

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.....