

Medical Lake School District Nutrition Services

Procedure: **Students with Special Needs**

1. Students with allergies or intolerances are required to have a completed "Request For Special Dietary Accommodations" signed by a recognized medical authority specifying substitutions for intolerance.
2. Substitutions for food intolerances may be given on a case by case basis.
3. Kitchen staff cannot make substitutions without paperwork from NS director. Special menus/ production records will be distributed monthly.
4. Kitchen staff will follow special menus for specified students.
5. Kitchen staff will be provided a list of students in their school with allergies that should be reviewed for changes daily.
6. Kitchen staff will assure students do not receive food items listed under each name.
7. If an incident occurs and a student receives a product they are allergic to, the kitchen staff responsible will fill out and turn in a Student Accident Report to the nurse, principal and NS director.
8. Nutritional sheets will available upon request for any menu item.