

SD1 Special Diet Request Form

North Yorkshire
Catering

This form is for parents/carers to complete if your child has a special dietary requirement.
The information provided will be used to inform the School and School Caterers when providing meals
for your child. It is additional to the school's Individual Health Plan.

Please complete and return this form to the school office to start the Special Diet Registration process.

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			
SIGNATURE	Signature	Print Name	Date
PARENT/CARER			

It is the responsibility of the parent/carer to notify the school in writing of any changes to the information above

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

North Yorkshire 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.

A special diet will not be provided until pages 1-4 of this form are fully completed.

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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 NYCC 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 Cypad 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 NYCC 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 Cypad.

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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