

### Special Diet / Allergy Form

Caterlink are committed to provide meals for children needing special diets for medical and cultural requirements, 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. We will also display a 'Food Allergy Record Sheet' and photo of child on kitchen wall near servery with the allergen information, unless you say otherwise

It is vital that all forms are accompanied with a referral letter from a medical professional (G.P/ consultant /dietician), 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

Child's Name									MALE / FEMALE	
Class										
Date form issued to the school and to who										
Diet required or Allergy information <i>please tick</i>	<input type="checkbox"/>	Peanut	<input type="checkbox"/>	Milk	<input type="checkbox"/>	Crustacean	<input type="checkbox"/>	Soybean	<input type="checkbox"/>	Fish
	<input type="checkbox"/>	Celery	<input type="checkbox"/>	Nuts	<input type="checkbox"/>	Sesame Seeds	<input type="checkbox"/>	Mustard	<input type="checkbox"/>	Lupin
	<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>	Gluten	<input type="checkbox"/>	Sulphites	<input type="checkbox"/>	Other*
*Other – please state										

#### SCHOOL DETAILS

Name of School	The John Moore Primary School
School Address (in full)	Columbine Road, Walton Cardiff, Tewkesbury, Glos. GL20 7SP
Is the Headteacher involved/ aware?	Yes
Caterlink Area Managers name	Jackie Lee
Unit Manager	Thomas Baker
Production kitchen address (if different to school)	N/A
Mid Day Supervisor or School contact regarding special diets / allergies	Allison Graffin

#### PARENT/GUARDIAN DETAILS

Main Contact Name & relation to child	
Main Contact - Phone Number(s) / E-mail address	
Second Contact Name & relation to child	
Second Contact Phone number	

#### OTHER INFORMATION

Has a photo ID form been completed and issued to the kitchen?	
Has the unit manager been informed?	Yes
If EpiPen / Medicine is needed who is to be contacted and is it kept on site	
I'm happy for my child's allergen information and picture to be displayed by the servery	YES / NO Please circle