

# SD1 Special Diet Request Form

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			
<b>SIGNATURE</b>	Signature	Print Name	Date
<b>PARENT/CARER</b>			

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.***

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

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## **SECTION SIX: SCHOOL LUNCHTIME INFORMATION – TO BE COMPLETED BY THE SCHOOL**

SCHOOL ARRANGEMENTS FOR IDENTIFICATION OF CHILD TO CATERING STAFF AND IN DINING HALL AGREED AND EMERGENCY PROCEDURE IN PLACE	DETAILS:
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	Signature	Print Name	Date
SCHOOL REPRESENTATIVE			

**Once completed form has been returned to the catering team, the information provided will be assessed alongside North Yorkshire Catering Food Allergen and Special Diet Policy and Risk Assessment Process**

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## SECTION SEVEN: DETAILS OF MEETING

<b>DATE OF MEETING</b>	
<b>NAME OF PUPIL</b>	
<b>RECORD NAMES AND ROLES OF ALL PEOPLE PRESENT AT MEETING</b>	
<b>Area to be discussed</b>	<b>Notes and agreements from Meeting</b>
Review full menu cycle for a term highlighting unsuitable dishes and agreeing available alternatives	
Food label information, particularly statements such as 'may contain' or 'made in a factory where food allergens may be present'. Can these products be tolerated?	
What symptoms to look for in the event of an allergic reaction	
What to do if the pupil has an allergic reaction	
State that we are unable to guarantee a completely 'food allergen free' environment as foods containing allergens are used in our kitchens.	
<b>AGREED DATE TO START PROVIDING MEALS</b>	
<b>SIGNATURES OF ALL PEOPLE PRESENT AT MEETING</b>	
In making this request for a medical/special diet, I acknowledge that whilst employees of NYCC Catering will make every reasonable effort to comply with my child's dietary requirements, this is not always possible because of manufacturers' variations to food items, which are outside our control. You will be informed if this is the case.	

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

Pages 1-3 of completed form to be photographed onto Cypad and placed into Purple Allergen/Special Diets Folder and a copy given to the school.

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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>

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I confirm that I have read and understood the above:

	Signature	Print Name	Date
PARENT/CARER			
SCHOOL REPRESENTATIVE			
SCHOOL CATERER			

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North Yorkshire  
**Catering**

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**LETTER FOR  
SCHOOL TO**

### **ISSUE TO PARENT/CARER**

Dear Parent/Carer

### **Re: Requesting a special menu Notes for completing the SD1 Special Diet Request Form**

You have been given this SD1 Special Diet request form as your child either has an allergy or intolerance to a food(s), or they need to follow a special diet for another medical reason or you have requested a special diet for them.

This form is part of the Food Allergen/Special Diets Policy of our school caterers, North Yorkshire County Council Catering, and is a mandatory requirement.

Please complete all the sections on page 1 of the form. Please sign and date as indicated. Then return the completed form to the school office; and we suggest keeping a copy for your records.

School will add their information to the form and pass it to our catering team to be assessed alongside the North Yorkshire Catering Food Allergen and Special Diet Policy and Risk Assessment Process.

School will contact you to discuss your child's special dietary requirements and if appropriate, will agree a menu and a start date for the menu.

To protect the health of your child until this process is fully completed your child should be having a packed lunch provided from home.

This form will be reviewed with the school and caterers each term and it is the responsibility of the parent/carer to notify both the school cook and the school office in writing of any changes to dietary requirements agreed on this form.

Thank you for taking the time to read this information and please do not hesitate to contact me if you have any further queries or concerns.

Yours sincerely,

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OFFICIAL

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## **SPECIAL DIET REQUIREMENT PROCEDURE – FLOW CHART**



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## **School Duties and Responsibility**

1. Issue page 1 of SD1 form and letter page 6 to Parent/Carer
2. When completed form returned from parent – complete page 2 and sign and date form. Return fully completed pages 1 and 2 to kitchen
3. Meet with Cook on site, and if appropriate Area Catering Manager, to discuss outcomes of risk assessment
4. Arrange meeting with parent/carer and catering team for specific menu, requirements and start date to be discussed and agreed. Confirm and sign GDPR statement
5. Receive completed copy of pages 1-4 of SD1 form from caterers
6. Communicate new/changes to pupil diet requirements to all catering and appropriate school staff on site
7. Arrange and attend termly reviews

## **Parent/Carer Duties and Responsibility**

1. Inform school office that child requires a special diet
2. Accurately complete page 1 of SD1 form, with any supporting documentation and return to school office
3. If a meal can be provided, attend meeting with catering team to discuss specific menu, requirements and start date. Confirm and sign GDPR statement
4. Notify the school cook and the school office in writing of any changes to dietary requirements agreed.

## **Area Catering Manager Duties and Responsibility**

1. When required, assess completed SD1 form alongside Food Allergen and Special Diet Policy & Risk Assessment with support of Technical Team
2. Attend meeting with school and cook to discuss outcomes as appropriate
3. As appropriate, support cook with meeting with parent/carer to discuss specific menu, requirements and start date. Record details on Page 3. Ensure all read and sign GDPR statement Page 4
4. Support cook to provide completed copy of pages 1-4 showing agreed start date to school and file a copy in purple special diets file. Take a copy and file on Cypad.
5. Ensure cook is fully trained and confident to safely produce the meals and all catering staff are aware of all special diet requirements
6. Ensure that termly reviews are taking place and records are kept page 5.

## **School Cook/Catering Manager on site Duties and Responsibility**

1. Receive pages 1 and 2 completed SD1 form from school and complete assessment form on Cypad. Contact Area Manager for further support if instructed.
2. Attend meeting with school, and area manager if appropriate, to discuss outcomes
3. If appropriate, attend meeting with parent/carer to discuss specific menu, requirements and start date. Record details on Page 3. Ensure all read and sign GDPR statement Page 4
4. Provide completed copy of pages 1-4 showing agreed start date to school and file a copy in purple special diets file. Take a copy and file on Cypad
5. Ensure all the catering team are fully trained and confident to safely produce the meals and all catering staff and appropriate school staff are aware of all special diet requirements.
6. Review the SD1 forms termly with the school and keep records of these meetings page 5.

## **Technical Team Duties and Responsibility**

1. Support Area Manager to assess completed SD1 form alongside Food Allergen & Special Diet Policy & Risk Assessment, providing expert advice for complex requirements.

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