

SPECIAL DIET REQUEST FORM

Child's Name	Class	Year Group
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Please specify dietary requirements	
Medical - Allergy	
Medical - Intolerance	
Medical – Coeliac Disease	
Religious – (e.g. Hindu)	
Ethical – (e.g. no meat, fish)	
For safety reasons, it is not possible to cater for pupils with airborne allergies given the facilities available in school kitchens.	

Please tick which of the allergens (if any) should be excluded			
Wheat/Gluten		Sesame	
Peanuts		Fish	
Tree Nuts		Crustaceans	
Celery		Molluscs	
Mustard		Soya	
Eggs		Sulphites	
Dairy		Lupin	
Chickpeas		Legumes	
Other			

Please tick or insert other dietary exclusions	
Vegetarian	
No Pork	
No Beef	
Vegan	
Other	

Is the food hypersensitivity significant or life-threatening?	
Yes	No

The following is required for medical diets only and should be copied by the School/Academy representative (who signs below) from the pupil's Care and Treatment Plan. N.B. This is essential to avoid misinterpretation.	
Emergency procedures for use of a preloaded adrenalin injection, where is it kept and who is to administer?	
Local arrangements for identification of child agreed and emergency procedure in place?	

Signature <i>Parent</i>	Print Name	Date
Signature <i>School/Academy Representative</i>	Print Name	Date
Signature <i>Kitchen Representative</i>	Print Name	Date

This form should be held with the child's Care and Treatment Plan within the School.

GDPR - Special Diet Request Form

Special Diets is an area of School/Academy meals provision where personal data of pupils is provided before any special diet can be safely served. This information can include the pupil's name, name of School/Academy, name of class, parent name, medical information, and photograph of the child. This information is given willingly and with consent from the parent / guardian. Personal data is not stored by any member of Twelve15 central teams but held locally at the School/Academy for operational reasons.

Please be assured all information is held in accordance with data security and data retention policies and most importantly is held with the sole purpose of attending to pupils dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

- **Pupil photographs on kitchen walls:**
Photographs are not displayed in public view; they are provided with consent from the parents and placed in a discreet place behind the counter so only visible to catering staff.
- **Pupil photographs in folders:**
Photographs may also be stored in folders within the kitchen or catering office. These are stored in a secure manner and only available to the catering staff.
- **Allergy information including special diet request form and medical notes:**
All special diet pupils should have a special diet request form, along with any medical correspondence, submitted before a special diet can be served. This information is provided with consent from the parent and stored in a secure folder within the kitchen or catering office and School/Academy office.
- **Retention of Personal Data**
The data referred to will be retained only for the purposes of providing a special diet and will be confidentially disposed of when no longer required for this purpose.

We work very closely with our suppliers and use Nutritional Analysis /Food Labelling software packages to identify allergens in line with current legislation. Our Staff are trained in all aspects of Food Safety and allergen control.

Consumers that have food allergies and intolerances should be aware that during food preparation some food and crockery may be contaminated by any of the 14 major allergens. Whilst every effort is made to avoid cross contamination by following the procedures outlined in our Assured Safe Catering Procedures Manual for instance two-stage cleaning and separate utensils we cannot guarantee an allergen free meal.

I confirm that I have read and understood the above:

Signature <i>Parent</i>	Print Name	Date
Signature <i>School/Academy Representative</i>	Print Name	Date
Signature <i>Kitchen representative</i>	Print Name	Date