



If your child has been diagnosed with an allergy or intolerance, for us to provide your child with the corresponding menu we require you to fill out a special diet request form and include the corresponding medical evidence for your child's allergy/intolerance if applicable.

Once the special diet request form is filled out and all details checked we will then be able to provide your child with a menu suitable to their allergy/intolerance. Once you have filled out the request form stating the allergy/intolerance we are then unable to make any exceptions on their menu so for example if a child has a dairy intolerance, then we will not serve any product containing dairy even if the parent states that they are ok with cheese. If you require your child to have any product outside of the special menu provided that contains the allergen or product that causes intolerance, then unfortunately we will be unable to provide your child with a special menu and any request for a special diet must then be removed

We can only provide your child with a special menu if we have corresponding medical evidence to support the allergy/intolerance.

If at any time it is found that your child, no longer has an allergy or intolerance then please let us know as soon as possible and our standard menu will be issued.

If your child cannot have certain food due to religious beliefs, we will need you to complete the attached form in order for us to provide the correct menu for your child.

Any other special diet requests may be made by contacting Love food and we will advise on whether or not we are able to provide a menu for your child.

Attached is a breakdown of how your child's allergy/intolerance will be processed.

Kind regards

Mandy Love

Managing director

Love food JM LTD

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Special Diet requirement form

Pupil name	
For allergies: What is your child allergic to?	
For intolerances: What is your child intolerant to?	
For religious reasons: Please list what your child can not have.	
For behavioural: Reason for a special diet	
Please list foods your child will eat:	
Any other reason: please list reason	
In order for us to provide your child with a menu that differs from our main menu please sign and date below giving us permission to supply your child with the reasons listed above	
Signature	
Date	



Allergy controls

Any child with an allergy or intolerance must have a completed special diet request form before we can feed them, to ensure we understand the allergy/intolerance and can safely feed that child. We cannot feed a child without a supporting special diet request form.

- A menu will be provided stating all products that your child should have, this will be laminated and placed on the wall in the kitchen we will ensure all staff are familiar with all allergy children. In the allergy file your child will be listed with their allergy/intolerance, please see below:

 ALLERGY, INTOLERANCE, PREFERENCE LIST				
SCHOOL:			DATE:	
CHILDS NAME	ALLERGY/ INTOLERANCE	PREFERENCE	COMPLETED DIET REQUEST FORM AVAILABLE (YES OR NO)	SIGNATURE

- Everyday our kitchens complete an allergy form to ensure each child is served the correct meal.

 DAILY ALLERGY FORM HOT FOOD ONLY							
SCHOOL:							
Date	CHILDS NAME	ALLERGY	MEAL BOOKED	PREPARED AND COOKED BY (HOT MEAL ONLY)	SIGNATURE	SERVED BY (MUST BE SERVED BY TWO PEOPLE)	SIGNATURE

 DAILY ALLERGY FORM LUNCH BOX							
SCHOOL:							
Date	CHILDS NAME	ALLERGY	MEAL BOOKED	PREPARED BY	SIGNATURE	SERVED BY (MUST BE SERVED BY TWO PEOPLE)	SIGNATURE

- All Allergy children will have a different coloured plate, cup and cutlery with the child's name on it and the child's allergy, they must only be used for that child. Everything belonging to your child will be stored in their own zip lock bag to ensure no contamination occurs.

- Your child will be provided with baskets to store your child's products in, when they are delivered, they must place a sticker on the outer packaging with your child's name on it. These products must only be used for the corresponding name on them.
- **If your child orders a lunch bag, we must use a white paper bag not brown, your child's allergy must be written on the bag and all products inside the bag must have stickers on with your child's name on them. We will never send an allergy lunch bag out for your child to collect, it must be handed over to your child or child's representative from the kitchen.**
- We Always use different coloured gloves and a disposable apron when touching your child's plate and food and dispose of straight away.
- **All allergy children's food must be cooked in a named disposable container in the TOP of the oven to avoid cross contamination. Once cooked the containers must be stored in hot hold away from all other products holding to avoid cross contamination with your child's name clearly written on the lid, the meal must go to service in the named tub and not leave the tub until your child is ready to be served.**
- We will be providing different coloured utensils, and these should have your child's name written on them and are **SOLELY** for your child's use.
- Any equipment, plate, cutlery, cup belonging to your child **WILL NOT** be washed in the dishwasher ever. we will be providing a separate bucket with your child's name on it, this should be filled with hot water and detergent and all equipment etc must be washed in this bucket. Once washed, dry with paper towel and store in a sealed bag until next use. The reason for this is to avoid cross contamination through air particles. Rinse the bucket and store upside down on a sanitised surface that is covered with paper towel.
- On the register we will ensure your child is highlighted as an allergy child with a highlighter with a colour only used for allergy children to try to remove any error at service. when serving an allergy child, we will ensure that each allergy child is served only what is safe for them to eat.
- All employees are trained annually on our allergy procedures including any new legislation relating to allergies.
- Your child's meal will be checked by two servers before the meal is handed to the either the child or the lunch time supervisor to ensure all products are safe for the child eat.
- All members of staff be it Love food or Lunch time supervisors must always be aware that a child has an allergy.
- When ordering online, we cannot put all our allergy menus on the system as this leads to errors in booking. Order the meal you would like to have E.G Meat, vegetarian, jacket, lunch box. Your child is highlighted as having an allergy on our registers, your booking will be converted to your child's corresponding menu in our kitchens.