**National Allergy Council**

**Food allergen management audit tool – Children’s education and care (CEC)**

**Aim:** This tool has been developed for the Children’s Education and Care Service Manager/Director or external auditor to undertake a comprehensive audit to assess the food safety protocols and procedures regarding food allergy management at [insert Children’s education and care service], to identify what is working well and where things can be improved.

**Before using this audit tool template, please note the following:**

* This template has been developed as an evidence based best practice tool for allergy management in food service.
* This template is designed to be customised for individual Children’s Education and Care services.
* This template is editable, allowing you to make changes as required. Throughout the document, you will find [red text] where information can be inserted, edited and/or removed.

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| **Procedure and recommended verification** | **Current practice on site** | **Achieved?** | **Recommended action** |
| **1. Identifying food allergens to be managed** | | | |
| * Documentation to identify which children have food allergies and what food/s they are allergic to (e.g. ASCIA Action Plan) | *e.g. ASCIA Action Plans are obtained upon enrolment; copies kept <insert location/s>*  *Staff aware of location(s)?* | Yes  No  N/A |  |
| **2. Parent provision of meals and snacks** | | | |
| * A process is in place to store foods provided by parents for children with food allergies considering the following: * Appropriate storage to prevent cross contamination of the food while in storage (dry store, refrigerator and/or freezer), reheating (if required) and serving * Food is clearly labelled with the child’s name and date prepared/provided including list of ingredients * Appropriate storage to meet food hygiene requirements |  | Yes  No  N/A  Yes  No  N/A  Yes  No  N/A |  |
| **3. Food ordering and suppliers** | | | |
| **Ordering**   * All food items received from suppliers must have allergen information provided. If the product does not have an ingredients label, a Product Information Form (PIF)/specification sheet must be provided by the supplier * Up-to-date PIF forms/specification sheets for all products used are maintained in a central file for future reference * Food items are not substituted without notification and approval by an appropriately trained team member |  | Yes  No  N/A  Yes  No  N/A  Yes  No  N/A |  |
| **Receiving and product checking**   * All items have been checked by the chef/cook noting that it is the correct product and brand * Should an alternative brand/product be received, then ingredients label is checked or stored PIFs are used to assess potential substitution risk arising from ingredients or allergy declarations * If a substitute product is accepted, the Food allergen menu matrix is updated |  | Yes  No  N/A  Yes  No  N/A | National Allergy Council food allergen menu matrix template is [available](https://foodallergytraining.org.au/resources/allergen-menu-matrix) |
| **Storage**   * All products are stored to minimise the risk of cross contamination, including products stored in their original packaging. Integrity of product packaging is monitored in routine store audits/reviews and products removed (and where necessary disposed of) where they pose a cross contamination risk. *Ideally products with gluten and wheat are stored separately due to high risk of cross contamination through packaging* * All products taken from their original packaging and put into another container are in sealed containers and have a label indicating the product name, ingredients, allergen statements, use by date * Pre-plated allergy meals are covered securely to prevent spills/contamination, labelled with child’s name (and allergy) and stored appropriately until served |  | Yes  No  N/A  Yes  No  N/A  Yes  No  N/A |  |
| **5. Meal preparation for food allergy meals** | | | |
| * A cleaning schedule for all meal and snack preparation areas are completed and signed off by staff member each meal/day |  | Yes  No  N/A |  |
| * Prepare allergy meals with clean gloves or washed hands. Change gloves or wash hands in between handling different allergens and preparing different meals |  | Yes  No  N/A |  |
| * Relevant separate equipment is used where cleaning between use is not reasonable or possible (e.g. a separate toaster for wheat free [gluten free] bread) |  | Yes  No  N/A |  |
| * Food item ingredient labels are checked for food allergens prior to preparing meals |  | Yes  No  N/A |  |
| * All meals are checked for plating accuracy by the cook/chef prior to meal delivery |  | Yes  No  N/A |  |
| * Prepare ‘allergy’ recipes first in an area that has been cleaned including cleaning the equipment to minimise risk of cross contamination |  | Yes  No  N/A |  |
| **6. Meal delivery** | | | |
| **Main meals, morning tea and afternoon tea**   * Different coloured plates/bowls (change as per site’s protocol) are used for children with a food allergy |  | Yes  No  N/A |  |
| * All food allergy meals are checked by the cook/chef and another staff member |  | Yes  No  N/A |  |
| * Meals free of specific allergens are covered securely to minimise the risk of cross contamination |  | Yes  No  N/A |  |
| * A process is in place to check the right meal is being given to the right child with food allergy |  | Yes  No  N/A |  |
| **7. Breakfast stations** | | | |
| * Where self-serve breakfast stations are available: * Processes are in place to communication food allergens in the food options available * Separate utensils are provided for the different food options * Parents of children with food allergies are alerted to the risk that the food could contain the food their child is allergic to or the risk of cross contamination with the food their child is allergic to |  | Yes  No  N/A  Yes  No  N/A  Yes  No  N/A |  |

**Support programs for food allergen management**

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| **1. Standard recipes** |  |  |  |
| * There are standard recipes documented for all on-site prepared meal items. This includes allergen information |  | Yes  No  N/A | National Allergy Council standardised recipe template is [available](https://foodallergytraining.org.au/resources/standardised-recipe-template) |
| * The standardised recipes are being followed |  | Yes  No  N/A |  |
| * Menu and recipe substitutions are checked with the cook/chef before a meal is given to a child with a food allergy |  | Yes  No  N/A | National Allergy Council food allergen ingredient substitution tool is [available](https://foodallergytraining.org.au/resources/ingredient-substitution) |
| **2. Education and training** | | | |
| * All staff preparing, serving and supervising food have completed the National Allergy Council *All about Allergens for CEC* online training |  | Yes  No  N/A | [National Allergy Council: All about Allergens for CEC](http://www.foodallergytraining.org.au) |
| **3. Communication and awareness** |  |  |  |
| * There is a food allergen matrix that includes all food menu and beverage (drink) items. This system easily identifies allergens in recipes and menu items |  | Yes  No  N/A | National Allergy Council food allergen menu matrix template is [available](https://foodallergytraining.org.au/resources/allergen-menu-matrix) |
| **4. Cleaning and sanitising** | | | |
| * There is a cleaning procedure displayed for cleaning prior to the preparation of allergy-free meal in the food preparation area |  | Yes  No  N/A |  |
| * All surfaces and utensils are cleaned and sanitised prior to preparing a meal free of a specific allergen * If more than one allergy meal is being prepared, staff must have processes in place to prevent cross contamination from one allergy meal to another, as children may be allergic to different foods |  | Yes  No  N/A  Yes  No  N/A |  |
| * Cleaning schedules are completed and signed as per the Food Safety Program |  | Yes  No  N/A |  |
| **5. Incident management** | | | |
| * Incidents, including near misses, related to food allergy are clearly documented and processes put in place to prevent it from happening again |  | Yes  No  N/A |  |
| * All incidents, including near misses, related to food allergy are reported as required |  | Yes  No  N/A |  |
| * All staff preparing, serving and supervising food undertake the National Allergy Council *All about Allergens for CEC* training after an incident to refresh knowledge and skills |  | Yes  No  N/A |  |