Special Dietary Requirements

At Milford Junior School we work with our caterer, Fiveways School, to design meals to cater for the majority of the school population by offering a variety of foods in a range of dishes including vegetarian options. Some pupils may have special dietary requirements and menus may need to be adapted to suit those needs. For the purpose of this document, the term “special diet” refers to any medically prescribed diet including food allergies. Further information about food allergies is available overleaf.

Dietary needs due to religious or personal beliefs or food preferences, e.g. veganism should not be recorded on this form.

The following information explains the process by which we are able to cater for pupils with special dietary requirements. The process is primarily designed to safeguard children with medical conditions whilst supporting the catering staff involved in the preparation and service of the meal(s).

1. Please complete all relevant sections of the attached form fully and return with the supporting documentation from the child’s GP, dietician or paediatrician to the address provided.

   In line with Allergy UK guidelines (1) results from unregulated and medically unproven food allergy tests will not be accepted as evidence of food allergy.

   Please note any form received without supporting evidence will not be processed.

2. On receipt of the completed form, our catering provider will endeavour to devise an adapted menu. The school catering manager will be provided with this menu and all the relevant information regarding your child’s special dietary requirements.

   If your child’s special dietary requirements are particularly complex we may contact you for further information and guidance to ensure how we best meet their requirements.

   You may request a copy your child’s adapted menu for each menu change.

   If your child’s dietary requirements change please contact us. Should more menu adaptations be needed you will be required to complete our Special Diets Referral form accompanied by appropriate documentation again.

If you have any questions about the process, please do not hesitate to contact us.

Please be assured that each special dietary request is processed as quickly as possible. However our catering provider may be reliant on information coming from food suppliers which can hold up the process. If you have not heard from us within two weeks of submitting your request please contact us.
Food Allergies

Allergen Labelling

At Milford Junior School all children with allergies and, or intolerances should follow the Special Dietary Requirements procedure to individually safeguard children.

In addition to this, in accordance with EU Food Information Regulation (FIR)1169/2011, kitchens the school uses will hold a list of all allergens present in each dish as served. The allergens listed will be the key 14 allergens as stated by the legislation (2).

The allergen information is sourced directly from suppliers and food manufactures. If you suspect any problems please do not hesitate to contact us.

Nuts & Peanuts

The hot meals recipes are free from tree nuts and peanuts. Whilst we endeavour to ensure that our menus are nut free, some manufactures cannot guarantee that products have not been produced in factories where nuts ‘may be present’ and that cross-contamination may occur. We would therefore advise you to inform us if your child is allergic to nuts however, no menu adoptions will be necessary.

References:

1. Allergy Testing
   http://www.allergyuk.org/diagnosis--testing-of-allergy/non-conventional-tests

2. FIR 14 Key Allergen
   https://www.food.gov.uk/enforcement/regulation/fir/labelling

Attached:
Special Diet Referral Form
Food Allergy Record Photo Sheet
# Special Diets Referral Form

## Child's Details
- **Name:**
- **Date of Birth:**
- **Address:**
- **Postcode:**
- **Parent/Guardian's Name:**
- **Relationship to child:**
- **Telephone Number:**
- **Parent's/Guardian email address:**

## Special Dietary Requirements
- **Please circle below your child's allergy/intolerance:**
  - Gluten
  - Tree Nuts
  - Peanuts
  - Lupin
  - Eggs
  - Sesame
  - Soya Bean
  - Celery
  - Molluscs
  - Dairy
  - Mustard
  - Sulphites
  - Fish
  - Crustaceans

- **Any other medical diets/food allergy:**
  - (i.e. diabetic carbohydrate counting menu, PKU)

- **Have you attached medical documentation relating to your child’s medical dietary requirements:**
  - **YES / NO**
  - *(please note your request will not be processed without appropriate documentation)*

## School Details
- **Name of School:**
- **School Address:**
- **Postcode:**

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**FOR OFFICE USE ONLY**

- **Kitchen Provider:**
- **Kitchen address (if different to school):**
- **Catering Manager:**
Special Diets Photo Record Sheet

Child's name: 
Date of birth: 
School: 
Class/Year Group: 
Parent/Guardian's Name: 

(Named/Signature indicates approval to display child's photograph) 
Signature: 

Please circle below your child's allergy/intolerance 

GLUTEN  TREE NUTS  PEANUTS  LUPIN  EGGS  SESAMEE  SOYA BEAN  
CELERY  MOLLUSCS  DAIRY  MUSTARD  SUPHITES  FISH  CRUSTACEANS

Any other medical diets/food allergy: 
(i.e. diabetic carbohydrate counting menu, PKU)

In case of an emergency, please contact: 
School contact in case of an emergency: 
If an epipen is needed in case of an emergency, is it stored on school site?  YES  NO  N/A
Name of member of staff who is to administer the epipen:

Please return pages 1 & 2 of the form and the medical documentation by email or post to: milfordjuniors@educ.somerset.gov.uk

FORMS RECEIVED WITHOUT MEDICAL DOCUMENTATION WILL NOT BE PROCESSED

Milford Junior School 
Glenthorne Avenue 
YEOVIL 
Somerset 
BA21 4PG

FOR OFFICE USE ONLY

Date form processed: 
Date form sent to Catering Kitchen: