



## South Middlesex Regional School District

### Modifications to Accommodate Disabilities in School Meal Programs Food & Nutrition Services Department

#### Ordering and Serving Special Diet Meals

- PURPOSE:** To ensure that all students receive a safe meal
- SCOPE:** All Food and Nutrition Services staff who handle, prepare or serve food
- KEY WORDS:** Food allergy, Special diet, Allergy alert, Accommodation

#### PROCEDURE:

- Inform the school nurse of all students requesting a special diet meal due to a documented disability or other medical condition
  - Name and student ID number are needed to ensure the correct student is identified
- The school nurse will provide the Nutrition Manager documentation from the student's nurse practitioner (NP), doctor of medicine (MD), or physician assistant (PA) certifying the required accommodation
- The Nutrition Manager will activate the allergy alert and/or other alerts and enter the student's specific food allergy/allergies/accommodation in Titan, which will create a detailed alert for the cashier when the student goes through the point of service
  - The cashier must verify that the student has an appropriate special diet meal that meets the accommodation requirements
- The Nutrition Manager will maintain an internal tracking document of all students who request special diet meals. This document is shared with the vended meals provider.
- The Nutrition Manager will order special diet meals from the vended meals provider.
  - The order will list the student's first and last name, student ID number, all food allergies or other accommodations needed, and the school the student attends
  - The vended meals provider will confirm the order, provide the Nutrition Manager with the specific meals being sent, and confirm that the meals are free of all of the student's allergens
- The vended meals provider will deliver meals for the students within two school days. Each meal will be labeled with the student's first and last name and student ID number.
  - If meals are frozen, the manager or attendant must order more meals for a student when five (5) remain

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- If meals are fresh, meals must be delivered multiple times per week.
- If a student has a change in status (they outgrow a food allergy or develop a new food allergy, etc.), the school nurse must receive a note certifying the change from the student's nurse practitioner (NP), doctor of medicine (MD), or physician assistant (PA), and must provide the note to the Nutrition Manager
  - The Nutrition Manager will update the allergy alert in the point-of-service, update the internal tracking document, communicate the change to the manager or attendant, communicate the change to the vended meals provider, and select appropriate meals for the student
- It is recommended that the manager or attendant ask all students requesting special diet meals to stop into the cafeteria in the morning to notify them if they would like their lunch meal that day to limit waste
- Special diet meals are individually wrapped meals and should not be opened at any point during storage, cooking, or service. The label containing the student's name and student ID number must remain on the meal through storage, cooking and service.

**MONITORING:**

- When visiting a site, field coordinators will observe breakfast and lunch service, ensure that the correct meal is prepared and served to the student(s) and the cashier confirms the meal is free of the student's allergens when they go through the point of service.

**CORRECTIVE ACTION:**

- Retrain Food and Nutrition Services staff who are not following the procedures contained in this Standard Operating Procedure

**VERIFICATION AND RECORD KEEPING:**

- The manager or attendant will complete production records daily for breakfast and lunch, and will maintain them for a minimum of five (5) years
- Nutrition Manager will regularly update and maintain records of student food allergies, and will maintain records of special diet meals ordered from the vended meals provider