



**BERESFIELD COMMUNITY  
CHILDREN'S EDUCATION CENTRE**  
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**BERESFIELD**  
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## **CHILD ALLERGY - OTHER THAN FOOD**

Name of child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Description of allergy including possible reactions:

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Products used to help/prevent allergy:

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I acknowledge that if I require an alternative product to be used for my child that I will provide this to the centre with my child's name clearly labelled. I am aware that I may have to provide a letter from a doctor if required.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only:**

Director's signature: _____	Date: _____
Staff member's signature: _____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Please note that this form is valid for the current Calendar Year only, or until written notification by the parent stating that the above food allergy / intolerance no longer exists.

### **Protecting your privacy**

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council and Centre policies.

**Purpose:** BCCEC requires the information on this form to assist staff to provide high quality care for your child.

**Intended recipients:** This information will be supplied to Centre staff as appropriate.

**Supply:** This form only needs to be completed if relevant to the health of your child. If your child has a medical condition or allergy, provision of this information is mandatory.

**Consequence of non-provision:** If your child has a medical condition or allergy and the requested information is not provided, the centre cannot enrol your child.

**Storage and security:** This information will be stored securely in hard copy and/or electronic form by Beresfield Community Children's Education Centre and the City of Newcastle. The information will be retained until your child turns 25 years of age, in accordance with relevant legislation.

**Access:** Individuals may request access to their personal information held by BCCEC to check its accuracy at any time.