WILSONJONES
Simply Fresh

ALLERGY AND INTOLERANCE PROCEDURE

Referral Process:

1. Parents/guardians should request a copy of the Allergies and Intolerance Referral form (AIR Form) from school reception if their child has a medically diagnosed allergy or intolerance and would like to have a school meal for their child.

2. One form must be completed per child and should be returned to the school along with the supporting medical documentation (this should be no more than 3 years old). **Please note, any form received without supporting medical documentation cannot not be processed.**

3. The school will scan a copy of the completed form and medical documentation. This will then be forward by the school to their nominated WilsonJones Operations Manager.

4. Upon receipt of the completed form, we will devise a suitable menu (it may be necessary to contact the parents if more information is required). Unfortunately, it is not possible to take into consideration 'likes and dislikes' when choosing menu items – This service is for medically endorsed allergies and intolerances only. Choices are based upon the current menu; this assists the kitchen manager but also provides inclusive meals that are similar to the rest of the school.

5. All allergy modified menus will be emailed to the school by the Operations Manager. The school will send a copy of the allergy modified menu to the parents/guardians for their reference.

The modified menu will only be implemented once the kitchen has received notification to do so by their Operations Manager and training has been provided.

General Policies

Nuts

At WilsonJones we do not use nuts in our kitchens. Whilst we complete all the necessary controls to minimise the risk and ensure our recipes are nut free, a small number of the products we use, from some manufacturers are produced in factories where nuts have or may have been present. We therefore advise parents/guardians to inform us and the school if their child has a nut allergy, so their condition is known to WilsonJones and the school staff. If you do require a menu to be created to avoid all products stating 'may contain' please indicate this on the referral form.

Additional Serving Points

Our catering service may be offered from multiple different serving points in each school and no two schools are alike. These service points can include self-service trollies & kiosks, Salad & Pasta bars, self-service catering pod's etc. Due to the variety of different service points, it is possible that a self-service provision will not be monitored by a member of kitchen staff. In these instances, we cannot take responsibility for food taken by pupils through free access or free choice. It is therefore vital that school staff request allergy related information from our Catering Manager on a case-by-case basis to support pupils with allergies or intolerances wishing to use these self-service points.

Renewal of Menus

At the start of a new menu cycle, all pupils with existing modified menus will be automatically re-issued with an updated menu in line with the new menu. It is not necessary to complete another AIR form. However, if your requirements change, you will need to complete another allergy and intolerance form and provide new medical documentation indicating the changes.

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ALLERGY AND INTOLERANCE REFERRAL FORM

Please complete and return this form to the school reception staff, along with any supporting medical documentation.

PLEASE COMPLETE ALL PARTS OF THE FORM AS REQUIRED (IN BLOCK CAPITALS).

Pupil Name: …… **Male/ Female:** ……..… **Date of Birth** ……

School Name and Address: ……..

……..

Allergy/Intolerance (please tick all that apply)

Milk		Eggs		Gluten		Peanuts		Tree nuts		Sesame	
Celery		Mustard		Soy		Fish		Mollusc		Lupin	
Sulphur Dioxide/Sulphites				Crustaceans		Other:					

We/I require an allergy modified diet to exclude the allergies ticked above: **Y** **or** **N**

Please circle <u>One</u> menu choice only: Vegetarian / Main Meat / Main Halal*

<u>TO PROCESS THIS FORM PLEASE ENCLOSE SUPPORTING MEDICAL DOCUMENTATION WITH THIS REFERRAL FORM. FORMS WITHOUT OFFICIAL MEDICAL DOCUMENTATION WILL NOT BE PROCESSED IN ACCORDANCE WITH COMPANY POLICY.</u>

Parent/Guardian Contact Details

Name: ……..

Email: …… **Mobile:** ……

Address: …… **Postcode:** ……

Comments:

Please note, you may be contacted by WilsonJones should any clarification be needed.

Parent/Guardian Signature: …… **Date:** ……

Please allow at least 3 weeks from submission of this form to WilsonJones for a suitable menu to be available.

***Halal can only be provided in schools serving a Halal option**