Southern New Hampshire Services, Inc.
Child Development Program **PC Approved: 4-2012**
Diet Modification Protocol for Center Base

This protocol is used for all children with a diet modification such as a food allergy/intolerance, a swallowing problem, or diabetes. This includes a child entering the program for the first time or a child that is diagnosed during the program year.

The parent/guardian reports a Diet Modification or intolerance to a program staff member such as the health & nutrition services specialist, teacher, family service worker, food service staff, or other staff. **The Health & Nutrition Services Specialist must be informed immediately.**

Action Steps:

1. A NH Special Meals Prescription Form is sent to be filled out and signed by the child's medical provider (and dietitian, allergist, or other specialist as needed) for all medically prescribed diets. A Philosophical/Religious Diet Modification form is completed for all non-medically prescribed special diets (ie. Kosher, no pork, vegetarian, vegan, etc.) and only needs to be signed by the parent/guardian.

2. The parent/guardian is informed that the child cannot attend the program until a completed Special Meals Prescription Form is signed by the Medical Provider and returned to the program in order to provide a safe environment for the child. (Refer to Exclusion Policy)

3. A referral is sent to the Health & Nutrition Services Specialist.

4. The center director, family service worker, and/or the health & nutrition services Specialist inform the classroom staff and food service staff immediately. They must have the Special Meals Prescription Form **before** the child sits down to a meal.

5. When a Special Meals Prescription Form or a Philosophical/Religious Diet Modification Form is completed and signed, a copy is provided to the kitchen, classroom, and health & nutrition services manager. The original is kept in the child's health file.

6. For all food allergies an Allergy Action Plan is filled out and signed by the parent/guardian. Copies are sent to the Health & Nutrition Services Specialist, classroom, and kitchen.

7. If medication is required, such as in the case of a food allergy, the Medication Authorization paperwork must be completed by the health care provider and

parent/guardian and returned to the center with the properly labeled medication prior to the child starting.

8. The health & nutrition services specialist will work with the family service worker to set up a meeting with the parent/guardian to develop an Individual Nutrition Plan (INP), if necessary. The health & nutrition services specialist may create INP's immediately to support attendance and meal times. Copies of the INP will be given to the Center Director or Family Service Worker to distribute to the kitchen, classroom, family, and in the child's health file.

9. The health & nutrition services specialist will train classroom staff on any emergency treatment protocols or medication procedures, if necessary, with the assistance of the child's family and health care provider.

10. The classroom staff is responsible for informing/training any volunteers, substitutes, etc. supported by the center director, and health & nutrition services specialist.

11. The Lead Cook is responsible for training volunteers in the kitchen as needed, supported by the center director, food service coordinator, and the health & nutrition services specialist.

12. Ongoing training is available by the health & nutrition services specialist to food service staff, teachers, parents/guardians, and other center staff on the food allergy protocol and procedures. Additional special meal modification and food allergy training will be given by the health & nutrition services specialist.