

Taylor Shaw Medical Diet Process

Operations manager to share 'Taylor Shaw Allergy Menus – A Guide for Parents' with school office.



School office to share 'Taylor Shaw Allergy Menus – A Guide for Parents' with all new parents as part of the school's welcome/induction pack.



Parents/ guardians complete the forms (medical diet request form (MDRF) and medical diet jacket potato selection form) and return to the school office along with medical evidence if their child has a medical condition or, an allergy that falls outside the top 14 named allergens



The school office passes on the child's MDRF (excluding the photograph) along with any medical evidence, to their Taylor Shaw operations manager.



The school office must pass on the child's photograph and 'Medical Diet Jacket Potato Selection Form' to the school kitchen. The photograph is used to identify the child at point of service, ensuring the right meal is served to the right child. The form must be used by the kitchen team until the child's menu has been received.



Your operations manager forwards the MDRF onto the dietetic team via email.



The dietetic team will process the request within 2 weeks and create the child's individual menu based on the current menu cycle.



When the menu is ready, the dietetic team will notify operations managers via email.



The operations manager will download the appropriate menu from Sharepoint and will add the child's name and school to the menu.



Your operations manager will forward this to the school office and kitchen team.



The school office must forward the menu to the child's parents/guardians.



The menu will then start