

## SODEXO FOOD ALLERGY REQUEST FORM

This form should be completed by the parent or guardian of customers under the age of 18

Welcome to MCS on behalf of Sodexo. We provide the catering for lunches, matches and events throughout the year. Your son/daughter will have the choice of three hot meals, fresh fruit and vegetables, salad bar, cheese plate and puddings. We increasingly cater for children with allergies or intolerances and Sodexo understands that allergies may present a serious problem for some people. This form is designed to collect information about Sodexo consumers who have a food allergy or intolerance.

<b>Sodexo Customer Details</b>	
Pupil's name:	
<b>Special requirement / dietary information</b>	
Please provide details of the pupil's food allergy	
Has this food allergy been medically diagnosed?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If yes please return a copy of the medical diagnosis with this form (this can be a doctor's or a dietician's diagnosis letter). <b>NOTE: Without this document Sodexo may not be able to feed the pupil</b>	
<b>Person completing his form:</b>	
<b>Parent / Guardian Name:</b>	
<b>Parent/ Guardian Signature:</b>	
<b>Date:</b>	
<b>Relationship to pupil</b>	

**Note:** While Sodexo can make arrangements to provide foods in which allergens are not included as an ingredient, we cannot guarantee that traces of nominated food allergens can remain completely absent from dishes as these foods may be handled and stored in the same areas as nominated allergens.

**Data protection:** Sodexo adheres to the data protection principles when processing information in relation to special dietary requirements. All information is held confidentially and we take the appropriate technical and organisational measures required to ensure that only those who need access to the information, to ensure a meal can be provided in the safest way possible, actually have access. Sodexo will provide you with a copy of any information held about you or your child in accordance with the Data Protection Act upon request. Information will only be used to determine if it is possible for a suitable meal to be provided and, once a determination has been made, to provide a meal. The information shall not be used for any other purpose.

**To be completed by Sodexo manager:**

<b>Sodexo Unit Information</b>
Segment: Independent Education
Unit / contract name: Magdalen College School
Contract managers name: Mrs Anna Thatcher
Contract managers telephone number: 01865 253486

**To be completed by Sodexo dietician:**

<b>This form has been assessed by:</b>	
<b>Name:</b>	
<b>Position:</b>	
Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	
<b>Reason for rejection and recommendation:</b>	
<b>Date:</b>	