



# MEDICAL DIETS

## MEDICAL DIETS

- ▶ IFG will provide Medical Diets for pupils who suffer from food allergens as identified within the Food Information Regulations.
- ▶ IFG will not provide medical diets for allergies outside of the 14 allergens identified within the Food Information Regulations.
- ▶ IFG will not provide medical diets for pupils with complex allergens i.e. have more than 2 food allergies.
- ▶ IFG will not partake in any partial reintroductions.
- ▶ IFG provide each primary school with the Impact Food Group Medical Diet procedure and corresponding Medical diet request form and a copy of the GDPR procedure for retaining medical diet information.

## MEDICAL DIET REQUEST FORMS

- ▶ The school is to issue a Medical Diet request form to any parent/carer who reports a food allergy, alongside a GDPR procedure for retaining Medical Diet information.
- ▶ The Medical Diet request form is then to be completed by the parent/carer and returned to the school.

## RECEIPT OF FORM

- ▶ Upon receipt of a Medical Diet request form the school must forward a copy to the following e-mail address: **primary@impactfood.co.uk**
- ▶ The form is then shared with the Operations Manager.

## MEDICAL MENU

- ▶ The Operations Manager will make contact with the parent/ carer.
- ▶ The Medical Diet menu will be devised between the Operations Manager and parent/ carer.
- ▶ The Medical Diet will be issued to the Catering Manager/ Executive Chef, with the child's name and allergen requirements clearly identified at the top of the menu.
- ▶ Where different recipes are used then these will be provided to the Catering Manager / Executive Chef.

## COMMUNICATION

- ▶ A copy of a Medical Diet will be issued to the parent/carer of the pupil to agree and sign before the medical menu is rolled out.

## IDENTIFICATION

- ▶ All pupils with Medical Diets must be given a blue wrist band prior to lunch service that they can show to the server.
- ▶ IFG request that photographs of each pupil with a Medical Diet menu are provided along with the Medical Diet Request form for identification purposes.

## REVIEW

- ▶ Upon written notification of a change in Medical Diet requirements the Medical Diet menu will be reviewed and if changes are applicable the Medical Diet menu will be reissued to the School and/or parent/carer.
- ▶ IFG will work with school to ensure that the list of pupils requiring Medical Diets is accurate.
- ▶ The Chef Manager/ Executive Chef will request any Medical Diet information at the start of each term.





# GDPR & MEDICAL DIETS

## RECEIPT OF MEDICAL DIET REQUEST FORM

- ▶ Shared with IFG Chef Manager / Executive Chef by school or parent / guardian.
- ▶ A copy of the form is then shared with IFG Head Office Food team via secure e-mail (password protected).

## STORAGE

- ▶ The Food team store Medical Diet Request Forms in a secure drive (restricted access and password protected).
- ▶ The Chef Manager/ Executive Chef stores the original completed form in a folder that is stored within a lockable drawer, locker or safe.
- ▶ The Medical menus provided identify the pupils name. These will also be stored in a lockable drawer, locker or safe when not in use. The folder will be at the servery counter during service, to ensure that IFG employees have access to check upon the dietary needs of pupils during service.

## ACCESS

- ▶ The Medical Diet Request Forms may be shared with the Operations Manager and / or Operations Directors.
- ▶ In the event of an incident the Medical Diet information will be shared with senior management including the Group Health & Safety Manager.
- ▶ In the event of an incident the results of any investigation may be shared with government bodies, legal representatives and /or insurers.

## RETENTION

- ▶ The original completed medical form will be held on site for a period not exceeding 1 year.
- ▶ Where there are any changes to medical needs that require a new Medical Diet Request Form to be completed the original hard copy will be destroyed upon receipt of the new form.
- ▶ Any electronic copies made by the Chef Manager / Executive Chef will be deleted as soon as the form has been shared with the Food Team.
- ▶ Centrally held Medical Diet Request Forms will be kept for a maximum of 5 years, before being deleted.
- ▶ Where incidents have taken place it will be necessary to hold all investigation records including the Medical Diet Request Form for a period of (18-child's age) +3 years. This information will be archived in a restricted folder. The only people with access to this folder will be the Group Health & Safety Manager, the Group Operations Director and Operation's Directors.

