child with the special diet is absent by 9.30am

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School to provide child with a suitable level of supervision when meals are collected.

Catering Supervisor to prepare, label and serve the special diet meal to the child.