School Information Sheet – Allergen and Intolerances Management

Where a pupil/s have been identified that they have an allergen or intolerance to certain food groups the school administration personnel should liaise with the child's parents/guardians to obtain medical confirmation from a pupil/s GP and/or Pediatric Dietician verifying the child's ongoing dietary requirements for example egg intolerance.

- **School** to scan a copy of the medical confirmation letter to **allergensandintolerances@edsential.co.uk**
- The submission email must include the following:
  Pupil Full Name:
  Date of Birth:
  Specific Dietary Requirements:
- An automated response will be issued to the submitter that a new diet sheet will be uploaded to the onsite catering team within 7 school days via the electronic kitchen management system (Cypad).
- If Edsential do not receive the required medical verification letter, a notification email will be issued requesting the school resubmit the request with the missing documentation.

Please note: No change of diet will be actioned until the medical confirmation letter has been received and processed.

- Edsential (Catering Management) will liaise with schools Catering Supervisor/ Cook to discuss special diet/ allergen arrangements that need to be in place, if required.
- In exceptional cases the Catering Supervisor / Cook will liaise with pupil's parents / pupil directly following authorisation by the school.
- The school must complete and hand to the onsite catering team the Pupil Allergen or Intolerance Information Sheet
- The above information sheet including photos must be updated annually.
- School's personnel MUST introduce a pupil/s with an allergen or intolerance to the onsite catering team.

On Site Best Practice

Any pupils identified as having an allergy and receiving school meals to be at the front of the line and served first in their class/year group unless otherwise agreed.

Any pupils identified as having an allergy wear an easily identifiable wristband when collecting their school meal – to hand it over/ show it to a member of the catering staff unless otherwise agreed.