Olive Dining are committed to provide meals for children with 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 supplier provides, 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 Headteachers are happy, we will also display a "Food Allergy Record Sheet" and photo of child on the kitchen wall near the servery

It is vital that all forms are accompanied with a referral letter from a medical professional (GP/Consultant/dietician). It is important the unit manager and kitchen team or survey 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

<table>
<tr><td colspan="2">PUPILS DETAILS</td></tr>
<tr><td>Childs Name</td><td></td><td>MALE/FEMALE</td></tr>
<tr><td>Class</td><td colspan="2"></td></tr>
<tr><td>Date form issued to the school and to whom</td><td colspan="2"></td></tr>
<tr><td>Diet required or allergy information<br>Please Tick</td><td colspan="2">
<table>
<tr><td></td><td>Peanut</td><td></td><td>Milk</td><td></td><td>Crustacean</td><td></td><td>Soybean</td><td></td><td>Fish</td></tr>
<tr><td></td><td>Celery</td><td></td><td>Nuts</td><td></td><td>Sesame Seeds</td><td></td><td>Mustard</td><td></td><td>Lupin</td></tr>
<tr><td></td><td>Eggs</td><td></td><td>Molluscs</td><td></td><td>Gluten</td><td></td><td>Sulphites</td><td></td><td>Other</td></tr>
</table>
Other – please state
</td></tr>
<tr><td></td><td colspan="2">SCHOOL DETAILS</td></tr>
<tr><td>Name of School</td><td colspan="2"></td></tr>
<tr><td>School Address in full</td><td colspan="2"></td></tr>
<tr><td>Is the head teacher involved/aware</td><td colspan="2"></td></tr>
<tr><td>Olive Dining ops managers name</td><td colspan="2"></td></tr>
<tr><td>Unit Manager</td><td colspan="2"></td></tr>
<tr><td>Production kitchen address if different to school</td><td colspan="2"></td></tr>
<tr><td>Mid-day Supervisor or School contact regarding special diets/allergies</td><td colspan="2"></td></tr>
<tr><td></td><td colspan="2">PARENT/GUARDIAN DETAILS</td></tr>
<tr><td>Main contact name and relation to child</td><td colspan="2"></td></tr>
<tr><td>Main contact – Phone number(s) / E-Mail address</td><td colspan="2"></td></tr>
<tr><td>Second contact name and relation to child</td><td colspan="2"></td></tr>
<tr><td>Second contact phone number</td><td colspan="2"></td></tr>
<tr><td></td><td colspan="2">OTHER INFORMATION</td></tr>
<tr><td>Has a photo ID form been completed and issued to the kitchen</td><td colspan="2"></td></tr>
<tr><td>Has the unit manager been informed?</td><td colspan="2"></td></tr>
<tr><td>If Epipen/medicine is needed who is to be contacted and is it kept on site?</td><td colspan="2"></td></tr>
</table>