

Special Diet Application Form

If your child requires a special diet, please fully complete this form and return to the school office.
Please note-

- If your child requires a special diet for religious or cultural reasons or because they are vegetarian or vegan, please fully complete Part A and Part B of this form.
- If your child requires a special diet for medical/ health reasons, please complete Part A and Part C of this form, **in addition to** a Special Diet Medical Form. Please note, special diet medical forms may be signed **only** by a medical consultant, GP or registered dietitian.

Incomplete forms will not be accepted and will be returned to parent/guardians for completion. This may result in a delay in your child receiving a special diet.

PLEASE NOTE- The school catering service will accommodate specific dietary needs from existing menus and ingredient range, therefore a child with a special dietary need may not always get a choice of dishes. If any specialist dietary preparations and prescription foods are required these will need to be supplied by the child's parent/guardian. The set price for school meals will remain the same in these circumstances.

PART A- CONTACT DETAILS

Pupil details	
Pupil's Name	Date of birth
School details	
School	
School Address	
Parent/Guardian's details	
Contact Name	Contact daytime telephone number
Contact address	

PART B- RELIGIOUS, CULTURAL OR VEGETARIAN/VEGAN DIET REQUIREMENT

Cultural, religious, vegetarian or vegan diet	
Please specify the type of diet required:	
Please list the foods to be avoided and list the foods that can be used as a substitute	
List of foods to be avoided	List of substitute foods
Other relevant information	

PART C- MEDICALLY PRESCRIBED DIET REQUIREMENT

Medically prescribed diet	
Please indicate the type of medical condition the special diet is to be provided for (please tick all boxes that apply)	
Diabetes <input type="checkbox"/>	Nut Allergy <input type="checkbox"/>
Coeliac disease <input type="checkbox"/>	Dairy/ Lactose intolerance <input type="checkbox"/>
Crohn's disease <input type="checkbox"/>	Egg allergy <input type="checkbox"/>
Phenylketonuria (PKU) <input type="checkbox"/>	Wheat allergy <input type="checkbox"/>
Other (Please specify)	
If other please list the foods to be avoided and list of foods that can be used to substitute these. An additional list of food and drinks can be attached to this form.	
Health Care Professional contact details	
Contact Name	Contact Telephone Number

List of foods to be avoided	List of substitute foods
Does your child require any foods to have changes in texture? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please list any foods that need changes in texture and state the changes required	
Do you use special dietary products with your child? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please give further details	
Do you use prescribed dietary products with your child? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, can you provide the school catering service with a small amount of prescribed products for use in preparing diet? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please give details of the product and amount	

Parent/Guardian Signature: _____

Please print name: _____

Date: _____

To be completed by school office:

Date received by school: _____

Signature: _____

Special Diet Medical Form

Private and Confidential

TO BE RETURNED TO SCHOOL PRINCIPAL

Date: _____

Dear: _____

RE: (Child's name) _____

DOB: _____ H&C No: _____

I would like to confirm that the above child requires special diet provision.

Diet required:

His/her parents/guardians have received written dietary advice.

Any other additional relevant information

He/she will/will not continue to be reviewed by the Consultant/ General Practitioner/ Paediatric dietitian.

Yours faithfully

Consultant/ General Practitioner/ Paediatric dietitian

cc Parents

cc File

Special Diet Meeting Checklist

1. Roles and responsibilities

- Explanation of roles and responsibilities of parents/guardians; school principal or designated member of staff; and school catering service in the provision of special diets.
- Management of expectations of all parties in the provision of special diets.

2. Specific dietary requirements of child

- Completed special diet application and medical forms. For those requiring a special diet due to a medical condition, ensure Part C of the application form is signed by a medical consultant, GP or registered dietitian only.
- Food and drink products which require exclusion from diet.
- Severity of medical condition/ consequences of food consumption by individual or other pupils/staff.
- Food modification required, if applicable.
- Examples of meals typically consumed.
- Limitations of school catering service in catering for special diets e.g. food procurement and nutritional standards for school food.

3. Storage and preparation of foods for provision of special diets

- Catering service to explain food safety management systems in place (HACCP) including procedures for labelling and storage of all special dietary products and for preparation of special dietary meals.
- Any limitations in regards to food safety controls to be emphasised to parent/guardian.
- Parent/Guardian to supply any specialist dietary preparations and prescription foods to the school catering service if necessary. Only ambient products can be accepted.

4. Menu planning and menu alterations

- School catering service devise initial special diet menu for each individual child based on current main menu.
- School catering service and parents/guardians agree upon menu, ensuring the limitations of the school catering service are considered.
- School catering service and school to agree upon special diet menu start date. Start date to be communicated to parent/guardian.
- School catering service to continue to review special diet menu for individual child based on current main menu which is sent home to parent/guardian via school.
- Parent/guardian to review and notify school catering service if changes required for menu to comply with child's special dietary needs.

5. Provision of special diet to pupil

- Procedure for provision of prescription dietary products by parent/guardian to school catering service if appropriate.
- Agree protocol for the how pupil will be identified to receive a special diet, e.g. through use of a photograph in school kitchen.
- Procedure for serving of special diet meals according to any specific instructions from production to child's plate, as agreed by school, parent/guardian and catering service.

6. Pupil and diet records

- Risk assessment completed by the school, to include food provision and food consumption throughout whole school day.
- Completed special diet application form and medical form held by school office and school catering service.
- Copy of special diet menu for individual child held by school catering service, school office and parent/guardian.
- If appropriate, photograph of child held by school catering service to facilitate identification of children in receipt of special diets. To be updated each year.

7. Communication and review of special diet requirement and provision

- Annual meeting to review special diet requirements attended by parent/guardian, school principal or designated member of staff, and school catering service.
- Written information to be provided by parent/guardian annually to confirm requirement of special diet, with the exception of those requiring a special diet for lifelong medical conditions such as diabetes, coeliac disease and metabolic conditions.
- Parents/Guardians to communicate any changes to special diet requirements during the academic year to school catering service via the school office.

8. Meeting outcomes and agreed actions

- Completion of special diet meeting outcome form.
- School to provide school catering service and parent/guardian with copy of completed form.