**National Allergy Council**

**Food allergy management audit tool – Residential care**

**Aim:** This tool has been developed for nurse or facility managers, food service managers and food safety supervisors to undertake a comprehensive audit to assess the food safety protocols and procedures regarding food allergy management at [insert residential care / food service provider]. This audit will help to identify what is working well and what 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 by the residential care provider using the document.
* You can edit the template and make changes as required. Throughout the document, you will find [red text] where information can be inserted, edited and/or removed.

| **Recommended procedure and verification** | **Current practice on site** | **Achieved?** | **Recommended action** |
| --- | --- | --- | --- |
| **1. Identifying food allergens to be managed**  |
| * Documentation to identify which residents have food allergies and what food/s they are allergic to (such as an ASCIA Action Plan)
 | *For example, ASCIA Action Plans are obtained upon enrolment; copies kept <insert location/s>**Staff aware of location(s)?* | [ ]  Yes [ ]  No[ ]  N/A |  |
| **2. External provision of meals and snacks** |
| * A process is in place to store foods provided by family members/carers of residents with food allergies considering the following:
* Appropriate storage to prevent cross contamination of the food while in storage (dry store, refrigerator and/or freezer)
* Food is clearly labelled with the resident’s name and date prepared/provided including list of ingredients
* Appropriate storage to meet food hygiene requirements
 |  | [ ]  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 |  |
| **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 resident’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**  |
| * Cleaning schedule for all meal and snack preparation areas are completed and signed off by staff member each meal/day
 |  | [ ]  Yes [ ]  No[ ]  N/A |  |
| * Allergy meals are prepared with clean gloves or washed hands. Gloves are changed or hands are washed 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 (such as a separate toaster for gluten free toast)
 |  | [ ]  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 |  |
| * Food for residents with food allergy is prepared 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*** A process is in place to make sure that the right meal is provided to the right resident 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 |  |
| **7. Self-service stations** |
| * Where self-serve stations are available:
	+ Processes are in place to communicate food allergens in the food options available
* Separate utensils are provided for the different food options
* Residents 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**

| **Recommended procedure and verification** | **Current practice on site** | **Achieved?** | **Recommended action** |
| --- | --- | --- | --- |
| **1. Standard recipes** |  |  |  |
| * There are standard recipes documented for all on-site prepared meal items. This includes allergen information and ingredients (including brand)
 |  | [ ]  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 resident 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 Residential Care* online training
 |  | [ ]  Yes [ ]  No[ ]  N/A | [National Allergy Council: All about Allergens for](http://www.foodallergytraining.org.au) Residential Care |
| **3. Communication and awareness** |  |  |  |
| * There is a food allergen matrix that includes all food menu and drink (fluids) 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 residents 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 Residential Care* training after an incident to refresh knowledge and skills
 |  | [ ]  Yes [ ]  No[ ]  N/A |  |