

2020-2021 Stamford Public Schools District Food Allergy Protocol

CHARTWELLS MISSION

“Chartwells is committed to providing a safe and nurturing environment for students during meal times. We understand the importance of providing accurate nutrition, ingredient, and allergen information for students to make informed choices for their health and well-being and we are dedicated to creating a foodservice environment that ensures information accuracy at all times. Furthermore, we understand the impact that food allergies and medical conditions can have on the life of young people and we commit to strict observance of USDA regulations for accommodating children with special needs. We will also collaborate with school personnel, parents and caregivers, and medical providers to provide a safe food environment.”

GOAL OF THE PROTOCOL

“The goal of the Chartwells Protocol is to provide instruction and expectations to our foodservice teams in order to fulfill our commitment to providing accurate nutrition, ingredient, and allergen information to all customers, and to successfully accommodate children with special dietary needs.”

FOOD ALLERGY AND MEDICAL CONDITIONS PROTOCOL

1. At the start of each school year a ‘FOOD ALLERGY AND MEDICAL CONDITION REQUEST FORM’ will be mailed to all parents/caregivers. Requests made during the school year should always be provided this form or referred directly to the resident dietitian. Reasonable modifications can begin once this form along with a written request signed by the student’s physician or medical provider stating the food allergy(ies) and/or need for meal modifications is received by Chartwells directly from the parent/caregiver.
2. The Resident Dietitian will contact the parent/caregiver for further information if additional accommodations are required. The student should not participate in the meal program until the final menu has been approved and a start date has been agreed upon.
3. The Resident Dietitian will complete a modified menu as per Chartwells protocol. Once completed, the menu is sent to the parent for their approval. The parent has the opportunity to personally inspect food labels before the menu is approved. The date of implementation is agreed upon with the parent. The Resident Dietitian will notify the school kitchen lead and provide appropriate training.
4. The Resident Dietitian or Director of Dining Services will enter food allergies into the Point of Sale (POS) system.
5. The following will be kept on file for each student with a diet modification: medical statement or diet request, copy of modified menu with date of approval and date of implementation, and allergen-specific training certificates for on-site staff and director.

All inquiries should be directed to:

Dawn McGinn, Director of Dining Services - Stamford Public Schools K12 (203-977-4732)
DMcGinn@StamfordCT.gov