Special Diets/Allergy Form

Aspens are committed to providing 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 suppliers provide, 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 the parents and Head teacher are happy, we will also display a 'Food Allergy Record Sheet' and a photo of the child on the kitchen wall near the server.

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 or 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.

Child Details					
Child's Name			Male		Female
Class					
Date form issued to the school and to whom					
Diet required or allergy information *(please tick)*	Peanut	Milk	Crustacean	Soybean	Fish
	Celery	Nuts	Sesame Seeds	Mustard	Lupin
	Eggs	Molluscs	Gluten	Sulphites	*Other
	*Other – Please state				
Cultural requirements					

School Details	
Name of School	
Is the Head teacher/Business Manager involved/aware	Aspens Operation Manager name	
Unit Manager name	
Production kitchen address (if different)	
School contact regarding special diets/allergies	

Parent/Guardian Details	
Main contact name and relationship	
Main contact – phone number and email address	
Second contact – name and relationship	
Second contact - phone number	

Other Information			
Has a photo ID form been completed and issued to the kitchen?		Has the Unit Manager been informed?	If Epipen/ medicine is needed, who is the contact in school and is it kept on site?