

SD1 Special Diet Request Form

The information provided will be used by the School and School Caterers when providing meals for the child.
It is additional to the school's Individual Health Plan.

This information has been provided from the P/C/G on the 'Special Diet Parent Pack'.

SECTION ONE: SCHOOL DETAILS

SCHOOL NAME:	
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SECTION TWO: PUPIL DETAILS

PUPIL NAME:		DATE OF BIRTH:	
CLASS:		YEAR GROUP:	

SECTION THREE: PARENT/CARER DETAILS

NAME:			
CONTACT TELEPHONE:		EMAIL:	

SECTION FOUR: ALLERGEN REQUEST DETAILS

Has this food allergy been medically diagnosed?	Yes	No				
If YES, please provide the school with written advice from a doctor or dietician						
If NO, you must provide written evidence from a doctor or dietician to confirm changes required						
Has the child suffered a severe allergic reaction or anaphylactic shock symptoms in the past?	Yes	No				
There are 14 EU recognised Allergens. Please circle all that apply to your child.						
Celery	Fish	Nuts	Gluten	Crustaceans	Mustard	Sesame
Eggs	Milk	Peanuts	Lupin	Molluscs	Soya	Sulphur Dioxide
My child has an allergy to a food not listed – <i>please state details</i>						
It may not be possible to cater for other allergies as they are not required to be highlighted on food labels and identified by our suppliers.						

SECTION FIVE: SPECIAL DIET REQUEST DETAILS

DIET	PLEASE PROVIDE FULL DETAILS
Food Intolerances	
Medically prescribed diet: <i>(Written advice from Doctor must be provided).</i>	
Religious/Ethical	
Any Additional Information	

***We are unable to guarantee a completely food allergen free environment
as foods containing allergens are used in our kitchens.***

NYES Catering reserves the right to decline a request to provide a special diet if it considers that the medical risk is too great or insufficient evidence/support will be provided.

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SECTION SIX: SCHOOL LUNCHTIME INFORMATION – TO BE COMPLETED BY THE SCHOOL

SCHOOL ARRANGEMENTS FOR IDENTIFICATION OF CHILD TO CATERING STAFF AND IN DINING HALL AGREED AND EMERGENCY PROCEDURE IN PLACE	DETAILS:
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	Signature	Print Name	Date
SCHOOL REPRESENTATIVE			

Once this completed form has been returned to the catering team, the information provided will be assessed alongside:

- NYES Catering Food Allergen and Special Diet Policy**
- NYES Catering Special Diet Risk Assessment Process**

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SECTION SEVEN: DETAILS OF MEETING

DATE OF MEETING	
NAME OF PUPIL	
RECORD NAMES AND ROLES OF ALL PEOPLE PRESENT AT MEETING	
Area to be discussed	Notes and agreements from Meeting
Review full menu cycle for a term highlighting unsuitable dishes and agreeing available alternatives	
Food label information, particularly statements such as 'may contain' or 'made in a factory where food allergens may be present'. Can these products be tolerated?	
What symptoms to look for in the event of an allergic reaction	
What to do if the pupil has an allergic reaction	
State that we are unable to guarantee a completely 'food allergen free' environment as foods containing allergens are used in our kitchens.	
AGREED DATE TO START PROVIDING MEALS	
SIGNATURES OF ALL PEOPLE PRESENT AT MEETING	
In making this request for a medical/special diet, I acknowledge that whilst employees of NYES Catering will make every reasonable effort to comply with my child's dietary requirements, this is not always possible because of manufacturers' variations to food items, which are outside our control. You will be informed if this is the case.	

Whilst every effort will be made to meet the requirements identified on this form no liability can be accepted.

Pages 1-3 of completed form to be photographed onto EKMS and placed into Purple Allergen/Special Diets Folder and school asked to take a copy.

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GDPR Statement for Allergen/Special Diet Request Information

Special Diets is an area of school meals provision where personal data of pupils is provided before any special diet can be safely served. This information can include the pupil's name, name of school, name of class, parent name, medical information and photograph of the child. Personal data is held locally at the school for operational reasons and only so we can facilitate the allocation of special dietary requirements under meal selector or for specific complex allergies or dietary needs will a copy of the completed SD1 form be stored on the NYC Network. Please be assured all information is held in accordance with data security and data retention policies and most importantly is held with the sole purpose of attending to pupil's dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

- **Pupil photographs on kitchen walls, on SD2 Planning Sheet in the kitchen and on the servery counter:**

Photographs are not displayed in public view and placed in a discreet place on the counter so only visible to catering staff.

- **Pupil photographs in folders:**

Photographs may also be stored in folders and on the kitchen tablet within the kitchen or catering office. These are stored in a secure manner and only available to the catering staff.

- **Allergy information including special diet request form and medical notes:**

All special diet pupils should have a special diet request form (SD1), along with any medical correspondence, submitted before a special diet can be served. This information is stored in a secure folder within the kitchen or catering office and school office and on a password-protected folder on the Technical Team shared file on the NYC Central computer.

- **Retention of Personal Data**

The data referred to will be retained only for the purposes of providing a special diet or if there is an incident which necessitates the retaining of information for the length of any investigation or court case etc. and will be confidentially disposed of by the school when no longer required for this purpose. Completed forms will be returned to school for secure disposal and forms will be deleted from EKMS.

Further information on how we ensure compliance with GDPR can be found at <https://www.northyorks.gov.uk/our-responsibilities-and-commitments-under-gdpr>

I confirm that I have read and understood the above:

	Signature	Print Name	Date
PARENT/CARER			
SCHOOL REPRESENTATIVE			
SCHOOL CATERER			

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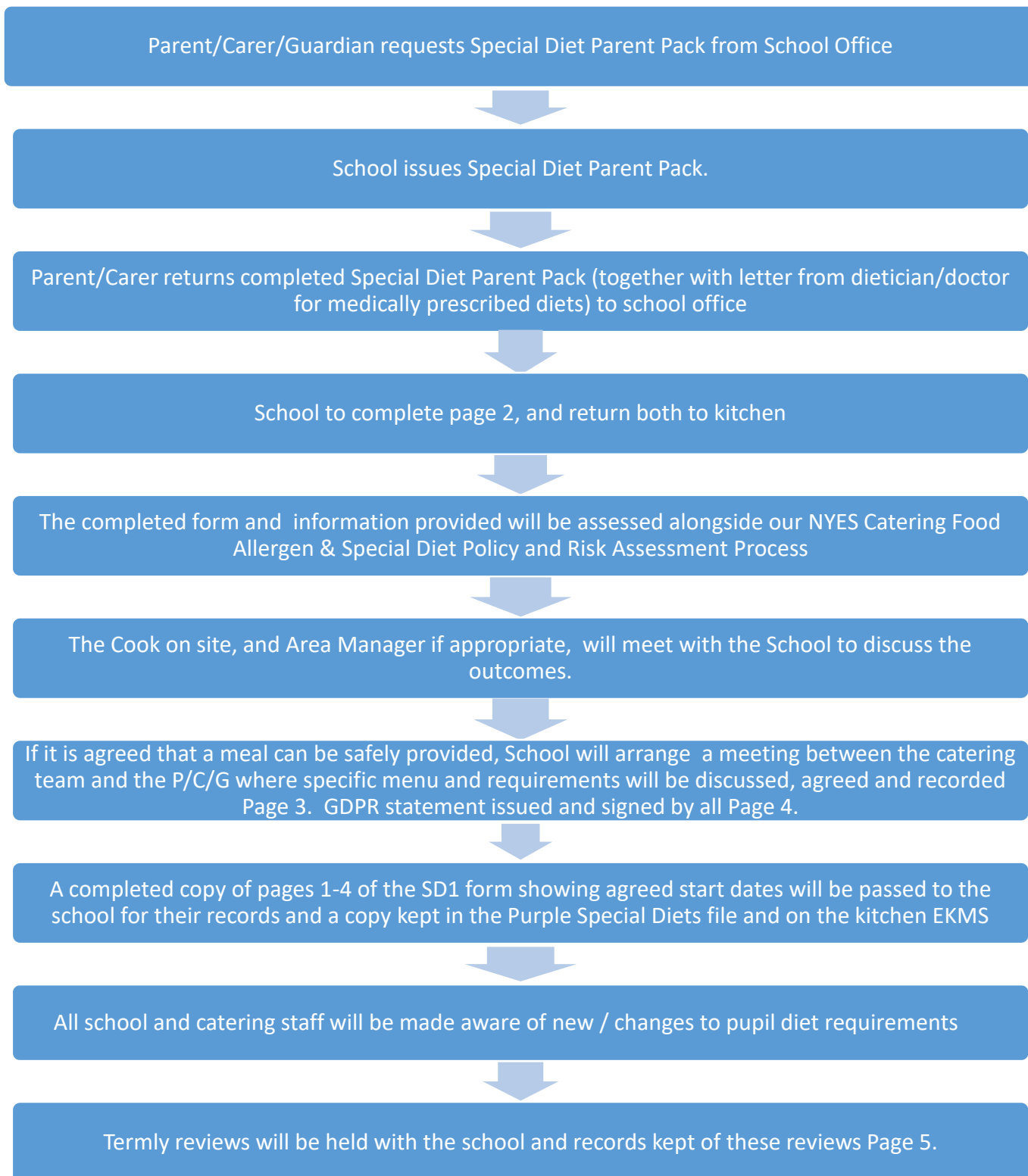
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SPECIAL DIET REQUIREMENT PROCEDURE – FLOW CHART



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School Duties and Responsibility

1. Issue Special Diet Parent Pack to P/C/G
2. When completed form returned from parent – complete page 2 and sign and date form. Return both fully completed to kitchen
3. Meet with Cook on site, and if appropriate Area Catering Manager, to discuss outcomes of risk assessment
4. Arrange meeting with P/C/G and catering team for specific menu, requirements and start date to be discussed and agreed. Confirm and sign GDPR statement
5. Take a copy of completed pages 2-4 of SD1 form from caterers
6. Communicate new/changes to pupil diet requirements to all catering and appropriate school staff on site
7. Arrange and attend termly reviews

Parent/Carer Duties and Responsibility

1. Inform school office that child requires a special diet
2. Accurately complete Special Diet Parent Pack, with any supporting documentation, return to school office
3. If a meal can be provided, attend meeting with catering team to discuss specific menu, requirements and start date. Confirm and sign GDPR statement
4. Notify the school office in writing of any changes to dietary requirements agreed.

Area Catering Manager Duties and Responsibility

1. When required, assess completed SD1 form alongside Food Allergen and Special Diet Policy & Risk Assessment with support of Technical Team
2. Attend meeting with school and cook to discuss outcomes as appropriate
3. As appropriate, support cook with meeting with P/C/G to discuss specific menu, requirements and start date. Record details on Page 3. Ensure all read and sign GDPR statement Page 4
4. Support cook to provide completed copy of pages 1-4 showing agreed start date to school and file a copy in purple special diets file. Take a copy and file on EKMS.
5. Ensure cook is fully trained and confident to safely produce the meals and all catering staff are aware of all special diet requirements
6. Ensure that termly reviews are taking place and records are kept page 5.

School Cook/Catering Manager on site Duties and Responsibility

1. Receive Special Diet Parent Pack and page 2 completed from school and complete SD1 Risk assessment form on EKMS. Contact Area Manager for further support if instructed.
2. Attend meeting with school, and area manager if appropriate, to discuss outcomes
3. If appropriate, attend meeting with parent/carers to discuss specific menu, requirements and start date. Record details on Page 3. Ensure all read and sign GDPR statement Page 4
4. Provide completed copy of pages 1-4 showing agreed start date to school and file a copy in purple special diets file. Take a copy and file on EKMS
5. Ensure all the catering team are fully trained and confident to safely produce the meals and all catering staff and appropriate school staff are aware of all special diet requirements.
6. Review the SD1 forms termly with the school and keep records of these meetings page 5.

Technical Team Duties and Responsibility

1. Support Area Manager to assess completed SD1 form alongside Food Allergen & Special Diet Policy & Risk Assessment, providing expert advice for complex requirements.

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