SPECIAL DIETS REQUEST FORM	
Childs name	
Please specify type of diet requested:	
Medical (eg nut/gluten allergy)	
Religious (e.g Halal, Hindu)	
Ethical (e.g vegetarian (eats NO meat or fish), pescetarian	(eats NO meat but does eat fish), vegan
Please print specific details, identify foods that the child i	s/is not allowed to eat
Non-suitable foods	Suitable or substitute foods
Please give details of any medication prescribed if an al	lergy is indicated above
(PLEASE CIRCLE) YES NO The following is required for medical diets only and should be pupil's individual treatment plan. N.B This is essential to avoid	copied by the school representative (who signs below) from the d misinterpretation.
The following is required for medical diets only and should be	
Emergency Procedures for use of pre-loaded adrenalin injection	Details: (school to complete)
Where is pre-loaded adrenalin injection	
located?	
Administered by whom?	
Administered by whom?	
Administered by whom? Local arrangements for identification of child agreed and emergency procedure in place	Details: (school to complete)

Terms & Conditions

Please be aware that there is always a risk that traces of allergens may be transferred to items from the menu during processing, storage or preparation in the kitchens. For this reason Surrey Commercial Services is unable to guarantee that any item on any of the menus is free from trace allergens.

It is the responsibility of the parent/carer to inform the school in writing of any changes to the pupil's allergy/intolerance.

Surrey Commercial Services 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 has been provided. Updated April 2019 Whilst every effort will be made to meet the requirements identified on this form no liability can be accepted.

GDPR Statement for Special Diet Request Form

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. This information is given willingly and with consent from the parent / guardian. Personal data is not stored by any member of Surrey Commercial Services central team or by Catering Services at Strictly Education 4s but held locally at the school for operational reasons.

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 pupils dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

• Pupil photographs on kitchen walls:

Photographs are not displayed in public view; they are provided with consent from the parents and placed in a discreet place behind the counter so only visible to catering staff.

• Pupil photographs in folders:

Photographs may also be stored in folders 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, along with any medical correspondence, submitted before a special diet can be served. This information is provided with consent from the parent and stored in a secure folder within the kitchen or catering office and school office.

• Retention of Personal Data

The data referred to will be retained only for the purposes of providing a special diet and will be confidentially disposed of when no longer required for this purpose.

Further information on how we ensure compliance with GDPR can be found at			
https://www.surreycc.gov.uk/council-and-c	democracy/your-privacy		
https://www.strictlyeducation4s.co.uk/privacy			
I confirm that I have read and understood	d the above:		
Signature:	Print Name:	. Date	
Parent	Parent		
Signature:	. Print Name:	Date:	
School Representative	School Representative		
Signature:	Print Name:	Date	
Unit Caterer	Unit Caterer		

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