

**ONLY TO BE COMPLETED IF  
YOUR CHILD HAS A SPECIAL  
DIETARY REQUIREMENT**



**Special Diet / Allergy Form**

Caterlink are committed to provide meals for children needing special diets for medical and cultural requirements, where possible. We work closely with our suppliers and aim to be as accurate as possible but it must be noted that we can only be guided by the information the suppliers provide, similar to the process of a parent catering for a special diet.

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 parents and Headteacher are happy, we will also display a 'Food Allergy Record Sheet' and photo of child on kitchen wall near serving hatch.

It is vital that all forms are accompanied with a referral letter from a medical professional (G.P/ consultant /dietician), It is important the unit manager and kitchen team or servery supervisor have met the child 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.

**PUPILS DETAILS**

Child's Name		MALE / FEMALE
Class		
Date form issued to the school and to who		
Diet required and/or Allergy information/		

**SCHOOL DETAILS**

Name of School	NINE MILE RIDE SCHOOL
School Address (in full)	430 Finchampstead Road Wokingham RG40 3RB
Is the Headteacher involved/ aware?	Yes
Caterlink Area Managers name	
Unit Manager	Mrs Kirby
Mother kitchen address (if different to school)	n/a
Mid Day Supervisor or School contact regarding special diets / allergies	Mrs McIntyre

**PARENT/GUARDIAN DETAILS**

Main Contact Name & relation to child	
Main Contact - Phone Number(s) / E-mail address	
Second Contact Name & relation to child	
Second Contact Phone number	

**OTHER INFORMATION**

Has a photo ID form been completed and issued to the kitchen?	
Has the unit manager been informed?	
If EpiPen / Medicine is needed who is to be contacted and is it kept on site	