



### **Food Allergy & Intolerance Notification Form 2023**

The School, along with Holroyd Howe our Catering company, have a school agreement in place to safeguard students with regard to nuts at school.

The School aims to practise a nut free policy, although we recognise that this cannot be guaranteed, so it is the responsibility of everyone to ensure safe provision of special diets.

The School never knowingly use any nuts, but cannot guarantee that dishes are nut free as they may contain traces of nuts/nut derivatives due to the precautionary allergy statements such as “may contain” which are used by suppliers.

Caution must be taken when bringing in food or treats unless the ingredients have been checked carefully, likewise for any snack choices.

Parents are requested to complete the attached Food Allergy & Intolerance Notification Form 2023 from Holyroyd Howe our Catering company. It is the parent’s responsibility to inform the School of their child’s nut allergy prior to the start of the School year or as soon as possible after the diagnosis.

Please refer to [Medical Conditions Policy Appendix E: Nut Usage](#), which can be found on the school website.

If you have any concerns, please do not hesitate to contact Mrs S Roe, Medical Officer in the Senior School or Mrs V Herriott, Office Manager in the Prep School who will then liaise with the Catering Department.

## Food Allergy and Intolerance Notification Form 2023

This form should be completed by the **parent or guardian** of pupils under the age of 18 and returned to the **school**.

Name of pupil \_\_\_\_\_

Form \_\_\_\_\_

### Part 1: To be completed by parents/guardian

**1A.** Does your child have an allergy or intolerance to any of the following allergens?

No ☐

Yes ☐ Please tick the relevant boxes below

<input type="checkbox"/> Peanuts	<input type="checkbox"/> Milk	<input type="checkbox"/> Crustacean	<input type="checkbox"/> Soybeans	<input type="checkbox"/> Fish
<input type="checkbox"/> Nuts	<input type="checkbox"/> Sesame Seeds	<input type="checkbox"/> Celery	<input type="checkbox"/> Mustard	<input type="checkbox"/> Lupin
<input type="checkbox"/> Eggs	<input type="checkbox"/> Molluscs	<input type="checkbox"/> Gluten	<input type="checkbox"/> Sulphites	<input type="checkbox"/> Other (please state)

If you ticked any of the above boxes please provide further details of the nature of the allergy/intolerance:

**1B.** Has this Allergy or Intolerance been medically diagnosed? (If yes, please provide a medical note to the school)

Yes ☐ No ☐

**1C.** Does your child carry an EpiPen or autoinjector?

Yes ☐ No ☐

**1D.** Where a pupil's requirements are very complex (for example multiple allergies, severe allergies which have been medically diagnosed or medically diagnosed allergens that do not fall under the 14 listed allergens of the Food Information Regulations), it may be necessary to provide the pupil with a plated meal. The menu cycle for this pupil will be planned and a meal will be prepared in a separate area or at a separate time from the meals containing the pupil's allergens. The meal will be wrapped and labelled to protect it from cross-contamination and checked by two members of the catering team.

Do you require a meal to be prepared and plated separately from the main dishes?

Yes ☐ No ☐

## Part 2: Parent/Guardian Acceptance

Whilst Holroyd Howe can provide meals which do not include nominated allergens, they cannot guarantee that dishes do not contain traces of allergens, as they will be stored and prepared in the same areas as nominated allergens. There is a risk of cross contamination on display counters, particularly self-service areas such as salad bars and dessert counters. Please be aware that while Holroyd Howe do not use nuts in any of the food they prepare and serve, they are unable to guarantee that dishes/products served are totally free from nuts/ nut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by their suppliers.

Once this completed form has been received, a meeting can be arranged between the catering manager, school and the parent/guardian to discuss your child's food requirements in more detail.

### Data Protection - please tick where you agree / give permission:

I'm happy for my child's allergen information and photo (where provided) to be passed to Holroyd Howe to enable them to assist the school in correct food provision.	
I'm happy for my child's allergen information and photo (where provided) to be displayed next to the main servery area to enable the catering staff to check allergy information.	

**I confirm that the information supplied within this document is correct. Any changes in my child's allergy/intolerance status will immediately be highlighted to the School in writing:**

<b>Name of Parent/Guardian completing this form</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Daytime contact telephone number</b>	