

**HARRISON CATERING SERVICES LTD
FOOD ALLERGY & FOOD INTOLERANCE MANAGEMENT (PRIMARY & PREP SCHOOLS)**

School			
Address			
Telephone Number			
Name of Parent / Guardian			
Address			
Telephone Number		Email address	
Have you had a letter about managing Food Allergies and Food Intolerance		YES	NO
Name of Child with food allergy or intolerance			Year
Tick the box next to the foods to which your child is allergic or intolerant	Peanuts		Fish
	Nuts		Seafood, Crustaceans
	Milk		Seafood, Molluscs
	Sesame Seeds		Gluten (Wheat, Barley, Rye, Oats etc.)
	Eggs		Soya
	Celery		Lupin
	Mustard		Sulphur Dioxide / Sulphites
Is a copy of a medical diagnosis available for inspection		YES	NO
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			
PARENT / GUARDIAN			
<ul style="list-style-type: none"> 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 caterer and for the need to notify any changes in relation to the food allergies or intolerances suffered by my child. I consent to such information being shared between the school and the caterer (Harrison Catering Services Limited) YES <input type="checkbox"/> NO <input type="checkbox"/> (Tick as appropriate) I give permission for a photograph of my child to be displayed in the kitchen to assist in correctly identifying my child when being served YES <input type="checkbox"/> NO <input type="checkbox"/> (Tick as appropriate) <p>Please note that 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> <p>Signed.....Date.....</p>			
If parent unable to attend the meeting due to an unavoidable reason			
Telephone conversation held with parent YES <input type="checkbox"/> NO <input type="checkbox"/> (Tick as appropriate)			
Form sent by email to parent to check, agree or amend and sign and return to the sender of the email before the child is fed for the first time.			

SCHOOL

- Has informed the catering manager that the child named above is known to suffer from food related allergies or 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 displayed in the servery
- The preferred method of operation is that 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 or which foods they are unable to eat
- If the preferred method is not possible, the child should be identified by wearing a lanyard, wristband, badge or similar means of identification supplied by the school which indicates their name and the nature of their food allergy or intolerance

School Decision (delete as appropriate)

- A member of school staff will present the child at the servery
- The child will be identified at the servery by wearing a lanyard, wristband, badge or similar means of identification

Signed..... Date.....

CATERER

- Has an up to date photograph of the child named above displayed 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 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, wristband, badge or similar means of identification which the child is wearing as to which of the food items on the counter should be served to the child
- 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

Signed..... Date.....