

SOP: Documentation and Incident Reporting Related to Food Allergy Cases

This SOP details the **documentation and incident reporting related to food allergy cases**, covering procedures for accurately recording allergy incidents, maintaining patient and incident records, timely reporting to relevant health authorities, and ensuring compliance with food safety regulations. The goal is to enhance response effectiveness, prevent recurrence, and safeguard individuals with food allergies through proper incident management and transparent documentation practices.

1. Purpose

To establish a standardized procedure for documenting and reporting incidents related to food allergies, ensuring compliance with relevant laws and promoting individual safety.

2. Scope

This SOP applies to all staff involved in the preparation, service, and management of food and patient care in healthcare, hospitality, and food service environments.

3. Responsibilities

- **All Staff:** Immediately report and document any food allergy incident.
- **Supervisors/Managers:** Review and escalate reports as needed, notify health authorities, retain records, support investigation.
- **Medical Personnel:** Provide clinical assessment and support documentation.
- **Quality/Safety Department:** Conduct periodic reviews, update protocols as needed.

4. Procedures

1. **Immediate Response to Incident**
 - Provide medical assistance per emergency protocols (e.g., administer epinephrine, call emergency services).
 - Remove any remaining food and label it as “Do Not Consume” for investigation purposes.
2. **Documentation**
 - Complete the Food Allergy Incident Report Form promptly (see Appendix A for template).
 - Include all required information (see Section 5).
 - Maintain confidentiality and secure storage of all records.
3. **Internal Reporting**
 - Notify the supervisor and/or quality/safety department immediately.
 - Document time, date, and responsible staff.
4. **External Reporting**
 - Report to public health authorities within 24 hours as per local laws and guidelines.
 - Maintain communication log with authorities.
5. **Incident Review and Follow-Up**
 - Conduct root cause analysis and complete follow-up report within 7 days.
 - Implement corrective and preventive actions (CAPA) as required.
 - Inform the affected individual/patient and/or their family of findings and actions taken, in accordance with privacy regulations.
6. **Record Retention**
 - Retain all incident reports, communications, and follow-up documentation for a minimum of 5 years, or as mandated by law.

5. Required Documentation

- Date and time of the incident
- Name and details of the individual affected
- Description of the food involved and potential allergen
- Symptoms observed and timeline
- Immediate actions taken (including medical care provided)
- Names of staff involved
- Witness statements (if any)
- Corrective and preventive actions implemented
- Signatures of reporting staff and supervisors

6. Compliance

- All staff must follow this SOP in conjunction with organizational and regulatory food safety standards.
- Training on allergy management and incident reporting must be provided annually.
- Non-compliance may lead to disciplinary action and/or regulatory penalties.

Appendix A: Food Allergy Incident Report Form Template

Section	Details
Incident Date/Time	[Enter date and time]
Location	[Enter facility/area]
Individual's Name/ID	[Enter patient/guest details]
Food Served	[Name/description]
Suspected Allergen	[E.g., peanuts, gluten, shellfish]
Symptoms	[Describe symptoms]
Immediate Actions Taken	[E.g., EpiPen administered, emergency services called]
Staff Involved	[Names]
Witnesses	[Names, contact]
Reported To	[Supervisor, health authorities]
Corrective Actions	[Describe, as implemented]
Follow-up/Preventive Measures	[Describe, future actions]
Signatures	[Reporting staff & supervisor]

Version Control

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