



5 September 2023 /4 Rabbi al Awwal 1445

Dear Parent/Carer,

Assalaamu Alaikum – ‘Peace be with you’

Re: Important Forms for Your Child's Well-being

In school, our priority is the safety and well-being of all our pupils at Eden Boy Leadership Academy. In order to ensure that we have up to date information regarding your son's medical needs. We need you to complete the attached forms as a matter of urgency.

Form 1: Medical Conditions

If your child has any underlying medical conditions or health concerns that the school should be aware of, please complete this form in detail. Your child's health is our priority, and the school being aware of any medical conditions will help us provide appropriate care and support if needed.

Form 2: Allergies

It is crucial that we are informed of any allergies your child may have, especially when it comes to their meals at the school canteen. Please complete this form and provide any necessary evidence of the allergy (such as a doctor's note or medical records). This will help our canteen staff ensure that your child's dietary needs are met safely.

Form 3: Emergency Medication

In the event of an emergency, some students require specific medications such as inhalers or epi-pens. If you wish for the school to have a spare inhaler or epi-pen on hand for your child, please complete this form. Your child's safety is paramount, and having access to necessary emergency medication can make all the difference.

Please take the time to complete these forms accurately and return them to the school office by the 11th of September.

Your cooperation in this matter is greatly appreciated as it helps us maintain a safe and supportive learning environment for all our students. Should you have any questions or require assistance in completing these forms, please do not hesitate to contact us.

Your Faithfully,

SEN Team





Eden Boys

5 September 2023/ 4 Rabbi al Awwal 1445

Dear Parent/Guardian,

RE: CONSENT FOR USE OF SPARE INHALER/EPIPEN IN CASE OF AN EMERGENCY

I hope this letter finds you in good health. At Eden Boys Birmingham East, we prioritise the safety and well-being of our pupils. In line with this commitment, we are reaching out to you regarding your child, who has been prescribed an inhaler or EpiPen due to their medical needs.

We understand that emergencies can happen, and we want to ensure we are fully prepared to provide immediate assistance to your child should the need arise. To that end, we kindly request your consent for your child to have access to a spare inhaler and/or EpiPen, as prescribed by their healthcare professional, while they are at school.

These emergency medications will be securely stored in the medical room within the school premises. In the event of an emergency, we will administer the medication promptly and follow the necessary protocols to ensure your child's safety.

Please take a moment to review the following details and provide your consent:

Student Name: _____ Year: _____

Parent/Guardian Name: _____

Medical Condition/Allergy: _____

Medication Details [Specify the type of medication (inhaler and/or EpiPen) and dosage]: _____

Healthcare Provider [Name of healthcare professional who prescribed the medication]: _____

Consent: [Please indicate your consent by checking the appropriate box below.]

I give my consent for my child to use a spare **inhaler** in case of emergency.

I give my consent for my child to use a spare **EpiPen** in case of emergency.

Parent/Guardian Signature: _____ Date: _____

Please complete and sign the attached consent form and return it to the school office by Monday 11 September 2023. If you have any concerns, questions, or require further information, please do not hesitate to contact us.

Kind Regards
SEN Team





ALLERGENS
Parent Pack





Allergens Parent Pack

Special diets are a very important part of our catering provision in schools. Allergen procedures are essential to ensure that the needs of individual pupils can be met safely. To ensure we offer the best possible service to our pupils and families, Mellors Catering Services have individual care plans in place for all pupils who have an allergy or intolerance.

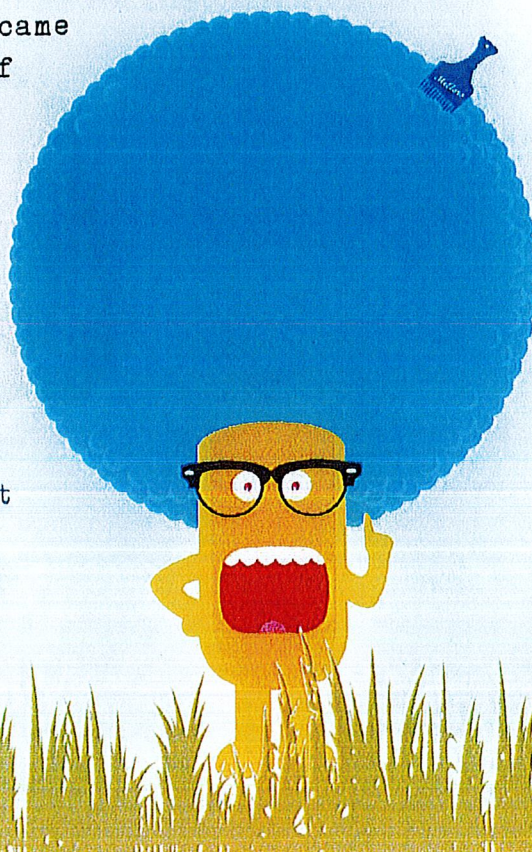
In an education unit particularly, with pupils being classed in the 'vulnerable' category (under 18 years old), it is essential that we meet with parents/guardians. This ensures that there is a variety of meals available throughout the week and that individual nutritional needs are met.

Our education units have a captive audience of customers. With that in mind, we support their needs by working with our supply chain to offer allergen free foods to coincide with the daily menu/offer. We fully support pupils with special dietary needs and we make a commitment to do this for the lifetime of their education with us.

In line with the food information regulations for allergens and food labelling that came into effect on 13th December 2014, all of our dining rooms display an allergen notification for our customers. Our recipe packs also contain a breakdown of ingredients inclusive of the food allergens they contain.

D Watkins

Danielle Watkins BSc (Hons_) RPHNtr
Head of Nutrition and Food Development



Allergens Parent Pack



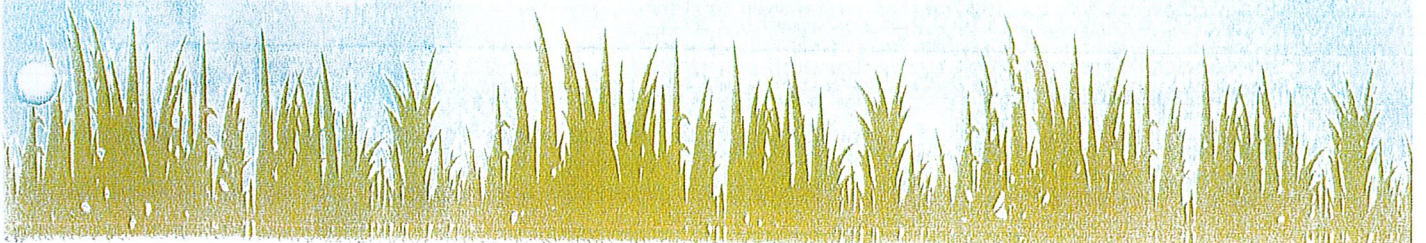
We are pleased to be working in partnership with your school and we want to ensure your child is able to enjoy a meal with their friends at lunchtime.

To ensure your child is catered for safely each day, the catering team need to collect some essential information about your child's requirements. Once we have that information, a meeting will be held with you, your child and the school cook to go through the school menu and pick what your child would like to eat each day. The cook will have their recipe file and will be able to check the ingredients to ensure each item is suitable. If the meal isn't suitable we will try to adapt the recipe for your child, however in some instances this may not be possible. If this is the case we would then look to offer a jacket potato or sandwich option to ensure there is something available every day.

Step-by-step process for developing a menu for a child with an allergy or intolerance:

1. Fill in the special dietary needs form attached to this document.
2. Return this to the school or catering team with a recent photograph of your child and a medical note from your child's doctor or dietician. This note should outline the allergy or intolerance.
3. The school will then arrange a meeting for you and the school cook at a time that is convenient for you both.
4. Meet with the school cook to go through the menu cycle to highlight what your child can eat from the options available and agree a menu suitable for your child. If the main meal of choice isn't suitable for your child the cook will try to adapt it for you. If this isn't possible, we always offer a jacket potato or sandwich option as an alternative.
5. The cook will complete a menu sheet with your chosen dishes which all parties will sign to say they are happy with the menu.

Note: The menu will change throughout the year. The cook will be able to advise you of the dates the menu will change and a simple refresh meeting can be arranged to update your child's menu.





Allergens Parent Pack

Diabetes - Carbohydrate Counting

Mellors Catering Services will provide support for pupils with diabetes to enable them to eat a school meal at lunchtime with their friends.

At Mellors we like to treat each school individually, acknowledging that all schools, pupils and staff are different. The Nutrition and Food Development team produce a menu and recipe pack for our catering managers to use as a framework to create their own menus. They work with the parents/guardians and pupils to create a menu that fits the pupil's likes and dislikes within that school.

All of the recipes within the pack have been nutritionally analysed so the catering manager can share the nutritional breakdown with you. Our catering managers also have the flexibility to use a large number of local suppliers so it is important to meet with the catering manager to get all of the specific information for the menu and products in your child's school.

Step-by-step guide to supplying carbohydrate information for diabetic pupils:

1. A meeting should be arranged between the school catering manager, pupil and parent/guardian to discuss the menu.
2. The catering team will provide the nutritional breakdown of the recipes that are available on the menu cycle.
3. The information can also be shared with the teacher/carer who looks after your child in school and administers their insulin.



Allergens Parent Pack



Nut Policy

For many years now, education sites have been cautious around the usage of nuts in the school kitchen. It is a standard rule that is adhered to by a large proportion of UK education establishments and over 75% of schools still adopt this practice with nuts not being used as an ingredient in the school kitchen.

Mellors Catering Services chooses not to use nuts or nut products in our schools. The recipes provided to our schools do not include nuts as part of the ingredient profile and it is the catering manager's responsibility to ensure that this policy is adhered to.

Although we do not use nuts as an ingredient, many factories are multi-purpose operations and there may be a small cross contamination risk when it comes to some products that we purchase. These products carry a disclaimer that says 'may contain nuts or traces of nuts'. There will be very few products in a primary school that carry this disclaimer.

If a child in a primary school has a nut allergy, the school will not provide any products that carry this disclaimer to that child.

Useful websites/further information

Anaphylaxis campaign: www.anaphylaxis.org.uk

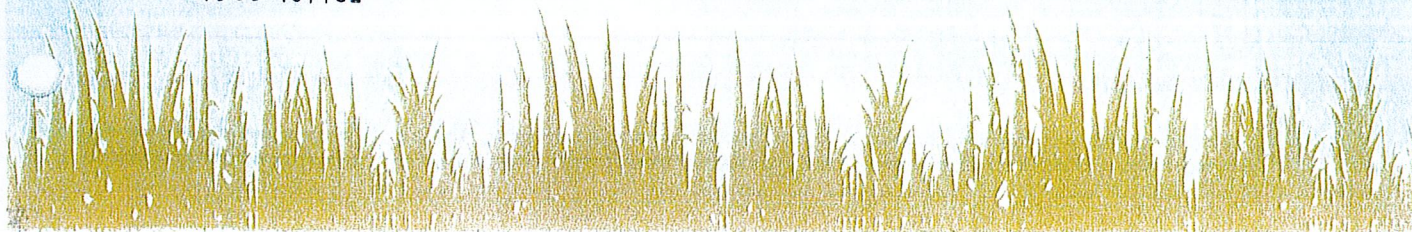
Allergy UK: www.allergyuk.org

Food Standards Agency:
www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance

Mellors Contact Details

Danielle Watkins - Head of Nutrition and Food Development
daniellew@mellors.co.uk
07772 637352

Laura Whiting - Company Nutritionist
lauraw@mellors.co.uk
07908 467762





Allergens Parent Pack

Special Dietary Needs Form

This must be completed by a parent/guardian once a special diet request has been made. This must be supported with a medical note to confirm the special diet.

Checklist

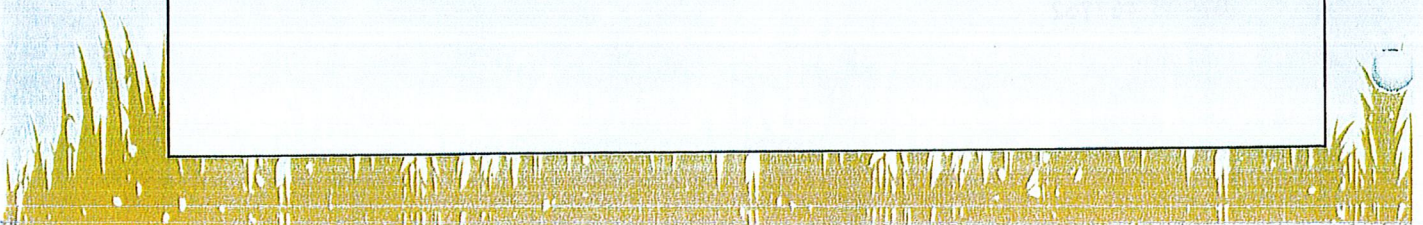
- Complete this form
- Include a recent photo of the child (unless school already have one)
- Include a medical note from the child's doctor or dietician

Pupil Information

Full Name	
Date of Birth	
Year	
Class	
Name of Parent/Guardian	

Allergy / Intolerance Information

Allergy / Intolerance Details:
Symptoms:
Daily Care Requirements:



Parental Request for School to Administer Medication or Pupil to Carry Own Medication



Star

The school staff will not issue your child's medicine unless you complete and sign this form.

1. Details of Pupil	
Pupil's name	<i>Photo here</i>
Tutor group	
Date of birth	
Address	
2. Details of medical condition/illness	
Condition or illness	
3. Medication	
Name/type of medication (as described on the container)	
For how long will your child take this medication?	
Date dispensed	
Expiry date	
Are you requesting your child carry their own medication?	YES / NO (delete as appropriate)
4. Full directions for use	
Dosage and method	
Timing	
Special precautions / other instructions	
Side effects	
Self-administration*	YES / NO (delete as appropriate)



General Report on the Progress of the Work of the Committee on the Revision of the Constitution of the United States

Section	Description	Remarks
I	The Committee has the honor to acknowledge the receipt of your letter of the 10th inst.	and in reply to inform you that the same has been forwarded to the proper authorities.
II	The Committee has the honor to acknowledge the receipt of your letter of the 15th inst.	and in reply to inform you that the same has been forwarded to the proper authorities.
III	The Committee has the honor to acknowledge the receipt of your letter of the 20th inst.	and in reply to inform you that the same has been forwarded to the proper authorities.
IV	The Committee has the honor to acknowledge the receipt of your letter of the 25th inst.	and in reply to inform you that the same has been forwarded to the proper authorities.
V	The Committee has the honor to acknowledge the receipt of your letter of the 30th inst.	and in reply to inform you that the same has been forwarded to the proper authorities.
VI	The Committee has the honor to acknowledge the receipt of your letter of the 5th inst.	and in reply to inform you that the same has been forwarded to the proper authorities.
VII	The Committee has the honor to acknowledge the receipt of your letter of the 10th inst.	and in reply to inform you that the same has been forwarded to the proper authorities.
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XI	The Committee has the honor to acknowledge the receipt of your letter of the 30th inst.	and in reply to inform you that the same has been forwarded to the proper authorities.

Procedures to take in an emergency					
5. Only complete (section 5) for pupils at risk of a severe allergic reaction (anaphylaxis)					
List your child's allergies:					
Has your child been prescribed AAIs (adrenaline auto-injectors)?					YES / NO (delete as appropriate)
If yes, which type of AAI has your child been prescribed? (Please tick)					Dosage = - _____mg
Epi-pen	<input type="checkbox"/>	Jext	<input type="checkbox"/>	Emerade	
The school may purchase spare Adrenaline Auto Injectors to be used in the event of an emergency allergic reaction. In the event of your child's prescribed AAI not working or one not being available, it may be necessary for the school to administer a spare AAI. Do you give your consent?					YES / NO / Not Applicable (delete as appropriate)
6. Contact details					
Name					
Relationship to child					
Daytime telephone number					
Address					
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that I must deliver the medicine personally to the school.					
Date		Signature(s)			

NB: Medicines supplied must be in the original container as dispensed by the pharmacy.

**Please note, if your child cannot self-administer their medication under the supervision of school staff, the School will contact you to arrange a meeting to discuss your child's needs.*

Date		Signature of Principal	
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