

Standard Operating Procedure (SOP)

Allergy Management and Special Dietary Accommodations

This SOP details the protocols for **allergy management and special dietary accommodations**, including identification and documentation of dietary restrictions, communication procedures with staff and food service providers, preparation of safe meals to prevent cross-contamination, training for personnel on allergy awareness, emergency response plans for allergic reactions, and regular review and updates of dietary policies to ensure the health and safety of individuals with special dietary needs.

SOP Number	[Insert Number]	Effective Date	[Insert Date]
Revision No.	[Insert Revision]	Reviewed By	[Insert Name & Title]

1. Purpose

To ensure the health and safety of individuals with allergies and special dietary requirements by outlining standardized protocols for management, communication, and emergency response.

2. Scope

This SOP applies to all staff and food service providers responsible for food preparation, distribution, and service in [Facility/Institution Name].

3. Definitions

- **Allergen:** Any substance that can cause an allergic reaction (e.g., peanuts, shellfish, dairy, gluten).
- **Cross-contamination:** The unintentional transfer of allergens from one food or surface to another.
- **Special Dietary Accommodation:** Any modification to standard meals to meet medical, religious, or ethical dietary needs.

4. Responsibilities

- **Food Service Manager:** Oversee implementation and compliance with this SOP.
- **Staff:** Adhere to procedures and report concerns to management.
- **Personnel:** Complete all required training on allergy awareness and emergency procedures.

5. Procedure

5.1 Identification and Documentation

- Obtain dietary information from individuals (or guardians) upon admission or registration.
- Accurately document all allergies and special dietary needs in the individual's record.
- Update documentation as needed (minimum: annually or upon reported changes).

5.2 Communication

- Clearly communicate dietary restrictions to all relevant staff and food service providers, using visual indicators where appropriate (e.g., color-coded trays, labels).
- Ensure confidential sharing of information only with those requiring access.

5.3 Meal Preparation and Service

- Follow strict protocols to avoid cross-contamination (e.g., separate preparation areas, utensils).
- Use verified ingredient lists and suppliers who provide allergen-free products.
- Label all meals clearly with allergen and special dietary information.

5.4 Personnel Training

- Provide annual training on allergy awareness, cross-contamination prevention, and emergency response to all food service and relevant staff.
- Maintain training records for compliance audits.

5.5 Emergency Response

- Develop and display clear protocols for recognizing and responding to allergic reactions (anaphylaxis).
- Ensure availability of emergency medications (e.g., epinephrine auto-injectors) and train staff in their use.
- Notify emergency contacts and medical personnel in the event of a severe allergic reaction.
- Document all incidents and review for process improvements.

5.6 Review and Updates

- Review allergy management and dietary policies at least annually or upon significant incident.
- Revise SOP as necessary to incorporate regulatory changes or new best practices.

6. Records and Forms

- Allergy and Dietary Needs Record Form
- Training Attendance Log
- Incident/Allergic Reaction Report Form
- SOP Review Log

7. References

- [Name of Regulatory Body] Guidelines on Food Allergen Management
- CDC: Food Allergy Management in Schools and Early Care
- [Other Institutional/Local Policies]

8. Revision History

Date	Revision	Description of Change	Approved By
[Insert Date]	[Insert Revision No.]	[Insert Description]	[Insert Name]