**National Allergy Council**

**Food allergy management audit tool – Schools**

**Aim:** This tool has been developed for canteen managers, head chef (boarding school kitchen) or food technology manager to do a comprehensive audit to assess the food safety protocols and procedures regarding food allergy management. It will help identify what is working well and where things can be improved.

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

* This template is an evidence based, best practice tool for allergy management in food service.
* This template can be customised for individual schools and school settings.
* 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.

| **Procedure and recommended verification** | **Current practice on site** | **Achieved?** | **Recommended action** |
| --- | --- | --- | --- |
| **1. Identifying food allergens to be managed**  |
| * Documentation to identify which students and staff have food allergies and what food/s they are allergic to (e.g. ASCIA Action Plan)
 | *e.g. ASCIA Action Plans are obtain upon enrolment; copies kept <insert location/s>* *Staff aware of location(s)?*  | [ ]  Yes [ ]  No[ ]  N/A |  |
| **2. 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. This may include in written or electronic form.
* 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/canteen manager/food technology manager 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 Ggluten 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 dates
* Pre-plated allergy meals are covered securely to prevent spills/contamination, labelled with student or staff member’s name (and allergy), and stored appropriately until served
 |  | [ ]  Yes [ ]  No[ ]  N/A [ ]  Yes [ ]  No[ ]  N/A [ ]  Yes [ ]  No[ ]  N/A |  |
| **4. Meal preparation for food allergy meals**  |
| * Cleaning schedules 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 |  |
| * 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 |  |
| **5. Meal delivery** |
| **Main meals, morning tea and afternoon tea*** Meals for students and staff with food allergy can easily be distinguished using visual aids – labels, stickers, colours, different lunch order bags
 |   | [ ]  Yes [ ]  No[ ]  N/A |  |
| * All food allergy meals are checked by the cook/chef/canteen manager
 |  | [ ]  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 student or staff member with food allergy
 |  | [ ]  Yes [ ]  No[ ]  N/A |  |
| **6. Self-service stations** |
| * Where self-serve stations are available (e.g. boarding school):
	+ Processes are in place to communicate food allergens in the food options available
* Separate utensils are provided for the different food options
* Students and staff with food allergies are able to access food that is safe for them
 |  | [ ]  Yes [ ]  No[ ]  N/A[ ]  Yes [ ]  No[ ]  N/A[ ]  Yes [ ]  No[ ]  N/A |  |

**Support programs for food allergen management**

| **Procedure and recommended verification** | **Current practice on site** | **Achieved?** | **Recommended action** |
| --- | --- | --- | --- |
| **1. Standardised recipes** |  |  |  |
| * There are standardised 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 using ingredients from specific brands that have been checked (e.g. gravy, stock cubes)
 |  | [ ]  Yes [ ]  No[ ]  N/A |  |
| * Menu and recipe substitutions are checked by someone who is trained in food allergen management before a meal is given to a student or staff member with 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 who prepare and serve foods have completed the National Allergy Council *All about Allergens for Schools* online training
 |  | [ ]  Yes [ ]  No[ ]  N/A | [National Allergy Council: All about Allergens for Schools](http://www.foodallergytraining.org.au) |
| **3. Communication and awareness** |  |  |  |
| * There is a food allergen menu 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) |
| * If an electronic menu system is in use, there is a process for ensuring that the ingredient and allergen information is up-to-date and accurate
 |  | [ ]  Yes [ ]  No[ ]  N/A |  |
| **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 students/staff 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 who prepare and serve food undertake the National Allergy Council *All about Allergens for Schools* training after an incident to refresh knowledge and skills
 |  | [ ]  Yes [ ]  No[ ]  N/A |  |