

SPECIAL DIET REQUESTS

1. At the start of each school year, Eastmont School District will notify all families of the availability of special dietary accommodations. This notice will include the procedure for requesting an accommodation.
2. Reports of a child with a food allergy or other impairment that affects the student's diet must be reported to the School Nurse. The School Nurse will direct all special diet requests to the Food Service Director so Eastmont Food Services can begin implementing the needed accommodation immediately at the school level.
3. Once the School Nurse is made aware of a student's special dietary need, Health Services will notify the family that the school must receive a completed "Request for Special Dietary Accommodations" form signed by a recognized medical authority. Families will also be informed of the offer vs serve policy in school meals for children without a medical impairment. The current form "Request for Special Dietary Accommodations" can be found on the Food Services page at www.eastmont206.org. Or search "Special Diet" on the Eastmont School District website. Copy of form follows this procedure.
4. When a family returns the Request for Special Dietary Accommodations form, Health Services will notify the Food Service Director that a form has been received and submit it to the Food Service Office for retention.
5. If the school kitchen receives a Request for Special Dietary Accommodations form directly from the school or parent, kitchen staff will forward to the Food Service Office for the director to review. The Food Service Director will notify the School Nurse and assist Kitchen Staff to make immediate accommodations for the student.
6. Special Dietary Accommodations are reviewed on a case by case basis. The Health Services Staff, Food Service Director, and / or student's parent/guardian may need to meet and discuss the need of the student and an action plan to ensure the health and safety of the student.
7. All Request for Special Dietary Accommodation forms are kept in a confidential folder in the School Nurse's office, the Food Service office, and with school kitchen staff.
8. Requests for Special Dietary Accommodations are reviewed annually. The family is responsible to notify Eastmont School District when changes to the accommodation occur. The Health Services staff and Food Service staff will work together to share updated information and communicate day to day issues with students.

Special Dietary Needs Checklist for School Administration

Student's Name: _____ Student #: _____

School: _____

- The student's new diet is accommodated immediately.
 - Date: _____
- All Lunchroom staff are notified of new special diet and provided with all currently known information.
- Family has been notified of the Special Dietary Needs Request Form.
- Family has been notified of Offer vs Serve in school meal service.
- Special Dietary Needs Request Form has been sent to the family.
 - Date: _____

A.

- Completed Request for Special Dietary Accommodation form returned by the family.
 - Date: _____
- All Lunchroom staff are notified of new special diet and provided with all information of Special Dietary Needs Request form.
- Special Diet information is entered into Skyward POS system.
- Completed Special Dietary Forms are stored in the nurse's office with a copy in the Food Service Office and School Kitchen.

Or B.

- An incomplete Request for Special Dietary Accommodations form has been returned by the family.
 - Date: _____
- All Lunchroom staff are notified of new special diet and provided with all information of Special Dietary Needs Request form.
- The family has been informed that more information is needed.
 - Date: _____
- The family has not returned the form after 4 weeks and has been sent a reminder.
 - Date: _____
- The family has not returned the form after 4 weeks and has been sent a reminder.
 - Date: _____
- The family has not returned the form after 4 weeks and has been sent a reminder.
 - Date: _____
- Completed Special Dietary Forms are stored in the nurse's office with a copy in the Food Service Office and School Kitchen.



Washington Office of Superintendent of
PUBLIC INSTRUCTION

REQUEST FOR SPECIAL DIETARY ACCOMMODATIONS

Student / Participant Name	Date of Birth
Parent / Guardian Name	Phone
Mailing Address	City/State/Zip
School / Center / Site	Grade / Classroom
Signature of Parent/Guardian	Date

Diet Order

Federal law and USDA regulation require nutrition programs to make reasonable modifications to accommodate children with disabilities. Under the law, a disability is an impairment which substantially limits a major life activity or bodily function, which can include allergies and digestive conditions, but does not include personal diet preferences.

1. Describe how the impairment affects the child (i.e., how the ingestion/contact with the food impacts the child):

[Redacted text area]

2. Explain what must be done to accommodate the child's diet (i.e., specific food(s) to be omitted/avoided from the child's diet):

[Redacted text area]

3. List food(s) and/or beverages to be substituted, provided, or modified:

[Redacted text area]

**State-Recognized Medical Authority is a licensed health care professional authorized to write medical prescriptions in Washington: Medical Doctor (MD), Doctor of Osteopathy (DO), Physician's Assistant (PA) with prescriptive authority, Naturopathic Physician, or Advanced Registered Nurse Practitioner (ARNP).*

Signature of State-Recognized Medical Authority*	Date
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Clinic Name