



Policy on Procedures for Identification and Communication of Student Special Dietary Needs

Objective: To outline the necessary procedures required for responsible staff to identify and communicate a student's special dietary needs including: food intolerances, allergies, personal beliefs, religious practices, and other medical needs that may require avoidance of specific foods.

Scope: These procedures must be followed by all Nutrition Services staff and Health Services nursing staff

Responsible Parties: The assigned Nutritional Services school site manager or lead is responsible for ensuring procedures are being followed by staff at their site. Nutrition Services and Health Services nursing staff are responsible for keeping student documentation up to date. The assigned nurse of each school site is responsible for making sure all documentation has been received and accounted for by Nutrition Services staff.

Statement: According to key finding from the National Health Interview Survey located on the Center for Disease Control and Prevention (CDC) website, the identification of child food allergies has increased from 3.4% between 1997-1999 to 5.1% between 2009-2011 (Jackson, Howie, & Akinbami, 2013). Student food allergies pose a serious public health issue, which is why collaboration among all responsible parties at OUSD is critical in maintaining the health and safety of all OUSD students. With these procedures in place, we hope to increase the efficiency of identifying students with special dietary needs across the district to prevent situations where a child's life is at risk and to ensure that accommodations are followed.

References:

- Jackson K.D., Howie L.D. & Akinbami L.J. (2013). Trends in allergic conditions among children: United States, 1997–2011. *National Center for Health Statistics* data brief, no 121. Hyattsville, MD: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.
- United States Department of Agriculture. (2001). *Accommodating Children with Food and Nutrition Service Special: Guidance for School Food Service Staff*. Food and Nutrition Services Website: USDA.
- United States Department of Agriculture. (2015). *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*. Food and Nutrition Services Website: USDA.



NUTRITION SERVICES

Procedure for Communicating & Receiving Student Medical Records

Health Services

1. Nurses that receive a physician signed medical order and/or special meals form from a parent/guardian document student special dietary needs in the student's Aeries record
2. Nurses sign off on each student's order/form to acknowledge that it was received and reviewed
3. Nurses send student's order/form to Nutritional Services via email (nutrition@ousd.org) or fax (510) 627-9491.
4. The status of student's order/form can be viewed on the OUSD Allergy Data Google Document administered and regulated by Nutritional Services
 - a. On this document, responsible parties can view when nursing staff sent orders and forms, when Nutrition Services received them and assigned to the appropriate school site
2. At least once every quarter (every 3 months) nurses should check in with the Cafeteria/Food Service staff of their assigned school site(s) to ensure that information located in the "Student Special Dietary Needs" binder is up to date and that the staff is aware of students with special dietary needs
3. If a student with a special dietary need is identified by OUSD faculty/staff, the school site nurse should follow up with parent/guardian to ensure that the information is accurate and to request medical documentation that will then be sent via email/fax to Nutrition Services

Nutrition Services

1. Nutrition Services is responsible for reviewing student's order/form and creating an electronic student record
2. Electronic records should have a table, presenting menu items that the student **MAY or MAY NOT** have for Breakfast, Lunch and Snack
3. The electronic student record should be emailed, faxed or mailed to the assigned school site Food Service Manager or Nutrition Services staff member. The OUSD Allergy Data Google Document should then be updated to reflect this transaction

Food Services & Cafeteria Staff

1. Once the electronic student record has been received at the school site, the Food Service Manager or assigned Nutrition Services staff member should contact Nutrition Services to verify that the transaction has been completed
2. The student electronic record must be printed and placed in a designated file kept in the cafeteria labeled "Student Special Dietary Needs." Student pictures can be attached to the record for staff recognition
3. During food service, staff must be on alert for students who have been identified as having a special dietary need
 - a. Staff should regularly review the "Student Special Dietary Needs" binder or file

Final Statement

With this policy, OUSD aspires to uphold the health and safety of all students. By streamlining the procedures and communication between Nutrition Services staff and Health Services nursing staff, the goal is to reduce incidents in which child safety and well-being is compromised.