

## Special Diets Form - Information about my child's special diet

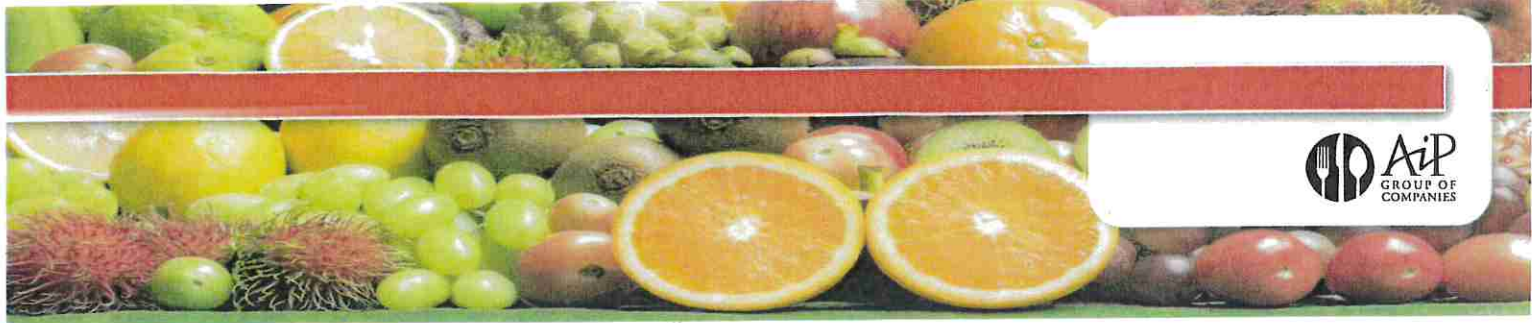
Please fill in this form in BLOCK CAPITALS and return it to your child's school.  
(The letter that goes with it tells you how)

Section A: General details	
Child's full name	
School Name, Class, form and tutor	
Your name	
Your relationship to the child	

Section B: Declaration	
<p>I confirm my child has a food allergy, intolerance or other dietary-related medical condition that needs addressing. The information in this form isn't about my child's food preferences.</p> <p>I agree to information about my child's allergy and any related doctor's or registered dietician's medical assessment being provided to the school's catering partner AiP Group of Companies (including any other relevant personal data, like photographs, if I've agreed with the school), solely so they can provide the right alternative meals for my child.</p>	
Parent or guardian's signature	
Date	

Section C: Allergy details		
Does your child have a food allergy? If YES, fill in this section. If NO go to Section D.		Please include as much information as possible about your child's food allergy in the space below. For example: <ul style="list-style-type: none"> <li>• Can they tolerate products that say '<b>may contain traces</b>'?</li> <li>• Should they avoid all forms of the allergen - or can they tolerate some forms, for example raw, baked or cooked?</li> </ul> If possible, please provide a copy of any relevant medical assessment or confirmation
	Tick if YES	
Celery		
Cereals (containing gluten)		
Crustaceans		
Egg		
Milk		
Molluscs		
Fish		

List continues on next page



Section C: Allergy details continued		
	Tick if YES	Extra information
Lupin		
Mustard		
Nuts		
Peanuts		
Sesame Seeds		
Soya		
Sulphur Dioxide (Sulphites)		
Other food allergies. Please provide as much information as possible about your child's condition here:		
Does your child carry an EpiPen? (Please circle)	YES	NO

Section D: Other dietary-related conditions/requirements?
Does your child suffer from a medically diagnosed dietary-related condition? If YES, please provide as much information as possible about your child's condition here.
Does your child have any food intolerances? This may or may not be medically diagnosed. If YES, please provide as much information as possible about your child's condition here.
Does your child need carbohydrate counts?
Do you have any other dietary requirements for example Halal or Vegan?

For office use only:
Name of class or form tutor responsible for helping the student during meals:

## Frequently Asked Questions - Parents

**1. Q. I think my child/young person has an allergy to certain foods but I am not sure. What should I write on the form?**

*A. If you think your child/young person has a food allergy then we strongly advise you to seek the advice of either a medical or nutritional professional to obtain further information as soon as possible. All allergies that fall outside of the 14 regulated allergens, will require the medical documentation, such as the Allergy Action Plan, in order for AiP Group of Companies to create a bespoke allergy menu.*

**2. Q. I have already told you verbally about the food allergy, why do I need to fill in a form?**

*A. We need to keep a written record with details of any food allergies that your child/young person has so that we can share it in an emergency with medical professionals. We also need to ensure that we are sharing accurate information about your child/young person's food allergy with AiP Group of Companies who are the company that provide our catering.*

**3. Q. What is the difference between an allergy, intolerance and medically related special dietary requirements?**

*A. A food allergy is when your immune system mistakenly thinks that certain foods are harmful to their body causing it to react. The symptoms are usually those of 'classic' allergy such as a red raised, itchy rash (urticaria), wheezing, vomiting, severe gut symptoms or (very rarely) sudden collapse. These can occur within a few minutes of eating or coming in to contact with the allergen. A food intolerance doesn't usually involve your immune system. However, coeliac disease is an intolerance to gluten and does involve the immune system. Some medical conditions may require a special diet, such as a modified texture diet for example fork mashed, smooth or pureed. All of the above should be recorded on the form.*

**4. Q. My child/young person requires a specific cultural or religious diets, vegetarian diets, should these be detailed on the form?**

*A. There is no requirement to complete the form, as AiP Group of Companies do not consider cultural or religious diets, vegetarian as 'special diets' as we believe our menus offer a diverse range of foods to cater for pupils for all backgrounds.*

**5. Q. Can your catering partner AiP Group of Companies promise to provide food that is created and served in 'nut free' environments?**

*A. At the AiP Group of Companies we recognise that nut allergies pose a serious threat to everyone's well-being and we have created strict policies to ensure the contamination risk is as low as possible. Below are the practices we follow in our kitchens.*

*Nuts in Food*

*We don't use any nuts (either peanut or any tree nuts) in our kitchens. Neither do we use any ingredients that contain nuts in our kitchens.*

*May Contain Labels*

*All our kitchens purchase ingredients from a centralised buying list. Each item is analysed by a nutritionist before being allowed on the list. Any item that carries a 'may contain' label is researched with the manufacturer before being allowed on the list. We may only allow items that carry a 'may contain' label if the manufacturer can provide proof that nuts are produced in a separate manufacturing building or area. We do not allow items carrying the 'may contain' label where the product is produced on the same production line.*

*Coconut*

*Coconut is not considered a nut and does not fall into the peanut or tree nut allergy categories. We do use coconut in our kitchens.*

**6. Q. My child/young person has packed lunch. Why do I need to complete the form?**

*A. You do not need to complete this form. The contents of your child's lunch is your responsibility. However, if you would like your child to participate in Special/Theme Days such as Christmas Dinner, you will need to complete this form.*

**7. Q. Providing and sharing medical information on of my child/young person with the catering partner AiP Group of Companies.**

*A. Allergens data is considered health data and under the GDPR this is a special category of data which has specific requirements. Legal advice received advises that the only relevant legal basis for the processing of allergens data is explicit consent from the data subject (or in our case the parent/guardian of the student due their age) and it is only with this explicit consent is permitted under GDPR to process the allergens data we receive from you.*

*We ask for this explicit consent from parents/guardians via our Special Diet Information Form.*



## General Data Protection Guidance Note

Thank you for your cooperation with our Managing Special Diets in Schools. As referred to in our letter, we have considered data protection obligations found in the General Data Protection Regulation ("GDPR") when compiling this process. We need to ensure that any personal data we receive from our clients as part of the Managing Special Diets in Schools Process is done so in compliance with GDPR.

- Under the GDPR, personal data can only be processed where there is a lawful basis for processing that personal data.
- The GDPR provides several legal basis for processing personal data and the relevant legal basis largely depends on the nature of the personal data being processed.
- Allergens data is considered health data and under the GDPR this is a special category of data which has specific requirements.
- The legal advice we have received advises that the only relevant legal basis for the processing of allergens data is explicit consent from the data subject (or in our case the parent/guardian of the student due their age) and it is only with this explicit consent that the AiP Group of Companies are permitted under GDPR to process the allergens data we receive from you.
- We ask for this explicit consent from parents/guardians via our Special Diet Information Form.
- Without this explicit consent you will not have the legal basis to send us the allergens data and where you send the allergens data to us without this explicit consent, not only will this not be in compliance with GDPR, it will be extremely difficult for us to use any allergens data that you provide to us in our operations (i.e. to prepare an alternative meal etc). This could have a detrimental effect on the standard of service that you have committed to provide your students when you appointed the AiP Group of Companies as your catering partner.

Additionally, the legal advice we have received on this subject advised that vital interest is not the correct legal basis for processing of allergens data in the context of a Special diet process. This is because use of vital interests as a legal basis is very limited in scope and applies only in circumstances where there is medical incapacity and the data subject is incapable of giving consent; where it is still possible to obtain the explicit consent of the data subject, explicit consent should be sought.

Thank you again for your continued cooperation.

AiP Group of Companies Catering Team