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| <b>Policy Number:</b> N 004                    | <b>Title:</b> Food Allergies & Special Diets  |
| <b>Performance Standard:</b><br>1302.44 (a)(1) | <b>Original Date:</b> 8/2006<br><b>Review Date:</b> 5/2020                                      |
| <b>USD 418 BOE Policy:</b>                     | <b>Policy Council Approval/Revision:</b> 12/2017, 5/2020<br><b>BOE Approval:</b> 12/2017,5/2020 |

**POLICY:**

Programs must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.

**PROCEDURE:**

If a child has a food allergy or requires a special diet, then a Meal Modification Form must be filled out and signed by a physician/medical provider as well as the legal guardian. Once the form is returned, the Health Coordinator sends the monthly menus and the special diet order to the registered dietician who makes the food substitutions accordingly.

A copy of the special diet menu is given to the food service worker, classroom teacher and guardian. A copy of the Meal Modification Form is given to the Food Service Director and school nurse.

Classroom teachers and staff are responsible for educating substitutes, volunteers and other non-classroom staff of any special diets and allergies in the classroom. Special diet lists and monthly menus will be kept in labeled yellow folders in the classroom.