

MEDICAL DIET REQUEST FORM

Please complete all parts of this request form in full or your application will not be processed.

If your child has a dietary requirement but does not require an adapted medical diet menu, then there is no need to complete this request form.

Chartwells allergen reports declaring the presence of the 14 mandatory Food Information Regulations allergens and nutrient counts (including carbohydrates, protein, and fat) are available for all Chartwells recipes on current menus. Please ask the kitchen team or request them from your local Chartwells contact.

Part A: Medical Diet Information (to be completed by the Parent/Guardian)

Child's First Name

Child's Surname

Child's Date of Birth

Child's School Year Group

Parent/Guardian Name

Parent/Guardian's Phone number

Parent/Guardian's Email

School Name

School Address

School Postcode

Medical Diet (please tick all that apply):

14 Main Allergens

- | | | | |
|--|-----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Celery | <input type="checkbox"/> Fish | <input type="checkbox"/> Mustard | <input type="checkbox"/> Soya |
| <input type="checkbox"/> Cereals containing Gluten | <input type="checkbox"/> Lupin | <input type="checkbox"/> Nuts | <input type="checkbox"/> Sulphites |
| <input type="checkbox"/> Crustaceans | <input type="checkbox"/> Milk | <input type="checkbox"/> Peanuts | |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Molluscs | <input type="checkbox"/> Sesame | |

Other allergens

- | | | | |
|------------------------------------|-----------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bananas | <input type="checkbox"/> Coconuts | <input type="checkbox"/> Oranges | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Beans | <input type="checkbox"/> Kiwis | <input type="checkbox"/> Peas | <input type="checkbox"/> Pineapples |
| <input type="checkbox"/> Chickpeas | <input type="checkbox"/> Lentils | <input type="checkbox"/> Strawberries | |

Other Food Requirement (please state below)

My child requires an autoinjector (EpiPen) for their medical diet (please tick if this applies)

My child also requires their medical diet to be (please tick all that apply):

- Vegetarian Vegan Pork Free Beef Free

Part B: Supporting Documentation (to be provided by the Parent/Guardian)

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I confirm that I am attaching medical evidence confirming the medical diet requested in part A (please tick one or more as appropriate):

- Doctor/Dietitian Letter or Note
- Other medical professional Letter or note
- Professional medical care plan
- Chartwells Medical Evidence Support Form

Please refer to the Chartwells Medical Diet policy for more information:

For medical evidence requirements:

See section 4.0 'Medical Diet Requests & Processing'

For identification of pupils following a Chartwells medical diet menu:

See section 6.0 'Identification of Customers with Medical Diets'

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Please attach a recent colour passport style photo of your child for identification purposes.

Please attach photo here

Part C: Terms and Conditions

By completing this medical diet request form, parents/guardians are consenting for an adapted Chartwells medical diet menu to be prepared for their child. The medical diet menu will continue until Chartwells are notified in writing otherwise. It is the parent/guardian's responsibility to inform Chartwells in the case of any changes to the medical diet requested for their child.

Chartwells can provide a jacket potato with a suitable topping from the date of receipt of a medical diet request until the date a medical diet menu has been confirmed for a child.

Chartwells reserve the right to decline a medical diet request if a risk assessment considers the medical risk too great or the request process is not completed in full (for example if insufficient medical evidence is provided).

Chartwells will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data. These are more clearly stated on the full Privacy Notice on our corporate website.

This statement is only intended as a summary Privacy Notice.

Please use the link to see our full Privacy Notice: <https://www.compass-group.co.uk/about/privacy-policy>

For a copy Chartwells full medical diet policy please contact Chartwells.medicaldiets@compass-group.co.uk

I confirm that I have read and understood the above

Parent/Guardian Name

Signature

Date

Please return this completed form with supporting medical evidence to your school for it to be returned to Chartwells.