

SPECIAL DIET PROVISION - REQUEST FORM

Important Notes and Guidance

West Sussex County Council are committed to supporting the provision of a balanced school meal with special dietary requirements whenever required, and possible. This referral form is essential to provide West Sussex County Catering Services the information to support the process of ensuring that a safe special diet is planned for pupils who have a medical condition or an allergy / intolerance. **This form must be completed by the Parent/Carer and signed by the parent or carer of pupil requesting school meals. Please return the completed form to the school office.**

School and pupil details			
School attended by pupil:			
Pupil name:		Date of birth/ class/ year:	
Parent /Carer name:		Contact phone numbers:	
		Can we contact you by telephone - YES NO	
Details of special diet – To be completed by parent/carers			
State the food allergy/intolerance or medical condition and year the condition first diagnosed.			
Is there a care plan in place? Or any medical evidence e.g. menu plan from GP/Dietitian/Speech and Language Therapist		YES -please send copy to school NO- If no, The pupil must bring a packed lunch from home until further information is obtained, and/or meeting with parent and catering team takes place.	
Special Diet required-please tick			
No Gluten		Weight Reducing	
No Milk		High Calorie	
No Eggs			
No Soya		Other	
No Peanuts			
No Nuts			
No Lupin			
No Celery			
No Sulphur Dioxide			
No Fish			
No Crustaceans			
No Molluscs			
No Sesame seeds			
No Mustard			
Modified Consistency Textures:			
B – Thin Puree	<input type="checkbox"/>	C – Thick Puree	<input type="checkbox"/>
		D – Pre-mashed	<input type="checkbox"/>
		E – Fork Mashable	<input type="checkbox"/>
Has this been prescribed/ assessed by the Speech and Language Therapist?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		(Please provide specific details).....	
If the pupil has a diagnosed food allergy/intolerance please describe the severity of the allergy			
Please tell us what would happen if an unsuitable food is consumed by accident (please tick the relevant box)			
Life threatening	<input type="checkbox"/>	Severe impact	<input type="checkbox"/>
		Mild to moderate reaction	<input type="checkbox"/>
		Unknown but not life threatening	<input type="checkbox"/>
Signatories. Once this form has been received the catering team will contact the parent for any clarification if required. At any time the dietary requirement changes the parent/carers is responsible for informing the school staff as soon as possible.			
Parent/Carer signature:		Date:	
Catering team signature:		Date:	
School contact signature:		Date:	
Starting date of special diet:	Confirmed by	Date:	

Education & Skills
Children, Adults, Families, Health and Education
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(01243) 777140 (Fax)
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Date

Dear Parent/ Carer

West Sussex County Council Catering Service has devised a procedure to ensure the safe guarding of our customers with regards to special diet requirements.

This procedure has been implemented to provide all the necessary information to the correct persons involved in providing the correct food provision for your child.

If your child has a medical condition that requires a special diet, please complete the attached form with all the necessary information required, and **supporting medical evidence**, and return it to the school office.

Once the school has received the completed form it will be passed to the Catering Service. If additional information is required then someone from West Sussex County Council Catering Service will contact you to discuss further. A meal cannot be provided until all the information that the Catering Service requires has been collated. This is in the interests of the safety of your child.

All information will be treated confidentially and will only be shared between school staff and the Catering Service.

The school Catering Supervisor will use the information on the form to ensure the correct food is provided. If any changes are required to your child's diet you will need to contact the school and complete a new form.

Thank you for your help and support.

Regards

Helen Turner

Senior Catering Officer