

**FOOD ALLERGY & FOOD INTOLERANCE MANAGEMENT**

School		Wickham Common Primary School			
Address		Gates Green Road			
		West Wickham, BR4 9DG			
Telephone Number		0208 462 4927			
Name of Parent / Guardian					
Address					
Telephone Number		Email address			
Name of Child with food allergy or intolerance					
Have you received a letter about managing Food Allergies and Food Intolerance		YES		NO	
Has medical evidence been provided <i>If NO, the process cannot continue</i>		YES		NO	
Tick the box next to the foods to which your child is allergic or intolerant		Peanuts		Fish	
		Nuts		Seafood, Crustaceans	
		Sesame Seeds		Seafood, Molluscs	
		Milk		Gluten (Wheat, Barley, Rye, Oats etc.)	
		Eggs		Soybean	
		Celery		Lupin	
		Mustard		Sulphur Dioxide/Sulphites	
Has your child suffered a previous allergic reaction to any of these foods		YES		NO	
Is the allergy life threatening		YES		NO	
Is your child allergic to any other food item		YES		NO	
If YES, to which other food item do they an allergy or intolerance					
<b>PARENT / GUARDIAN</b>					
<ul style="list-style-type: none"> <li>I understand that I am responsible for ensuring that accurate information about the food allergies or intolerances affecting the child named above is given to the school and the Company.</li> <li>I give permission for a photograph of my child to be used in the kitchen to assist in correctly identifying my child when being served    YES <input type="checkbox"/>                      NO <input type="checkbox"/>                      (Tick as appropriate)</li> </ul>					
<p>Please note that the Company uses many of the 14 common food allergens in our busy kitchens and whilst all reasonable precautions will be taken to make sure the food is safe for your child to eat, there can be no absolute guarantee that the food will not contain anything to which your child has an allergy or intolerance</p>					
Signed.....			Date.....		
<b>Parent unable to correspond by email</b>					
Telephone conversation held with parent    YES <input type="checkbox"/> NO <input type="checkbox"/> (Tick as appropriate)					
Above information taken from a telephone conversation with.....					
Signed.....(Harrison Catering)    Date.....					

### SCHOOL

- Has a copy, or has seen a copy of a current medical note from a qualified medical professional to evidence the child's food allergy or food intolerance
- Has informed the catering manager that the child named above is known to suffer from a food allergy or food intolerance and has provided an up to date photograph and a list of the foods known to trigger a reaction in the child named above to be used in the kitchen and servery
- The preferred option is that a separate service area is provided for children with a food allergy or intolerance or they are presented first in the queue for ease of identification
- A member of school staff should present the child at the servery and inform the member of catering staff which food they are to be served. If the school do not use this process, the child must be identified by wearing a suitable means of identification e.g. a lanyard, provided and maintained by the school with the child's name, their food allergy and current photograph

School Decision (delete as appropriate)

- A separate service area will be provided for children with food allergies
- Children with food allergies will be presented first in the queue
- A member of school staff will present the child at the servery
- The child will be identified at the servery by wearing a lanyard or similar means of identification and the school will ensure that the lanyard is presented to the member of catering staff before any food is served to the child

Signed.....

Date.....

### CATERER

- Has been informed by the school that they have a copy or has seen a current medical note from a qualified medical professional to evidence the child's food allergy or food intolerance
- Has an up to date photograph of the child named above available in the kitchen / servery together with details of any food allergy or intolerance
- Examines ingredient lists and labels on any composite products used as ingredients for the declared presence or absence of any of the 14 common food allergens
- Completes an Ingredient List for each menu item before it is served for the first time or uses the Company Recipe Card which details the presence of any of the 14 common food allergens
- Takes all reasonable care when producing food to avoid cross contamination of ingredients
- Liaises with the member of school staff who presents the child at the servery or takes detail from the lanyard or similar means of identification which the child is wearing as to which of the food items on the servery should be served to the child
- If the child is not correctly presented or identified at the servery, the child should not be served with any food until they have been correctly presented or identified
- Takes all reasonable care when serving food to avoid cross contamination between different foods and ensure that serving utensils are only used on one type of food
- If there is any doubt about the content or ingredients of any dish or product or if there is a chance that it could cause an allergic reaction or intolerance, it should not be served to the child
- Does not offer any advice on food allergies or make recommendations about the suitability of any food on offer for service
- If the child with a food allergy is not presented at the counter, does not have a lanyard or does not show the lanyard or give their name but the counter staff recognise the child and react correctly, this will be recorded and reported to the school for remedial action to be taken

Signed.....

Date.....