

Special Dietary Needs Procedure

Procedure:

Kitchen Manager is notified of special dietary need and/or allergy.

- Kitchen Manager refers parent/health aide/District Nurse/District Staff to Special Diets Coordinator.
- Family member/staff member will be contacted by Special Diets Coordinator and options for the student will be discussed.
- If it is determined that meal modifications are necessary, family will be provided with the **Medical Statement for Meal Modification** form.
- **Medical Statement for Meal Modification** form is fully completed and signed by a licensed physician, advanced practice nurse with prescriptive authority or physician assistant.
- Completed paperwork must be returned to the Kitchen Manager or directly to Special Diets Coordinator. Paperwork that is not complete may delay modifications, as additional information may be needed.
- Special Diets Coordinator will contact parent/guardian when paperwork is received. A meeting will be set up as needed. Modified menu will be developed as needed and distributed to kitchen staff and parent/guardian.

Paperwork:

Medical Statement for Meal Modification

Adams 12 WILL:

- Make meal modifications prescribed by licensed physician, advanced practice nurse with prescriptive authority or physician assistant to accommodate a medical need based on a completed and signed medical statement.
- Provide nutrition information regarding ingredients in menu items specific to the student's allergy, intolerance or medical need. This information is available on our website <https://adams12.nutrislice.com/> and is updated as needed.

Record Keeping:

Nutrition Services

- (1) Retains copies of all completed medical paperwork.
- (2) Retains copies of modified menu.
- (3) Maintain spreadsheet containing all students with Special Dietary needs.

Kitchen

- (1) Retains copies of modified menu for each student.
- (2) Retains copies of all completed medical paperwork.

Important Notes:

- Parents/guardians have the option of working with their student to decide which foods on the menu are appropriate meal choices and when it may be beneficial for the student to bring a lunch from home.
- If you are submitting a request for meal modification at a time other than the beginning of the school year, it may take up to 10 school days from the time the request is received until it can be implemented.
- It is strongly recommended that a licensed physician, advanced practice nurse with prescriptive authority or physician assistant annually update the prescribed diet order.
- In order to discontinue a special diet, the **Discontinuation of School Meal Modification** form is available for the parent/guardian or appropriate medical authority to complete.