

Procedure for Primary School Allergen Aware Menus

Norse Group Kitchen Staff cannot provide an Allergen Aware Menu without the completion of the registration form with supporting medical documentation. Should a parent decide they do not want an Allergen Aware Menu, allergen reports on the full menu are available on the Norse Catering website – www.norsecatering.co.uk.

There are a number of controls in place to ensure Allergen Aware Menus are available:

- The parent/guardian completes the Primary School Allergen Aware Registration Form together with proof of diagnosis and sends to the Catering Administration Team – catering.admin@norsegroup.co.uk
- Should there be no proof of diagnosis, the Registration Form will need to be signed by the School Nurse or a Health Professional.
- If the Registration Form has neither proof of diagnosis nor signature, the Catering Administration Team will make contact with the parent or school once to chase this information. After ten working days (excluding school holidays), the Registration Form will be deleted should no response be received.
- If the Registration Form is complete, the Catering Administration Team logs the details on the Primary School Allergen Aware Database. If it is one of the standard Allergen Aware Menus, the information will be emailed to the School Kitchen, School Office and Account Manager. The menu start date is to be decided between the Account Manager and Kitchen and communicated to the parent by the School Office.
- Should a child require a medical diet that falls outside of the standard Allergen Aware Menus, the Dietitian will liaise with relevant parties and the School Office to enable a suitable menu (where possible).
- The Cook Manager is to liaise with the School Office to establish the method of identifying children with Allergen Aware Menus during lunch service.
- When the Allergen Aware Menus change, copies will be sent to the School Kitchen and School Office for them to pass on to the parent.
- Should the parent/guardian wish to make adjustments to the Allergen Aware Menu for their child, requests are to be made via the School Office for the Cook Manager and Account Manager to agree and record on the Allergen Aware Menu Adjustments Form.

- If a child is under medical supervision and awaiting diagnosis, we will provide the required Allergen Aware Menu as a trial for a maximum of four weeks on the receipt of written recommendation. On trial completion, if the Menu needs to become permanent, the Primary School Allergen Aware Registration Form will need to be completed.