

Tayside Contracts Procedure

Diabetic Pupil Menu Requests

1

 Parent/Guardian directed to the Adapted Menu Request Form and advised to select the Diabetic tick box and return as per instructions on the form.

2

 Client sends approved request to 'Special Diets' Inbox and Tayside Contracts Food & Nutrition Team process as per Adapted Menu Request Process.

3

• Tayside Contracts Food & Nutrition Team adds pupil to the allergy register, issues a copy of the carbohydrate report to the school to forward to parent/guardian, and notifies the Area Catering Supervisor of the new pupil requirements for the relevant Onsite/Distribution Hub.

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• Onsite/Distribution Hub weighs menu items in line with the portion size for the age group (Nursery, Lower Primary, Upper Primary) using spoodle guidance, and portion into an individual named container with the appropriate weighted lunch portion for service or for transport to the Mini Hub or Dining Centre as appropriate.

5

 Council education colleagues manage the records and track how much of the portion is consumed, in order to report any impact on insulin requirements.