

## Special Diet / Allergy Form

Caterlink are committed to provide meals for children needing special diets for medical and cultural reasons, where possible. We work closely with our suppliers and aim to be as accurate as possible but it must be noted that we can only be guided by the information the suppliers provide, similar to the process of a parent catering for a special diet.

It is essential that all parties concerned work together when providing a safe special diet and that this is reviewed with every menu change. Therefore please ensure this form is fully completed. If parents and Headteacher are happy, we will also display a 'Food Allergy Record Sheet' and photo of child on kitchen wall near servery.

**It is vital that all forms are accompanied with a referral letter from a medical professional (GP / consultant / dietitian).** It is important the unit manager and kitchen team or servery supervisor have met the child requiring the special diet to ensure they give the right meal to the right child. This form should be handed into the school and discussed with them in the first instance.

### PUPILS DETAILS

<b>Child's Name</b>						<b>GENDER</b>
<b>Class</b>						
Date form issued to the school and to who	OFFICE USE					
<b>Diet required:</b>	Peanut	Milk	Crustacean	Soybean	Fish	
<b>Allergy information please tick:</b>	Celery	Nuts	Sesame seeds	Mustard	Lupin	
	Eggs	Molluscs	Gluten	Sulphites		
	Other – please state:					

### SCHOOL DETAILS

Name of School	Warden Hill Primary School
School Address (in full)	Durham Close Cheltenham GL51 3DF
Is the Headteacher involved/ aware?	
Caterlink Area Managers name	Jackie Lee
Unit Manager	Jackie Lee
Production kitchen address (if different to school)	
School contact regarding special diets / allergies	admin@wardenhill.gloucs.sch.uk

### PARENT/GUARDIAN DETAILS

Main Contact Name and relation to child	
Main Contact Phone number and e-mail	
Second Contact Name and relation to child	
Second Contact Phone number	

### OTHER INFORMATION

Has a photo ID form been completed and issued to the kitchen?	OFFICE USE
Has the unit manager been informed?	OFFICE USE
If Epipen / Medicine is needed who is to be contacted and is it kept on site	OFFICE USE
I'm happy for my child's allergen information and picture to be displayed by the servery	