

Special Dietary Requirement Form

Important Notes and Guidance

At GSS and GS Plus we endeavour to provide a school meal to all children, including those with special dietary requirements where possible. The Special Dietary Requirement form is therefore necessary to be completed in order for the Nutritionist to provide appropriate diet plans. If a child has a medically diagnosed allergy or intolerance, we can work with parents and health professionals to develop an individual menu for that child. In order for GSS to provide a special menu for a child, parents should complete this form in full. Please complete all sections.

Data Protection Act 1998

All information we hold is kept on a secure database, with written documentation this is kept in a locked filing cabinet. This info is held purely for the purpose of providing meals for children with special dietary requirements and will not be shared with any other organisation. In signing the form below you are giving us consent for this information to be kept by us. If however we do not receive this consent we will be unable to deal with your child's special dietary requirements.

Please send completed forms to: Fleur Key, GSS Ltd, 6 – 8 Lordwood Industrial Estate, Revenge Road, Chatham, ME5 8UD and give a copy to the school.

*Forms must be signed and stamped by a medical professional ie. GP, School Nurse, hospital doctor, language therapist or dietitian, certifying the information on the form is accurate, to avoid any issues with regard to interpretation and/or health and safety. We are not able to fund charges made by a GP, however we will accept a copy of a past letter stating the allergy/allergies.

Name of Child's School			
Child's Full Name		Date of Birth	
Class		School Year	
Allergy/Intolerance			

Parent/Carer Details

Name of Parent/Carer	
Relationship to Child	
Address & Postcode	
Telephone Number(s)	

Medical Professional Details

Medical Professional Name			
Practice/Hospital Address			
Any further details of the Special Diet Requirement			
Medical Professional Signature		Date	

Consent to Store Data in Accordance with Data Protection Act 1998

I/we being the parent/guardian of the above named give consent to this data being stored in line with Data Protection Act 1998.			
Parent/Guardian Signature		Date	

Please note that on a rare occasion GSS may decline to provide a meal or ask parents to provide a packed lunch on some days. This is not done lightly and usually occurs when a child has a very restricted diet, coupled with the limitations of catering for large numbers in a school. In this case we feel the parent is best placed to provide food at lunch time to ensure a balanced diet is provided for that child.

Your child should not be having a school meal until you and the school kitchen receive the special diet menu and information from GSS.

ALLERGY DIETARY REQUIREMENTS

SCHOOL NAME:	
PUPILS NAME:	CLASS:

INFORMATION REQUIRED

RESTRICTED FOOD	FOOD THAT CAN BE EATEN

INFORMATION SUPPLIED BY: (PLEASE TICK ALL APPROPRIATE)

PARENT	<input type="checkbox"/>
GUARDIAN	<input type="checkbox"/>
HEAD TEACHER	<input type="checkbox"/>
SCHOOL NURSE	<input type="checkbox"/>

	DATE	MONTH	YEAR
DATE			

NB: This information must be transferred onto the summary sheet