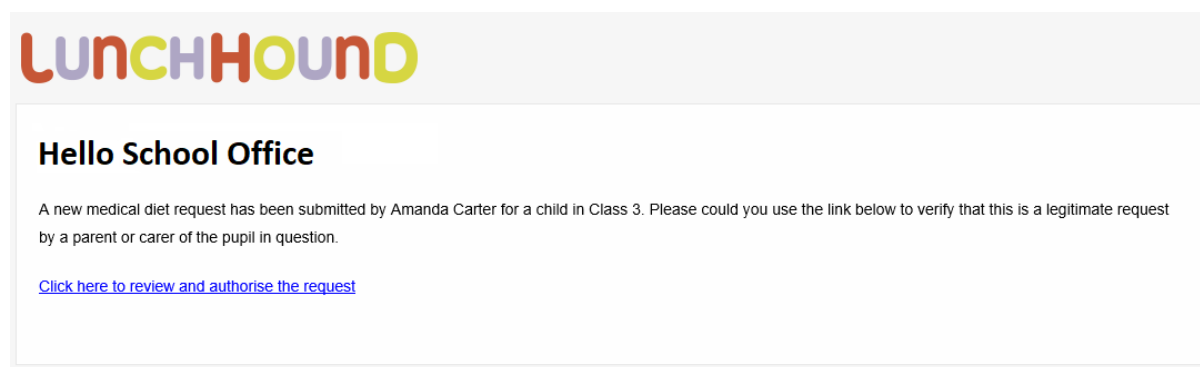


Requesting a medical diet.

Parents and carers must now request a medical diet via our online portal. As part of the request and approval process, you will be asked to check and confirm that this is a legitimate request sent by a parent or carer on behalf of a child at your school.

When a parent or carer submits a request, you will receive an email from 'noreply@lunchhound.co.uk'. The email will look similar to the below image:



The email contains a secure, time sensitive link to the submitted request. Please click the link in the email. You will be taken to a web page containing details of the request.

Medical Diet Request

A medical diet request has been submitted by Michelle makin for Kimberley Makin

We have verified that the provided email belongs to the person submitting the request.

Please could you review the information below and confirm that the personal details of the person submitting the request match your records. Could you also confirm that the person submitting the request has parental responsibility for the child.

Pupil Name	Kimberley Makin
Class	Class 6
Year Group	Year 6
Date of Birth	24/02/2011
Parent/Carer Submitting Request	Michelle makin
Parent/Carer Phone	
Parent/Carer Email Address	makin@lunchhound.co.uk
Allergies	Celery
Other Allergies	
Medical Conditions	
Other Medical Conditions	

I confirm that this request is from a person with parental responsibility for the named child. I have checked that the contact details supplied match our records.

This request was not submitted by a person with parental responsibility, or is not a valid request.

Please read the details of the request and confirm that this has been submitted by a person with parental responsibility for the child named in the request. If you are happy that the details provided are correct, please click the 'Submit' button. The request will then be sent to our dietitians for processing, and the parent will be notified via email that you have approved the request. Once our

dietitians have processed the request, both you and the parent will receive an email confirming that the request has been processed. Your operations manager will then be in touch with the child's menu template.

If you have any questions about this process, speak to your operations manager in the first instance.