



## Special Dietary Requirement Form

### Important Notes and Guidance

At St Joseph's we endeavor to provide a school meal to all children, including those with special dietary requirements where possible. The Special Dietary Requirement form is therefore necessary to be completed in order for the Nutritionist to provide appropriate diet plans. If a child has a medically diagnosed allergy or intolerance, we can work with parents and health professionals to develop an individual menu for that child.

### Data Protection Act 1998

All information we hold is kept on a secure database, with written documentation this is kept in a locked filing cabinet. This information is held purely for the purpose of providing meals for children with special dietary requirements and will not be shared with any other organisation. In signing the form below you are giving us consent for this information to be kept by us. If however we do not receive this consent we will be unable to deal with your child's special dietary requirements.

**Please send completed forms to: St Joseph's Middle School Catering Manager, Highford Lane, Hexham,, NE462DD**

\*Forms must be signed and stamped by a medical professional ie. GP, School Nurse, hospital doctor, language therapist or dietician, certifying the information on the form is accurate, to avoid any issues with regard to interpretation and/or health and safety. We are not able to fund charges made by a GP, or other healthcare professional but will accept a copy of a past letter stating the allergy/allergies.

Name of Child's School			
Child's Full Name		Date of Birth	
Class		School Year	
Allergy/Intolerance			

### Parent/Carer Details

Name of Parent/Carer	
Relationship to Child	
Address & Postcode	
Telephone Number(s)	

### Medical Professional Details

Medical Professional Name			
Practice/Hospital Address			
Any further details of the Special Diet Requirement			
Medical Professional Signature		Date	

### Consent to Store Data in Accordance with Data Protection Act 1998

I/we being the parent/guardian of the above named give consent to this data being stored in line with Data Protection Act 1998.			
Parent/Guardian Signature		Date	

Please note that on a rare occasion the company may decline to provide a meal or ask parents to provide a packed lunch on some days. This is not done lightly and usually occurs when a child has a very restricted diet, coupled with the limitations of catering for large numbers in a school. In this case we feel the parent is best placed to provide food at lunch time to ensure a balanced diet is provided for that child.

Your child should not be having a school meal until you and the school kitchen receive the special diet menu and information from St Joseph's Middle School

# ALLERGY DIETARY REQUIREMENTS

SCHOOL NAME:

PUPILS NAME:

CLASS:

## INFORMTION REQUIRED

### FOOD THAT WILL CAUSE AN ALLERGIC REACTION/ FOOD INTOLERANCE


INFORMATION SUPPLIED BY: (PLEASE TICK ALL APPROPRIATE)

PARENT	
GUARDIAN	
HEAD TEACHER	
SCHOOL NURSE	

DAY

MONTH

YEAR

DATE			
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**This information must be transferred onto the  
data base.**