

Dear Parent/Guardian

Re: Requesting a medical menu

Notes for completing the medical diet- school meals request form.

You have been given this medical diet school meals request form as your child either has an allergy or intolerance to a food(s), or they need to follow a separate menu for another medical reason and is planning to have school meals.

Please complete all the sections on **Part A** of the form. **Part B** must be completed by a Health Professional (e.g. Doctor, School Nurse, Practice Nurse, Dietitian or Health Visitor). Please note part B must be completed before a medical diet menu can be provided. (See notes overleaf for explanation)

Once the form has been completed, either email the form or post it to the address at the top; **and keep a copy for your records**. Once I have received the form, you will either receive medical menu for your child by email or be contacted by phone to discuss your child's dietary requirements. The same menu will also be emailed to your child's school cook. If you are happy with the menu, then please inform the school office as to when you wish to start school dinners.

The school meals Dietitian will make every reasonable effort to cater for all pupils' medical needs but for some really complicated dietary requirements this may not always be possible, for these children we will contact you to discuss the options available and this maybe to have a packed lunch provided from home.

Please allow 15 - 20 school days for your medical menu to arrive (Please note at certain times of the year this maybe longer due to increase volume of forms being sent in, this tends to be June to October).

To protect the health of your child until you receive a medical menu and you have informed the school office of a start date, or you have completed a disclaimer form (see next page for more information on the disclaimer form), your child should be having a packed lunch provided from home.

Thank you for taking the time to read this information and please do not hesitate to contact me if you have any further queries or concerns.

Yours sincerely,



Jessica Mhesuria
Senior Dietitian (School Meals)

Frequently asked questions:

1. My child is following a vegetarian, halal, meat or fish free diet, do I need to complete this form?

No. If your child is following a vegetarian, halal, pork, lamb, poultry, or fish free diet and **does not have a food allergy or intolerance** please do not complete this form but contact your school catering team.

2. My child is vegetarian and does not eat eggs or is following a vegan diet, do I need to complete this form?

No. If your child is vegetarian and does not eat eggs or is following a vegan diet and **does not have a food allergy or intolerance**, please contact us as you will need a different form and then return to the address at the bottom of the form. This form does not need to be signed by a Health Professional.

3. Why does a Health Professional need to sign part B of the form?

The form needs to be signed by a Health Professional to confirm that your child needs to follow a medical diet; this is to prevent parents/guardians requesting a very restricted diet for school meals which could be life threatening to their child without the support of a Healthcare Professional. Although your child's dietary requirements may not be too restrictive the same rules have to apply for all medical diets that are requested, to protect the health of the child.

In the past I have also received medical diet requests from parents/guardians due to their child disliking a certain food, as you can imagine if a medical diet menu was provided, the school cooks would not be able to cope with the extra volume of work. It would be hard to separate the medical diets needed for an allergy/intolerance or other medical reason compared to a fussy eater.

4. I cannot get this form signed by a Health Professional.

I will also accept a copy of a letter from a Health Professional stating the food(s) that must be avoided or the type of medical diet needed (e.g. puree/ soft options) if it is less than 6 months old. Due to the Covid pandemic we will accept letters that are up to 2 years old.

Your doctor or other Health Professional should not charge you to sign this form as the dietitian who completes the medical menus works for the NHS.

5. Can I email a photo or scanned copy of this form?

Yes, we will accept photo or scanned copy of the form but please make sure you write in capital letters and take a close-up photo.

6. My child can manage their medical diet without needing a separate menu, which form do I need to complete? (Disclaimer Form)

I understand that for some children they can manage their dietary requirements without following a medical menu. If this is the case there is a disclaimer form you can complete, which is available from us. (Please note school menus cannot be altered with this option). Email: Jessica.mhesuria@leicester.gov.uk to request this form.