

SOP Template: Allergy and Dietary Requirement Handling

This SOP outlines **allergy and dietary requirement handling** procedures, including identification and documentation of allergies, communication protocols with food service staff, safe food preparation practices to prevent cross-contamination, accommodation of individual dietary needs, emergency response for allergic reactions, staff training on allergy awareness, and continuous monitoring to ensure compliance. The goal is to protect individuals with allergies and special dietary requirements by maintaining a safe and inclusive food environment.

1. Purpose

To establish standardized procedures for identifying, documenting, and effectively managing allergy and dietary requirements to safeguard the health and well-being of individuals.

2. Scope

This SOP applies to all food service staff, kitchen personnel, and any team members responsible for planning, preparing, or serving food.

3. Roles & Responsibilities

- **Food Service Staff:** Identify and communicate dietary needs, follow protocols.
- **Kitchen Personnel:** Prepare food safely, prevent cross-contamination.
- **Supervisors/Managers:** Maintain documentation, provide training, oversee compliance.

4. Procedures

1. **Identification and Documentation of Allergies:**
 - Obtain written/allergy information from individuals or guardians prior to food service.
 - Maintain an up-to-date allergy and dietary requirement list accessible to all relevant staff.
2. **Communication Protocols:**
 - Clearly communicate all allergy and dietary requirements at staff briefings.
 - Label foods with allergen information where appropriate and feasible.
3. **Safe Food Preparation Practices:**
 - Designate separate preparation areas and utensils for allergy-friendly foods.
 - Follow strict handwashing and sanitation procedures before handling any ingredients.
 - Store allergen-free foods separately to avoid cross-contact.
4. **Accommodation of Individual Dietary Needs:**
 - Adapt menus and recipes as needed to accommodate allergies and dietary restrictions.
 - Offer alternative meal options if necessary.
5. **Emergency Response for Allergic Reactions:**
 - Train staff in recognizing signs of an allergic reaction (e.g., anaphylaxis).
 - Ensure easy access to emergency medications (e.g., epinephrine auto-injectors) and emergency contact procedures.
6. **Staff Training:**
 - Provide initial and periodic training on allergy awareness, food labeling, and emergency response.
7. **Continuous Monitoring and Compliance:**
 - Conduct regular audits of procedures and food preparation practices.
 - Review and update the allergy and dietary requirement SOP annually or as needed.

5. Documentation

- Allergy and dietary requirement records.
- Staff training registers and certificates.
- Incident and emergency response reports, if any.
- Audit and compliance checklists.

6. Review

This SOP will be reviewed annually and updated as needed to reflect changes in regulations, best practices, or dietary needs.

7. Approval

Approved by: _____

Date: _____