



## Child Nutrition Services

13990 Castroville Blvd.

Castroville, CA 95012

(831) 632-0290

## Student Allergy Procedures

### Collecting and processing information:

- 1) A student must have a completed Medical Statement to Request Special Meals and/or Accommodations form to start the process. This form must be completed and signed by a doctor or physician. Site staff have been instructed to alert the department staff if a student tells them they have a dietary allergy so they can help the family complete the form. Site staff can also inform students and parents where they can find the form online.
- 2) Our department logs the student's information and contacts the parent and possibly the medical authority for further clarification on the dietary allergy if needed.
- 3) If the student's allergy rises to the level of disability, the department provides substitutes. Parents may be contact for for menu guidance for non-disability cases.
- 4) Both the Nutrition Services department and the school site maintain copies of student allergies and check them yearly to ensure that they are up to date. A copy of each student accommodation form is also sent to the school site that they attend for the staff serving them have access to it.

### Implementing the special diet and alerting parents:

- 1) All menu accommodations will come from the Nutrition Services office. No action should be taken by site staff without previous written or verbal instructions from the Nutrition Services office.
- 2) Site staff are instructed in verbal and written manner on what to do with the student's dietary allergies and restrictions i.e. if soymilk needs to be provided or if central kitchen is providing main entrée substitutes.

### 8 most common food allergies



Milk



Egg



Shellfish



Fish



Tree Nuts



Wheat



Peanut



Soybean