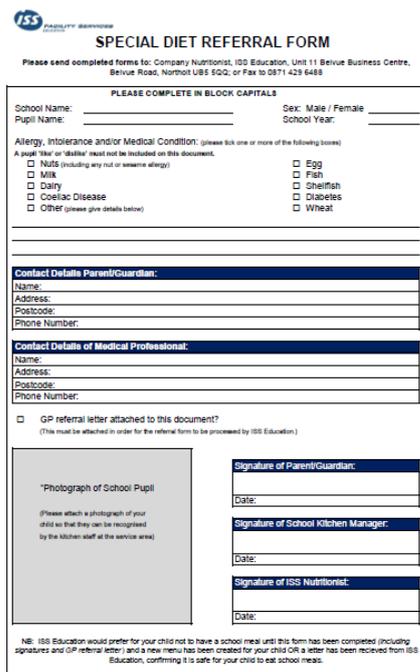


How to complete the ISS Education Special Diet Referral Forms

To Whom it May Concern:

In order to complete the Special Diet Referral Forms, you need to ensure that you have got the latest form that looks like the example below. If you have any other form then it is out of date and you shall need to ask for the latest form from the School or from ISS Education.



SPECIAL DIET REFERRAL FORM
 Please send completed forms to: Company Nutritionist, ISS Education, Unit 11 Belvue Business Centre, Belvue Road, Northolt UB8 5QQ, or Fax to 0871 429 6499

PLEASE COMPLETE IN BLOCK CAPITALS

School Name: _____ Sex: Male / Female _____
 Pupil Name: _____ School Year: _____

Allergy, Intolerance and/or Medical Condition: (please tick one or more of the following boxes)
 A pupil 'Nil or Modified' meal must be included on this document.

<input type="checkbox"/> Nuts (including any nut or sesame allergy)	<input type="checkbox"/> Egg
<input type="checkbox"/> Milk	<input type="checkbox"/> Fish
<input type="checkbox"/> Dairy	<input type="checkbox"/> Shellfish
<input type="checkbox"/> Coeliac Disease	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Other (please give details below)	<input type="checkbox"/> Wheat

Contact Details Parent/Guardian:
 Name: _____
 Address: _____
 Postcode: _____
 Phone Number: _____

Contact Details of Medical Professional:
 Name: _____
 Address: _____
 Postcode: _____
 Phone Number: _____

GP referral letter attached to this document?
 (This must be attached in order for the referral form to be processed by ISS Education.)

Photograph of School Pupil
 (Please attach a photograph of your child so that they can be recognised by the kitchen staff at the service area)

Signature of Parent/Guardian: _____
 Date: _____

Signature of School Kitchen Manager: _____
 Date: _____

Signature of ISS Nutritionist: _____
 Date: _____

NI: ISS Education would prefer for your child not to have a school meal until this form has been completed (including signatures and GP referral letter) and a menu has been created for your child OR a letter has been received from ISS Education, confirming it is safe for your child to eat school meals.

When you are sure you have the correct form you will need to complete it, ensuring that you follow the notes at the top of the form i.e. in BLOCK CAPITALS. This enables the users to read the form when you have completed it.

Please do not include your child's dislikes or food preferences on the form as we cannot tailor our Special Diet Menu's to these requests.

Once you have filled in all of the information at the top of the form such as, School Name, Pupil Name, Sex, School Year, Allergy Information and the required Contact Details you need to find a picture of the child for whom you require a Special Diet Menu and attach this to the form. The picture needs to be clear so that we can ensure that each kitchen has a copy of the pupils photograph so they are easily recognisable at the point of service by the ISS Kitchen Staff.

Finally it is essential that you attach a letter to the form which confirms all the information you inserted in the 'Allergy, Intolerance and/or Medical Condition' section of the form. There is a tick box on the Special Diet Referral Form which you need to tick to say that this has been included. If there is no proof of the allergies we cannot create a Special Diet Menu and so you will get no response from ISS Education, as the form will be incomplete. Proof of the allergies would be a letter or care plan created by a Healthcare Professional which include Doctors or GP's, Dietitians or Paediatricians.

Lastly sign the forms and then send it to the relevant persons. You may have been asked by the school to send the completed forms back to them, which is fine. The school will then forward the forms to the ISS Education Company Nutritionist (via post or fax) and they may take a copy themselves. Alternatively you can put the form in the post yourself to the address at the top of the Special Diet Referral form or you can fax it or scan and e-mail it to the ISS Education Company Nutritionist (details also at the top of the form).

When the ISS Education Company Nutritionist receives your form there will be a **maximum of 3 weeks** before you hear anything. This is because it takes time to process the form, sometimes some information may need confirming (which is why

Education – Northolt Office

11 Belvue Business Centre
 Belvue Road
 Northolt
 Middlesex
 UB5 5QQ



5944

Telephone: 0845 057 6467

Fax: 0845 429 6499

www.uk.issworld.com

helloeducation@uk.issworld.com

Registered Office:
 ISS House
 Genesis Business Park
 Albert Drive
 Woking
 Surrey
 GU21 5RW

Registered in England
 No. 1659837



we ask for the parents contact details). If an individual Special Diet Menu is required then this will take time to produce as each recipe and ingredient needs to be checked for the necessary allergens.

It may be that you are sent a letter within this period stating that a menu will be produced for your child and sent to the school or that your child's allergies have been considered and they can eat from the lunchtime menu. If you receive either one of these letters please ensure the school know and if your child is eligible to eat from the current menu they can start school meals as soon as you wish.

The final Special Diet Menu will then be sent to the ISS Education Area or Regional Manager and then sent out to the schools concerned. If at this time you have any questions or concerns about the menu please do not hesitate to contact the School, Area Manager or the Company Nutritionist.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. Francis', with a long horizontal flourish extending to the right.

Gemma Francis
Company Nutritionist