Special Diets/Allergy Form

Aspens are committed to providing meals for children with special diets for medical and cultural requirements.

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 the parents and Head teacher are happy, we will also display a 'Food Allergy Record Sheet' and a photo of the child on the kitchen wall near the server.

It is vital that all forms are accompanied with a referral letter from a medical professional (GP/consultant/dietician). It is important the Operations Manager & Unit manager have met the student's parents/guardian and students 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.

<table>
<tr><th colspan="6">Students Details</th></tr>
<tr><td>School/Academy</td><td colspan="3"></td><td>Male</td><td>Female</td></tr>
<tr><td>Student's Name</td><td colspan="3"></td><td rowspan="2"></td><td rowspan="2"></td></tr>
<tr><td>Student's Class</td><td colspan="3"></td></tr>
<tr><td rowspan="4">Diet required or allergy information (please tick)</td><td>Peanut</td><td>Milk</td><td>Crustacean</td><td>Soybean</td><td>Fish</td></tr>
<tr><td>Celery</td><td>Nuts</td><td>Sesame Seeds</td><td>Mustard</td><td>Lupin</td></tr>
<tr><td>Eggs</td><td>Molluscs</td><td>Gluten</td><td>Sulphites</td><td>*Other</td></tr>
<tr><td colspan="5">*Other – Please state</td></tr>
<tr><td colspan="6">Please provide details of the nature of the allergy/intolerance</td></tr>
<tr><td colspan="6">Has the allergy or intolerance been medically diagnosed? (Please provide evidence)</td></tr>
<tr><td colspan="6">The Company uses a colour coding system to identify student requirements. Please tick which applies:

RED – student has had a severe reaction/anaphylactic shock

AMBER – student has an allergy or intolerance

BLUE – student excludes foods due to life style choice

For students that have been identified as RED a meeting must be arranged between the Company and Parents to discuss the student's requirements and agreed actions. Without this meeting we are unable to cater for the student due to the risk.</td></tr>
<tr><td colspan="6">Life Style – please provide details for dietary requirements based on life style choices:</td></tr>
</table>

Parent/Guardian Details	
Main contact name and relationship	
Main contact – phone number and email address	
Second contact – name and relationship	
Second contact - phone number	

Other Information			
Has a photo ID form been completed and issued to the kitchen?		If EpiPen/ medicine is needed, who is the contact in school and is it kept on site?	

Parent/Guardian Acceptance		
Whilst we can provide meals which do not include allergens we can not guarantee that dishes may contain traces of allergens, as these maybe stored, prepared & cooked in the same kitchen. As well as present in some ingredients from our suppliers due to production techniques. I confirm that the information supplied is correct and will notify of any changes to the school and caterer immediately.		
Name	Signed	Date

Agreed Actions		
RED Category Student Plated Meal provided Packed lunch provided by the parent/guardian Student going home Other		
AMBER & BLUE Student - Please list suitable foods		
Any other relevant information		
Operations/Area Manager	Signed	Date
Unit Manager Name	Signed	Date