



Special Dietary Requirement Form

Important Notes and Guidance

At St Mary'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 Mary's Catholic First School, Highford Lane, Hexham, NE462EE

*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 Mary's Catholic First School

