

abm catering Guide on how to complete a Medical and Lifestyle Menu request form for Parents/Guardians and Carers

1. Add the name of the School at the top. Then add pupil's name, date of birth, year group and class into the boxes.
2. Please then tick or highlight whether this is a new request, or an update to a previous request.
3. Next, **list all the relevant medical information** for a medical diet menu, such as, allergies, intolerances and/or metabolic conditions such as Type 1 Diabetes.
Please note you will need to attach your medical evidence when submitting this form.
4. Then, **tick or highlight the lifestyle menu required** or write in any other menu required next to "other".
If you require your child to receive a halal menu, please ask your school whether they serve halal meat.
Please note that vegetarian and pescatarian options are available daily as standard.
5. Please then **tick or highlight whether your child requires an EpiPen or any other necessary treatment** to deal with their medical condition.
6. Finally, please add your contact information.

The abm Menus and Diets team **will aim** to return an appropriate menu to the School Kitchen **within 3 weeks**. However, please keep in mind that this process could take longer during peak periods or complex diets.

As your child's safety is our utmost priority, **they will only be served Plain Jacket Potato with Baked Beans (unless they cannot have tomato, legumes, onion, or paprika)** and appropriate Fruit for dessert until their menu has been received by their School Kitchen.

Please note, you will not receive confirmation of receipt of this form once submitted. We will only get in touch with you should we require further information or clarification.

Please only complete this form once. Once your child is within our system, we will continue writing main and theme day menus automatically. However, if your child's medical needs change, please complete and submit a new Medical and Lifestyle Diet Menu Request form with applicable medical documentation so that we can update their menu accordingly. This must be in addition to any communication with the school in reference to medical and lifestyle diets.