



COMMUNITY & ENTERPRISE RESOURCES  
Executive Director **Michael McGlynn**  
Facilities, Waste & Ground Services

## **SPECIAL, MEDICALLY PRESCRIBED DIET, OR INTOLERANCE REGISTRATION FORM**

South Lanarkshire Council aims to provide school meals for every pupil. We acknowledge that there are pupils who require special dietary requirements for food allergies and intolerances: medically prescribed diets. **In order to assist us with your child's needs, a letter from your dietician or Doctor is essential for medical dietary requirements.**

To be able to identify your child could you please provide a photograph. Please tick the box if you are providing a photo of your child and that you give consent for it to be displayed in the school kitchen with information regarding their dietary requirements and name. Other school staff and contractors may have access to the kitchen. The consent for your child's photograph can be withdrawn at any time by contacting the Cook in Charge in your child's school. Please provide the photo to your school kitchen once your child's special diet is in place. Please tick to confirm

**School Name:** \_\_\_\_\_

**Pupils Name:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Parent/carer details:**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

In making this request for a special diet, I acknowledge that whilst employees of the council will make every reasonable effort to comply with my child's dietary requirements, on occasion, this may not be possible due to the manufacturers' variations to some of their food items.

Doctors Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Dietician Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**Details of diet / food allergies:**

---

---

---

---

---

**In an emergency, the following action is to be taken**

---

---

---

---

---

Signature of Parent /Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Menu Start Date: \_\_\_\_\_

Spreadsheet updated by: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form (including confirmation letter from Dietician/doctor) for **the attention of:**

Facilities Services Operations Manager,  
South Lanarkshire Council,  
Montrose House, 154 Montrose Crescent  
Hamilton, ML3 6LB

You will be contacted to discuss menu options for your child

## **Privacy Notice – Special diet requests (child)**

### **Using Your Personal Information**

We will use the information you have given us to in order to meet the child's special dietary requirement, allergy or intolerance needs.

The special menu plans have been approved by parent/carers and passed to the school office, Facilities Officer and Assistant Facilities Officer and catering staff. The school office will be notified if there are any changes/updates regarding the special diet procedure.

Facilities services will keep the records relating to the special dietary requirements, allergy or intolerance information for as long as the child is at school within South Lanarkshire Council. Thereafter they will be destroyed in line with the Council's confidential waste policy.

Personal information will only be processed when it is lawful to do so.

### **Your rights**

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full [Privacy Notice](#) from our website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) by searching 'general privacy notice' or alternatively via the link.

[https://www.southlanarkshire.gov.uk/info/200176/sharing\\_information\\_with\\_you/1730/general\\_privacy\\_notice](https://www.southlanarkshire.gov.uk/info/200176/sharing_information_with_you/1730/general_privacy_notice)

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.