

Dear Parent/Guardian

Re: Requesting a special menu

Notes for completing the medical diet- school meals request form

Please complete the Special Diet Request Form if your child has: -

- Allergy or intolerance to a food(s)
- Need to follow a special diet for another medical reason (e.g., Diabetes, Autism)
- For Religious/Cultural purposes (e.g., Halal, Hindu)

Allergies, intolerances, and medical reasons require a Health Professional or Social Workers details and signature; *Health Professional (e.g., Doctor, School Nurse, Practice Nurse, Dietitian or Health Visitor) or Social Worker before a special diet can be provided.

Once the form has been completed, please return to the address at the bottom of the form; and keep a copy for your records. Once we have received the form, you will either receive a special menu for your child by post / email or be contacted by phone to discuss your child's special diet requirements and then a menu will be sent out to you.

Please allow 15 school days for your menu to arrive (**Please note at certain times of the year this maybe longer due to an increase in the number of diets being requested**).

Once you have received your child's menu, we ask that you contact us to confirm that you are happy with the menu and discuss a start date. Your child's school cook will also get a copy of the menu and once we have discussed the menu and start date, we will inform your child's school cook.

To protect the health of your child until you have confirmed the start date for your child's special menu, or you have completed a disclaimer form (see next page for more information on the disclaimer form), your child should be having a packed lunch provided from home.

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

Yours sincerely,

Legislation and Nutrition Officer

Questions & Answers

Q. My child is following a vegetarian, vegan or pescatarian diet, do I need to complete the special diet form?

A. If your child is following a lifestyle choice diet and does not have a food allergy or intolerance, please do not complete this form as these lifestyle choices can be catered for in the standard menu.

Q. Why does a Health Professional need to sign the form?

A. A signature from a Health Professional shows us that the diet has been medically agreed and will not cause any life threatening or unnecessary restriction to the child to protect their health.

This is also required to eliminate any requests that may come from child disliking certain foods or fussy eaters as this would provide an extra volume of work that would not be manageable for the school cooks.

Q. I cannot get this form signed by a Health Professional.

A. We will also accept a copy of a letter from a Health Professional stating the food(s) that must be avoided or the type of special diet needed (e.g., puree/ soft options) if it is less than 6 months old.

Your doctor or other Health Professional should not charge you to sign this form as the dietitian who completes the special menu works for the NHS.

Q. My child can manage their special diet without needing a special menu (Disclaimer Form).

A. We understand that for some children they are able to manage their dietary requirements without following a special menu. If this is the case there is a disclaimer form you can complete, which is available from your school office. (Please note school menus cannot be altered with this option).



Dumfries and Galloway Facilities Services - Catering

SPECIAL DIET REQUEST – SCHOOL/NURSERY MEALS REQUEST FORM
CHILD'S DETAILS

[] Please tick the box if you agree for Dumfries and Galloway Council to store and share your child's information with the school and catering team.

To identify your child, it would help if the kitchen had a photo of your child. Please tick the box if you are providing a photo of your child and that you give your consent for it to be displayed in the school/nursery kitchen along with their name and dietary requirements.

Child's Name..... Date of Birth.....

Please tick: Male or Female

Home Address.....

Post Code.....

PARENT / CARER DETAILS

Contact Name.....

Contact Address (If different from above)
.....

Post code.....

Contact Phone Number.....

Email Address.....

In making this request for a medical diet, I acknowledge that whilst employees of Dumfries and Galloway Council 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.

Signed.....

SCHOOL/ NURSERY DETAILS

Name of School/Nursery Child attends.....

School/Nursery Address

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Please state which school/Nursery class your child is in.....

DIETARY DETAILS

Medical Allergy/Intolerance Cultural

Details of Special Dietary Requirements

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HEALTH PROFESSIONAL OR SOCIAL WORKER DETAILS PLEASE NOTE - THIS REFERRAL MUST BE SIGNED BY A HEALTH PROFESSIONAL (e.g. doctor, consultant, dietitian, school nurse, practice nurse, speech & language therapist)

***Please note this is not required for religious requests.**

Name of Doctor, Dietitian, Contact Health Professional or Social Worker

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Signature of Doctor, Dietitian, Contact Health Professional or Social Worker

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Address.....

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Post Code.....

*Telephone Number.....

Please return this form to:

Legislation & Nutrition Officer, Facilities Services (Catering), Dumfries & Galloway Council, Cargen Tower, Garroch Business Park, Garroch Loaning, Dumfries, DG2 8PN.

(Updated April 2022)