



## Special Dietary Needs Procedure:

- Kitchen Manager is notified of special dietary need and/or allergy.
- Kitchen Manager provides ***Medical Statement for Dietary Disability - School Meal Modification***
- Paperwork is fully completed and signed by a licensed physician, advanced practice nurse with prescriptive authority or physician assistant.

### **Paperwork:**

The following paperwork must be filled out completely before any meal modifications will be made:

#### ***Medical Statement for Dietary Disability - School Meal Modification***

##### Adams 12 WILL:

- Make meal modifications (substitutions) prescribed by licensed physician, advanced practice nurse with prescriptive authority or physician assistant to accommodate a dietary disability based on a completed and signed medical statement.
- Make modifications (substitutions) for students as called for in their Section 504 or an IEP plans.

##### Adams 12 WILL NOT:

- Make meal modifications (substitutions) prescribed by a medical authority due to a food allergy/intolerance or other medical condition that does not rise to the level of a disability.
  - In this case, Adams 12 Nutrition Services WILL provide nutrition information regarding ingredients in menu items specific to the student's allergy or intolerance. This information is available on our website and is updated as needed:  
[adams12.nutrislice.com](http://adams12.nutrislice.com)
  - Parents/guardian should work with the student to decide which foods on the menu are appropriate meal choices and when it might be beneficial for the student to bring a lunch from home. We have a variety of menu options which alone can help in accommodating allergies. With our "offer vs. serve" menu serving concept students can decline a certain number of food items in a meal which can also help to accommodate students and their special dietary needs simply by omitting an item from their tray.
- Make substitutions for fluid cow's milk due to a food allergy or intolerance or for other reasons that does not rise to the level of a disability.

- Completed paperwork should be returned to Kitchen Manager. If paperwork is not complete, it will be returned to the parent or guardian.
- Kitchen Manager forwards completed paperwork to Heather Lonnberg, RD Nutrition and BASE Supervisor.
- Heather will contact parent/guardian when paperwork is received. A meeting will be set up as needed.

## Menu Modifications:

For dietary disabilities: a modified menu is created as needed.

A copy is given to the

- (1) kitchen,
- (2) the parent and
- (3) the health aide/nurse as appropriate

For other special dietary needs such as a food allergy/intolerance or other medical condition that does not rise to the level of a disability: Adams 12 Nutrition Services will provide nutrition information regarding ingredients in menu items specific to the student's allergy or intolerance. This information is available on our website and is updated as needed. Parents/guardian should work with the student to decide which foods on the menu are appropriate meal choices and when it might be beneficial for the student to bring a lunch from home.

## Record Keeping:

Nutrition Services:

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

Kitchen (in Special Diet/Allergy Binder provided)

- (1) Copy of modified menu for each student.
- (2) Copy of all completed medical paperwork
- (3) Will also keep blank copies of necessary paperwork to give to parents/nurses/health aides as needed

## Important Notes:

- Meal modifications cannot be implemented until current and completed medical paperwork is received and reviewed. A modified menu will be created as needed that will be distributed to both the kitchen and the parent.
- 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. A current Medical Statement will be requested from Nutrition Services annually.
- In order to discontinue a special diet the ***Discontinuation of School Meal Modifications*** form must be filled out by the appropriate medical authority.