

# MEDICAL DIET REQUEST FORM

Please complete all parts of this request form in full or your application will not be processed.  
If you require assistance with understanding or completing this form, please contact the school for assistance.

If your child has a dietary requirement but does not require an adapted medical diet menu supported by Oxfordshire County Council's Food Service, then there is no need to complete this request form.

Oxfordshire County Council's allergen reports, declaring the presence of the 14 mandatory Food Information Regulation allergens, and nutrient counts (including carbohydrates, protein and fat) are available for all OCC recipes on current menus. Please ask the kitchen team or request them from your local OCC contact.

## Part A; Medical Diet Information (to be completed by the Parent/Guardian)

Child's First Name

Child's Surname

Child's Date of Birth

Child's School Year Group

Parent/Guardian Name

Parent/Guardian Phone Number

Parent/Guardian Email

School Name

School Postcode

### Medical Diet (please tick all that apply)

- |                                   |  |                                      |                                    |
|-----------------------------------|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Celery   | <input type="checkbox"/> Cereals (containing gluten) | <input type="checkbox"/> Crustaceans | <input type="checkbox"/> Soya      |
| <input type="checkbox"/> Eggs     | <input type="checkbox"/> Fish                        | <input type="checkbox"/> Lupin       | <input type="checkbox"/> Sesame    |
| <input type="checkbox"/> Molluscs | <input type="checkbox"/> Mustard                     | <input type="checkbox"/> Nuts        | <input type="checkbox"/> Sulphites |

### Other allergens

- |                                  |                                  |                                    |                                   |                                     |
|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Bananas | <input type="checkbox"/> Beans   | <input type="checkbox"/> Chickpeas | <input type="checkbox"/> Coconuts | <input type="checkbox"/> Pineapples |
| <input type="checkbox"/> Kiwis   | <input type="checkbox"/> Lentils | <input type="checkbox"/> Oranges   | <input type="checkbox"/> Peas     | <input type="checkbox"/> Tomatoes   |
- Strawberries  Other (please specify): \_\_\_\_\_

My child also requires their medical diet to be (please tick all that apply):

- |                                     |                                |                                    |                                    |
|-------------------------------------|--------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Vegan | <input type="checkbox"/> Pork Free | <input type="checkbox"/> Beef Free |
|-------------------------------------|--------------------------------|------------------------------------|------------------------------------|

## Part B: Supporting Documentation (to be provided by the Parent/Guardian)

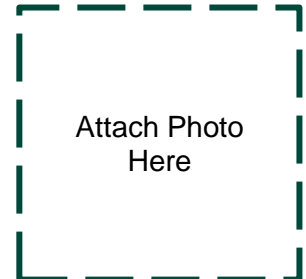


**I confirm that I am attaching medical evidence confirming the medical diet requested in part A** (please tick one or more as appropriate):

- Doctor/Dietitian letter or note
- Other medical professional letter or note
- Professional medical care or Allergy Action plan
- OCC Medical Evidence Support Form



Please attach a recent colour passport style photo of your child for identification purposes.



Please return this completed form with supporting medical evidence to your school for it to be returned to Oxfordshire County Council. For any medical diet queries, or to obtain a hard copy of the full medical diet policy, please contact your local OCC contact.

**Please request the Oxfordshire County Council Medical Diet Policy for more information**

## Part C: Terms and Conditions

By completing this medical diet request form, parents/guardians are consenting for an adapted OCC medical diet menu to be prepared for their child and for their child to be identified as having a dietary requirement in accordance with the identification system operated at the school. The medical diet menu will continue until OCC are notified in writing otherwise. You will receive a copy of the medical diet menu and are required to notify any discrepancies immediately. If you do not notify any discrepancies prior to the menu start date, this will signify the acceptance of the medical diet menu. It is the parent/guardian's responsibility to inform OCC in the case of any changes to the medical diet requested for their child. If OCC becomes aware of any other medical diet requirement which has not been notified through a request form with supporting evidence, service may be refused.

OCC can provide a jacket potato with a suitable topping from the date of receipt of a medical diet request until the date a medical diet menu has been confirmed for a child. Otherwise, pupils must provide a packed lunch meal as an interim measure.

OCC reserve the right to decline a medical diet request if a risk assessment considers the medical risk too high, or the request process is not completed in full (for example, if insufficient medical evidence is provided). In these circumstances, OCC may refuse to provide any diet to the pupil.

OCC will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it, to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data. These are more clearly stated on the full Privacy Notice on our corporate website. This statement is only intended as a summary Privacy Notice.

Please use the link to see our full Privacy Notice: <https://www.oxfordshire.gov.uk/council/about-website/privacy-notice>

Please request OCC full medical diet policy for more information.

I consent to OCC processing this personal data for the purpose of providing a medical diet and I confirm that I have read and understood the above.

Parent/Guardian Name

Signature

Date