Food Substitution Requests/Forms
For School Kitchen Prepared Meals/Snacks

There are three forms used to direct food substitutions for individual students with food related medical concerns:

1. **Diet Prescription form (DP)** = NON-Life Threatening
2. **Emergency Action Plan for Severe Food Allergy (EAP)** = Life Threatening
3. **Feeding & Swallowing care plans (Dysphagia)** = Life Threatening

<table>
<thead>
<tr>
<th>FORM</th>
<th>DEPT. Responsible</th>
<th>Access Form From</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diet Prescription (DP)</td>
<td>Nutrition Services</td>
<td>School office</td>
<td>Cafeteria, NS, Office</td>
</tr>
<tr>
<td>Feeding &amp; Swallowing Care Plan (Dysphagia)</td>
<td>Speech &amp; Language Pathologist (SLP)</td>
<td>School office, SLP</td>
<td>Kitchen, teacher, office, SLP</td>
</tr>
<tr>
<td>Standard Food Allergy Substitutions Form</td>
<td>Nutrition Services (NS)</td>
<td>Office/School Nurse</td>
<td>Goes with DP or EAP</td>
</tr>
</tbody>
</table>

Note: A “standard substitution” form may be attached to either a diet prescription or Emergency Action Plan to further clarify needed substitutions for kitchen staff. The kitchen employees do not need copies of non-food related Individual Healthcare Plans (IHP’s) from nursing services.

**DIET PRESCRIPTION FORMS:**

- **Address Non-life threatening** medical conditions such as food intolerances or sensitivities.
- **Are managed by Nutrition Service (NS).**
- Are available in school office upon request.
- Require a signature by child’s physician or medical authority and the parent. In rare instances, the school nurse may sign the form as the medical authority.
- **Should be returned with a Standard Substitutions form.**
- Are distributed by office staff as directed at the bottom of the form. Original to Cafeteria and copies to Nutrition Services Dept and School office file.
- Questions about food substitutions should be referred to Nutrition Services.
- Official copies are maintained in the school kitchen.
- Changes must be signed by physician or medical authority.
- Do not have to be renewed each year as long as the student remains at the school.
- Must be completed and submitted at the new school, if a student transfers to another school. Parents may request a copy of the DP from the school office in lieu of making another medical appointment.
- Will be shredded upon graduation or confirmation of the student transferring out of district.
- If returned with a request for modification of the texture of food (pureed, modified soft, etc.), the DP should be given to the Speech-Language Pathologist (SLP) or Occupational Therapist (OT), not the kitchen, so a feeding and swallowing care plan can be developed.

Note: Reasonable food substitution requests are approved by NS on a case by case basis for **medical conditions** but are not made for personal preferences.
EMERGENCY ACTION PLANS for severe food allergy:

- **Address Life Threatening** Food Allergy.
- **Are managed by Nursing Services.**
- Are available in school office upon request.
- Require a signature from a “licensed physician”.
- May need Standard Food Allergy Substitution form if student will be eating school lunches.
- Are distributed by office staff/school nurse as directed at the bottom of the form.
- Official copies are maintained in school office.
- Questions should be directed to school nurse or health services.
- Copies are posted in kitchen by the serving line and remain posted until updated plan is distributed to the kitchen annually.
- Do not have to be renewed each school year as long as the student remains at the school.
- Must be completed and submitted at the new school, if a student transfers to another school. Parents may request a copy of the EAP from the school nurse.
- Kitchen copy will be shredded upon graduation or confirmation of the student transferring out of district. Official copy shredded after 8-year retention by health services.

FEEDING AND SWALLOWING CARE PLANS (SCP) (Dysphagia):

- **Address Life Threatening** food concern.
- **Are managed by the Speech-Language Pathologist or Occupational Therapist.**
- Are used to request food texture modifications.
- Are developed and distributed by the SLP or OT. Copies should be distributed as directed at the bottom of the form.
- Approved textures are: pureed, mechanical soft, and NPO (Nothing by mouth).
- Changes must be approved by the SLP or OT and be a part of the standard options provided by NS.
- Official copies are kept in the school office.
- Are renewed annually either at the beginning of the school year or in conjunction with the IEP review. The plan may not change from year to year however.
- Will be shredded upon graduation or confirmation of the student transferring out of district.

Note for Nurses and Office Managers:

1F-15 B, Health condition registration form:

- If a parent checks the “food substitutions needed” box next to “Digestive Disorder” (“G” code), parent should be given a DP by office staff.
- It is recommended that the specific food(s) to avoid, also be entered into SASI (health code comments).
- If entered, this information can be included in a health code query, distributed periodically to all teachers by classroom.