

### Medical Diet Process

#### **The first request to Lunchtime Co.**

1. School shares the Lunchtime Medical Diet guidance letter and request form with parents/guardians.
2. Parents/Guardians complete the medical diet request form and return to the school.
3. Whilst the medical diet menu is being created and processed by Lunchtime Co., the child will be provided with Plain Jacket Potato and Fruit, or they can bring a home packed lunch
4. The school send Lunchtime Co. the completed medical diet request form to [medicaldiets@lunchtime.co.uk](mailto:medicaldiets@lunchtime.co.uk) and the relevant Lunchtime Co. Operations Manager.
5. Lunchtime Co. will then create a menu for that child based on their medical diets form and create supporting recipes.
6. The Childs individual menu will then be shared with the school by Lunchtime Co.
7. The school will then share the menu with the parents/guardians and print a copy for the chef manager.

#### **Each menu cycle change**

1. Lunchtime Co. will create a new menu for that child based on their existing medical diet form and create supporting recipes. This will be based around the school's new menu.
2. The Childs individual menu will then be shared with the school by Lunchtime Co.
3. The school will then share the menu with the parents/guardians and print a copy for the chef manager.
4. The process continues as above.

#### **At the time of Service**

1. In line with government guidance, the school will produce a photo ID card for each child with a medical diet. This will include:
  - a. An up-to-date picture
  - b. The child's full name
  - c. List of their allergens
2. The child will then hand the photo ID card to the server at the counter
3. Lunchtime Co. employees will then provide the child with the suitable main meal and dessert