

**LTS CATERING  
MEDICAL DIET – SCHOOL/NURSERY MEALS REQUEST FORM**

**PART A: (Please complete all sections in CAPITAL LETTERS)**

**CHILD'S DETAILS**

Child's Name.....

Date of Birth..... Male  Female

Address.....

.....Post Code.....

To identify your child, it would help if the school/nursery kitchen had a photo of your child. Please tick the box to confirm you are giving consent for a photo to be displayed in the school/nursery kitchen.   
(Please read the frequent asked questions section for more information.)

**PARENT / GUARDIAN DETAILS**

Contact Name.....

Contact Phone Number.....

Email Address .....

In making this request for a medical diet, I acknowledge that whilst employees of the County Council will make every reasonable effort to comply with my child's dietary requirements, this is not always possible because of manufacturers' variations to food items, which are outside our control.

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

**SCHOOL/ NURSERY DETAILS**

Name and address of School/Nursery .....

.....

**DIETARY DETAILS**

Details of Special Dietary Requirements .....

.....

As well as requiring a special menu is your child following a (Please tick all that apply) Vegetarian Diet

Vegan Diet  Beef Free Diet  Pork Free Diet  Lamb Free Diet  Fish Free Diet

**PART B:**

**HEALTH PROFESSIONAL DETAILS**

**PLEASE NOTE - THIS REFERRAL MUST BE SIGNED BY A HEALTH PROFESSIONAL  
(e.g. doctor, consultant, dietitian, school nurse, practice nurse, speech & language therapist)**

Name of Doctor, Dietitian or Contact Health Professional.....

Signature of Doctor, Dietitian or Contact Health Professional.....

Address.....

..... Tel No.....

LTS Catering  
Room G10  
County Hall,  
Glenfield,  
Leicester  
LE3 8RA  
Email: [SMD@leics.gov.uk](mailto:SMD@leics.gov.uk)

Dear Parent/Guardian

Tel 0116 305 7058

**Re: Requesting a special menu**  
**Notes for completing the medical diet- school meals request form**

Please complete all of **Part A** of the medical diet – school meals request form, if your child either has an allergy or intolerance to a food(s), or they need to follow a special diet for another medical reason.

**Part B** must be completed by a Health Professional; this section will need to be signed by a Health Professional (e.g. Doctor, School Nurse, Practice Nurse, Dietitian or Health Visitor) before a special diet can be provided (for more information please read frequently asked questions on the next page).

Once the form has been completed, either email or post using the address at the bottom of the form; **and keep a copy for your records**. Once we have received the form, you will either receive a special menu for your child by email or be contacted by phone to discuss your child's special diet requirements and then a menu will be emailed to you.

**Please allow 15 school days for your menu to arrive**

At certain times of the year this maybe longer due to increase volume of forms being sent in this tends to be September & October.

Once you have received your child's menu we ask that you contact your school cook supervisor to confirm that you are happy with the menu and discuss a start date. Your child's school cook will also get a copy of the menu.

To protect the health of your child until you have confirmed the start date for your child's special menu or you have completed a disclaimer form (see next page for more information on the disclaimer form), your child should be having a packed lunch provided from home.

The school meals Dietitians will make every reasonable effort to cater for all pupils' medical needs but for some really complicated dietary requirements this may not be possible, for these children we will contact you to discuss the options available and this maybe to have a packed lunch provided from home.

Thank you for taking the time to read this information and please do not hesitate to contact us if you have any further queries or concerns.

Yours sincerely,



Paula McKee  
Senior Dietitian (School Meals)



Jessica Mhesuria  
Senior Dietitian (School Meals)

## **Frequently asked questions**

### **My child is following a vegetarian, meat or fish free diet?**

If your child is following a vegetarian, beef, pork, lamb, poultry or fish free diet and **does not have a food allergy or intolerance** please do not complete this form but contact your school catering team.

### **My child is following a vegan diet?**

If your child is following a vegan diet and **does not have a food allergy or intolerance** please ask your school office for a **Vegan diet form** and then return to the address at the bottom of the form, it does not need to be signed by a Health Professional.

### **Why does a Health Professional need to sign Part B of the form?**

The form needs to be signed by a Health Professional to confirm that your child needs to follow a special diet; this is to prevent parents/guardians requesting a very restricted special diet school meal which could be life threatening to their child without the support of a Healthcare Professional. Although your child's special diet requirements may not be too restrictive, the same rules apply for all special diets that are requested, to protect the health of the child.

In the past we have also received special diet requests from parents/guardians due to their child disliking a certain food, as you can imagine if a special diet were provided, the school cooks would not be able to cope with the extra volume of work. It would be hard to separate the special diets needed for an allergy/intolerance or other medical reason compared to a fussy eater.

### **I cannot get this form signed by a Health Professional?**

We will also accept a copy of a letter from a Health Professional stating the food(s) that must be avoided or the type of special diet needed (e.g. puree/ soft options) if it is less than 6 months old. Due to the Covid pandemic we will accept letters that are up to 2 years old.

Your doctor or other Health Professional should not charge you to sign this form as the dietitian who completes the special menus works for the NHS.

### **Can I email a photo or scanned copy?**

We will accept photo or scanned copies of the form but please make sure you write in capital letters and take a close-up photo

### **My child can manage their special diet without needing a special menu (Disclaimer Form)**

We understand that for some children they can manage their dietary requirements without following a special menu. If this is the case there is a disclaimer form you can complete, which is available from your school office. (Please note school menus cannot be altered with this option).

### **Photo consent**

To help the catering staff in the school kitchen it is useful to have a photo of your child to identify them and to make sure that they get the correct special diet menu.

We would recommend that all parents give consent as this does make it easier for school catering teams to recognise your child and tick the box and **send a photo to your school kitchen**.

Please note: other school related staff and contractors may have access to the school kitchen, and you can withdraw this consent at any time by contacting your school catering team.