

# Special Diet Registration Form

To complete this form online please download and save this PDF, complete all fields and e-mail to [alison.parker@ncsgrp.co.uk](mailto:alison.parker@ncsgrp.co.uk)

Alternatively you can print this form and post to the following address (Please ensure you complete both pages:

**Norse Menu Development Team  
C/O Alison Parker  
Norse Commercial Services  
51 Norwich Road  
Horsham St Faiths  
Norwich  
NR10 3HH**

Please allow two working weeks for the menu to be arranged and in the meantime continue to supply a packed lunch from home until a menu is in place.

*Please note that on a rare occasion it may not be possible for Norse to provide a special diet safely and may ask parents to provide a packed lunch on all or some days. This decision is not taken lightly and usually occurs when a child has a very restricted diet or medical condition, coupled with the limitations of catering for large numbers in a school. In these circumstances we feel the parent is best placed to provide food at lunch to ensure a balanced diet is provided for that child safely.*

## Special Diet Registration Form

At Norse Commercial Services our menus adhere strictly to the School Food Standards and we endeavour to cater to the majority of the school population. We are aware that not everyone is able to eat all foods **safely**. If a child has a medically diagnosed allergy or intolerance or health condition, we can work with parents/guardians and health professionals to develop an individual menu for that child. In order for Norse to provide a special diet menu for a child, parents/guardians should complete this in full.

Please note: ***We cannot process this form or provide a menu without the support of the child's health team.*** Please ask your GP/Health Professional to sign where indicated on page 2 or supply a GP's letter confirming diagnosis.

School	Post Code
Telephone	

Child's Details	
Full Name	Date of Birth
Parent/Guardian Contact	
Contact:	
Telephone:	E-mail:
Contact via School only	
Please supply a current photograph of the child and give to the school or caterer.	
Alternatively, attach a photograph to the email when you send this form.	

### Menu Planning

This menu will be planned around eliminating the reported allergen/s. The menu will be nutritionally balanced where possible and as close to the standard menu as the diet will allow. The Norse kitchens are nut free environments and we take every precaution to eliminate cross contamination with all allergens. However, we cannot guarantee 100% allergen free.

**Lunch required all week:**      Yes      No  
 If no state occasions when not required:

#### **MENU REQUIREMENTS**

Please indicate the Food (triggers) to be excluded from the menu:			
Gluten		Wheat	
Milk		Eggs	
Fish		Soya	
Other foods:			

Please give a brief description of symptoms:
Injectable treatment required in an emergency:      Yes      No
Care Plan in Place:      Yes      No

GP or other Health Professional and Parents/Guardians signature	
I can confirm that this child needs to exclude the foods indicated above. This is due to:	
Surgery / Hospital	
GP / HP Signature	Print Name
Parent / Guardian Signature	Norse Rep

This document is confidential and a current copy should be kept with the child's care plan with the latest menu. A copy of the menu and current photograph will be kept in the school kitchen.

Please email this completed form to: [alison.parker@ncsgrp.co.uk](mailto:alison.parker@ncsgrp.co.uk)