

SOP: Staff Training on Food Allergy Awareness and Emergency Response

This SOP details **staff training on food allergy awareness and emergency response**, covering the identification of common food allergens, recognizing signs and symptoms of allergic reactions, proper communication protocols, safe food handling practices to prevent cross-contact, and emergency procedures including the administration of epinephrine and contacting emergency services. The goal is to equip all staff with the necessary knowledge and skills to ensure the safety of individuals with food allergies and to respond promptly and effectively in case of an allergic emergency.

1. Purpose

To outline procedures for training staff on food allergy awareness and effective emergency response, minimizing the risk of severe allergic reactions and ensuring the safety and wellbeing of all individuals served.

2. Scope

This SOP applies to all staff involved in food preparation, service, and supervision within the facility.

3. Responsibilities

- **Management:** Ensure all staff complete training and that training is refreshed annually.
- **Supervisors:** Monitor staff compliance and provide guidance as needed.
- **All Staff:** Attend training sessions, adhere to procedures, and maintain awareness.

4. Training Content

1. **Identification of Common Food Allergens**
 - Milk
 - Eggs
 - Peanuts
 - Tree nuts
 - Fish
 - Shellfish
 - Soy
 - Wheat
 - Others as per local regulations
2. **Recognizing Signs & Symptoms of Allergic Reactions**
 - Skin reactions (hives, itching, redness)
 - Swelling of face, lips, tongue, or throat
 - Difficulty breathing or swallowing
 - Abdominal pain, nausea, vomiting
 - Dizziness or fainting
3. **Communication Protocols**
 - Document and communicate allergen information accurately
 - Notify kitchen and staff when an individual has a food allergy
 - Verify orders with individuals/guardians as needed
4. **Safe Food Handling Practices**
 - Avoid cross-contact by using separate utensils and surfaces
 - Clean and sanitize all equipment and areas after contact with allergens
 - Label and store allergen-free foods separately
5. **Emergency Response Procedures**
 - Recognize allergic reaction and respond immediately
 - Administer epinephrine auto-injector if available and trained
 - Call emergency services (e.g., 911) immediately
 - Monitor individual until emergency personnel arrive
 - Document the incident and notify management and guardians/next of kin as required

5. Training Delivery

- Initial training during staff orientation
- Annual refresher training
- On-demand training after relevant incidents or policy updates

- Includes demonstrations and hands-on practice of emergency procedures (e.g., epinephrine administration)

6. Record Keeping

- Maintain records of staff training completion and dates
- Document attendance and topics covered
- Ensure accessibility for audits and inspections

7. Review and Updates

- Review SOP annually or after any incident involving a food allergy emergency
- Update procedures as needed based on new guidance or regulations

8. Appendix: Emergency Contacts & Resources

Resource	Contact Information
Emergency Services	911
Local Hospital	[Insert Phone Number]
Management Contact	[Insert Name & Phone Number]
Food Allergy Support Organization	[Insert Relevant Organization & Contact]

Reviewed by: _____ *Date:* _____

Next Review Due: _____