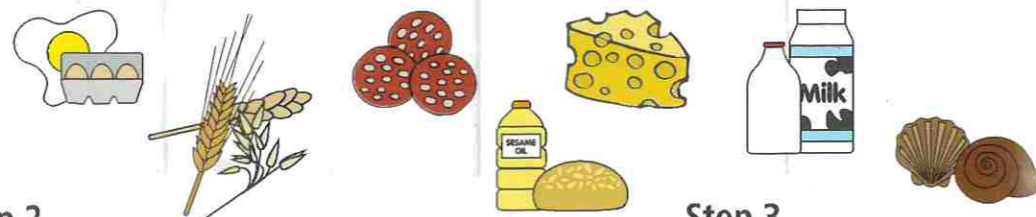


# How to apply for a Medical Menu



## Step 1

Please read fully our 'Frequently Asked Questions' section on the back pages of this leaflet.

## Step 2

Go to the HCL website:

[www.hertscatering.co.uk/allergy-menu-application](http://www.hertscatering.co.uk/allergy-menu-application)

## Step 3

Select the pink tab at the top called 'Medical Menus'.

Medical Menus

## Step 4

From the list of medical menus available, choose the menu type that exactly matches the medical evidence you have. Do not select any other menu type other than what is listed on the medical evidence, as we will be unable to fulfill any requests that do not match exactly. If the menu type you need is not listed, select the tab 'Allergens not listed'.

Allergens not listed

## Step 5

Once you have found the menu that represents your child's specific medical requirements, select: 'Apply for Menu'.

If your child has a nut allergy, please tick this option **BEFORE** completing the next stages of your application (see box 'Nut Allergies' below). If your child has a nut allergy **PLUS** another dietary requirement, tick the additional menu type required **BEFORE** proceeding with your application.

## Step 6

Ensure that you have all the correct information on the checklist below so that you can complete your application.

- Your child's allergy/ intolerance information
- Your child's school and class name
- A clear, colour photo of your child (see the examples of what is an acceptable picture to the right)
- Medical evidence from your child's medical practitioner (see box 'Medical Evidence' to the right)

If you have all of these, click 'I have everything, let's go!' to begin your application.

I have everything, let's go!

## Step 7

Start to type your child's school name into the text box, as you type, school suggestions that match will come up on screen, ensure you select the correct school, paying attention to the school address appearing alongside the school name. Click:

Continue to select menu

The medical menu relevant to your child's specific requirements and in line with the mainstream menu offered at your child's school will now be available to view. The medical menus we use have been created by a qualified nutritionist and HCL are unable to make any alterations to suit particular tastes.

View the menu PDF

Check that the medical menu offered matches exactly to the medical evidence you are submitting and then press 'All correct, continue application'. If the menu and medical evidence do not match, click 'Change this' to correctly select the right menu option.

All correct, continue application

## Nut allergies

HCL do not use tree nuts or peanuts as an ingredient or use any products that carry a "may contain nut traces" warning on the label.

Therefore no amended or special menu is required from our standard menu range. We do however require that a full application is completed to ensure that all parties are aware of your child's allergy, symptoms and treatment. If your child does have a nut allergy, please tick this option **BEFORE** completing the next stages of your application.

My child has a nut allergy

If your child has a nut allergy **PLUS** another dietary requirement, please tick the additional menu type before proceeding with your application.



## Uploading your child's photo



We must have a photo of your child to ensure that they are properly recognised and identified as requiring an adjusted menu at the point of service, by both our regular staff and temporary staff.

This photo must:

- Be in colour
- Have no busy backgrounds
- Be taken within the last month
- Be clear and in focus with your child facing forwards
- Be close-up of their full head and shoulders
- Show your child alone with no other objects or people

You may use your child's school portrait. This may be available from your child's school as an electronic version - please speak to your child's school.

## Medical Evidence

You can **ONLY** apply for a special diet menu if you have medical evidence available to support your application. Don't worry if you haven't got it to hand, you can download a form to take to your doctor by clicking the button. However, please note that we will not be able to process any applications without this evidence, so please allow sufficient time prior to your child requiring a school menu.

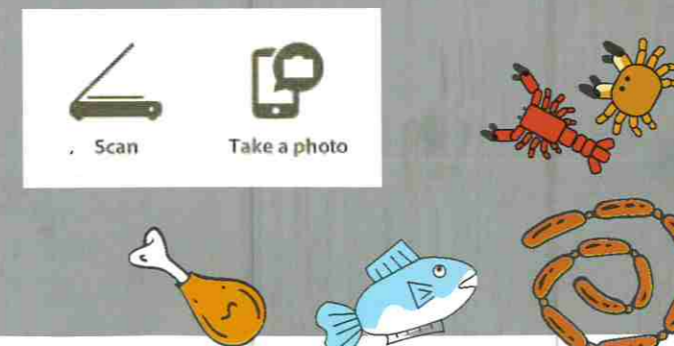
Download Medical Form

## It's really easy to upload your medical evidence documents

You can upload your evidence by taking a photo of the documents, ensuring that your child's name along with the special diet requirements and medical practitioner's details are clearly visible.

If the details are unreadable, we may have to reject your application. You can also scan the evidence or use PDF format or Microsoft Word Documents. As long as they contain all the relevant details and are signed, dated and stamped by your medical practitioner, we will be able to process your application without undue delay.

Please ensure that the documents you upload are the correct way up.



# How to apply for a Cultural & Religious Menu

## Step 1 & 2

Follow steps 1 and 2 from the Medical Menu application process.

## Step 3

Select the orange tab at the top 'Cultural & Religious Menus'.

Cultural & Religious Menus

## Step 4

Now select the menu type that you would like to apply for and click 'Apply for Menu'.

Apply for Menu

## Step 5

Ensure that you have all the correct information on the checklist below so that you can complete your application.

- Your child's school and class name
- A clear, colour photo of your child (see the examples of what is an acceptable picture on the left)

If you have all of these, click 'I have everything, let's go!' to continue your application.

I have everything, let's go!

## Step 6

Start to type your child's school name into the text box, as you type, school suggestions that match will come up on screen. Ensure you select the correct school, paying attention to the school address appearing alongside the school name. Click:

Continue to select menu

You can view your selected menu and make sure that it is suitable for your child by clicking 'View the menu PDF'. If you are happy with your menu choice click 'Continue application'. HCL are unable to make any alterations to our Cultural Menus to suit particular tastes. Check your chosen option is correct. If it is wrong you can click 'Change this' to correct it. If it is correct, you can now click 'All correct, continue application'.

All correct, continue application

## Step 7

Fill out the form by completing all the details we require, taking care to ensure all the information is correct. **Remember that you must also upload a photograph along with your application.**

## Step 8

Once you have completed your form and uploaded your photograph, you will need to accept HCL's Terms & Conditions for special menus - to view our T&Cs click 'View Terms & Conditions'. Tick the box 'I agree to the Terms & Conditions' and 'Send Application'. We aim to process your application within four term time weeks.