



Dear Parent/Guardian/Carer

The company firmly believes in providing high quality food for your child to enjoy that is safe to eat. Special diets are an integral part of our catering provision, whether as a result of an ethical or religious belief or a food intolerance or allergy.

We accept our duty to comply with the Food Information Regulation 2014 which states that allergen information must be provided for all food prepared and sold, and as such we are able to provide a meal for your child if they have a special dietary requirement.

However, in order for us to do this we require you to complete and return the special diets form to the school as soon as possible.

If your child has a food allergy resulting in a severe reaction/anaphylactic shock we will be in contact to discuss a suitable menu. If this allergy is to one of the known 14 allergens (celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, sesame, soybeans, sulphur dioxide, tree nuts.) then your child can be fed from our allergy free menu until we have agreed a suitable menu with you.

If your child has multiple allergies or is allergic to other foods, such as tomatoes we request that you provide a packed lunch for them until we have met with you to agree a suitable menu.

For those children with intolerance and lifestyle choices, please follow your schools ordering system to select a suitable meal from the daily menu.

If you have any further questions or require assistance please contact us, via the school, where we will be happy to help.

Regards

The Catering Team

**Miquill
Catering**

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Special Diets/Allergy Form

The Company is committed to providing meals for children with special diets for medical and cultural requirements.

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.
If the parents and Head teacher are happy, we will also display a 'Food Allergy Record Sheet' and a photo of the child on the kitchen wall near the server.

It is vital that all forms are accompanied with a referral letter or other information from a medical professional (GP/consultant/dietician). It is important the Operations Manager & Unit manager have met the student's parents/guardian and students 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.

Students Details					
School/Academy				Male	Female
Student's Name					
Student's Class					
Diet required or allergy information <i>(please tick)</i>	Peanut	Milk	Crustacean	Soybean	Fish
Can have 'may contain'? YES or NO	Celery	Nuts	Sesame Seeds	Mustard	Lupin
	Eggs	Molluscs	Gluten	Sulphites	*Other
	*Other – Please state				
Please provide details of the nature of the allergy/intolerance					
Has the allergy or intolerance been medically diagnosed? (Please provide evidence. This must be provided for RED students)					
<p>The Company uses a colour coding system to identify student requirements. Please tick which applies:</p> <p>RED – student has had a severe reaction/anaphylactic shock to know food</p> <p>AMBER – student has an allergy or intolerance</p> <p>BLUE – student excludes foods due to lifestyle choice</p> <p>For students that have been identified as RED a meeting may be necessary between the Company and Parents to discuss the student's requirements and agreed actions. Without this meeting we may not be able to cater for the student due to the unknown risk.</p>					
Lifestyle – please provide details for dietary requirements based on lifestyle choices:					

Parent/Guardian Details

Main contact name and relationship	
Main contact – phone number and email address	
Second contact – name and relationship	
Second contact - phone number	

Other Information

Has a photo ID form been completed and issued to the kitchen?		If EpiPen/ medicine is needed, who is the contact in school and is it kept on site?	
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Parent/Guardian Acceptance

Whilst we can provide meals which do not include allergens, we cannot guarantee that dishes may not contain traces of allergens, as these may be stored, prepared & cooked in the same kitchen as well as present in some ingredients from our suppliers due to production techniques.

I confirm that the information supplied is correct and will notify of any changes to the school and caterer immediately. I also understand that this information will be shared with others and displayed in the kitchen (photo & allergy)

Name	Signed	Date
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Agreed Actions

RED Category Student

Plated Meal provided

Packed lunch provided by the parent/guardian

Student going home

Other

AMBER & BLUE Student - Please list suitable foods

Any other relevant information

Operations/Area Manager	Signed	Date
Unit Manager Name	Signed	Date



Special Diets Form Privacy Policy

We are **committed to protecting the privacy** of our customers and ensuring that personal information is not misused in any way. Our privacy policy outlines what information is collected and **explains how it is used.**

Information collection and usage

We gather various pieces of **information** on this form, such as name(s), address(es), sex, allergies, doctor's name and other statistical information. We use this information to create appropriate menu choices for the pupil and to ensure that all relevant staff are able to identify the pupil in order that the correct menu choices can be given.

Personal details

Personally identifiable information is therefore collected from users of the **allergen form**. Specifically, this information includes name, telephone number and photo id. Personal contact details will **only ever be used** to reply to the information you submit. All personally identifiable information (e.g. email address, phone number) will be handled with absolute confidentiality and **will not be passed to any third party** – except in some legal circumstances. When no longer required the detail will be confidentially destroyed.

You have the right to access any personal information we process about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source