

Step	Actions Required	
1	Notified of a new or change to Allergy/Food preference which is to be documented on Form 5 "Food Allergy Notification Form"	
2	Director Review Section 1 & 2 of Form 5 and implement Section 3 based on information provided <ul style="list-style-type: none"> <li>Provide Form 21 and 22 to parent and communicate they have 5 working days to return completed forms along with action plan and supply medication or care will be suspended (fees still charged) until all completed information received by Director</li> </ul> Form 21 – Administration of Authorised medication Form 22 – Risk Minimisation Plan (Record the date it is to be returned)	
3	Parent to complete section 4 of Form 5 confirming that they have updated Hubworks or authorise centre to make changes and sign the form as authorisation.  Important that Form 5, Allergy Charts and Hubworks all say the same thing!	
4	Director to complete Section 5 detailing date of meeting with parent and cooks. This is to include a discussion of items used in general menus and if specific foods are allowed by parents the name, brand etc needs to be recorded on the form so it can be added to allergy chart as an alternate food.  For Minor Food Allergy/Intolerance ask if products that are labelled "May Contain Traces" are permitted ? <ul style="list-style-type: none"> <li>Cooks and Director to sign off on this</li> </ul>	
5	Form 21 and 22 returned	
6	Director to review both forms to ensure they have been completed correctly <ul style="list-style-type: none"> <li>Form 22 - If Medical Practitioner has completed part (e) for medication to be administered then ensure Form 21 has also been completed</li> </ul>	
7	If an Action plan has been provided for anaphylaxis, allergy, asthma, eczema etc you must check the plan for the following: <ul style="list-style-type: none"> <li>Family/Emergency contact names and phone numbers completed</li> <li>Action plan dated and signed by Medical practitioner</li> <li>Medication and dosage clearly stated</li> </ul>	
8	Allergy Summary Chart Form 54 to be Updated , printed and provide to Cooks, trolleys, rooms and Director	
9	The "Allergen & Dietary Requirement Check" Form 53 updated with child's name, Allergy information printed and provided to Cooks, Trolleys, Rooms this form is used by cooks and educators to ensure appropriate checks are conducted prior to and at meal times.	
10	The Medical Conditions Summary sheet to be updated, printed and provided to rooms, medical conditions folder and Directors. The name of authorised medication, dosage, expiry date and the review/renewal date for the action plan are to be included on the summary.	
11	Action plan to be displayed in each room and kitchen	
12	Communication to ALL Staff Form 42 to be printed and placed in Red Diary for all staff to sign off after reading the following: <ul style="list-style-type: none"> <li>The Food Allergy &amp; Medical Condition Notification Form 05,</li> <li>The Administration of Authorised Medication Form 21</li> <li>The Risk Minimisation Plan Form 22</li> <li>The ASCIA Action Plan</li> </ul>	
13	The Director to :- <ul style="list-style-type: none"> <li>Complete the checklist on Form 005 and collate all documentation to provide with form 005 and give to Admin</li> <li>Ensure all Staff read and sign form 42 and file</li> <li>Add information about this child to next staff meeting Agenda</li> <li>As New permanent staff at the 1 month probation meeting discuss and sign Form 35 with your supervisor</li> </ul>	

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|  | <ul style="list-style-type: none"> <li>As per the medical conditions policy, if an Anapen is being used, then the educators responsible for looking after this child must undertake appropriate training.</li> </ul> |  |
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#### **Kitchen Responsibility:- (Not Applicable for Kids Uni – iC)**

- Each day the recipe is to be checked by physically reviewing the labels of all ingredients listed to ensure the allergy information on the recipe is correct and current.
- Identify any children who will be in the service for occasional care.
- As part of the Food preparation step complete “The Food Preparation Allergy Record” Form 52, this should include the:-
  - Name of the recipes along with the allergy information for that recipe
  - The name of each child, the room they are in and their relevant allergy
  - Plan accordingly to ensure the allergen requirements of these children are met
  - Ensure all anaphylaxis children are served with “RED” crockery
  - Ensure those with allergies are on “Green” crockery
  - All alternate meals need to be identified with the Child’s name.
- Record on “Allergen and Dietary Requirement Check” Form 53 the details of the alternate meal provided where relevant and a check that you acknowledge the meal being provided is appropriate and suitable for each child
- Conduct a second check to ensure the correct/ appropriate food has been placed on the trolley for the child and is labelled.
- Every week copy the weeks “Allergen and Dietary Requirement Check” Form 53 for each room for each centre.

#### **Educators Responsibility:-**

- As a new permanent staff at the 1 month probation meeting discuss and sign Form 35 with your supervisor
- Prior to serving meals from the trolley read “Allergen and Dietary Requirement Check” Form 53 and conduct the following checks:-
  - Check the allergy column/chart for the allergy information for the child and then
  - Check that the meal or the alternate meal is suitable for the child based on the allergy information
  - Provided the correct meal to the correct child
  - Then initial the section of the form to acknowledge that you have completed a-c
- Ensure that only permanent team members serve food from the trolleys
- If the information is incomplete or you are unsure about anything always contact kitchen or Director to check...

#### **Procedure specific to Kids Uni iC**

- Educators to cross check allergy charts prior to meal times
- Educators are required to check Children’s lunch boxes upon arrival or as soon as practicable to ensure that high risk allergens such as eggs and/or nuts are not present. Educators to sign off on “Daily lunch Box check” form. In the event that an allergen should be detected the educator will remove and dispose of the allergen as appropriate. The educator will seek to provide a suitable alternative and advise the child’s family of this outcome as soon as possible.
- Educators are required to undertake a second check at meal time to verify the absence of allergens and sign off on “Daily lunch Box check” form.
- Ensure that only permanent educators are undertaking daily lunch box checks

#### **Directors Responsibility:-**

- Provide the relevant forms to family to complete
- Organise and attend meeting with family and cooks

3. Record those foods elected by parents that can be offered as an alternate including brand name
4. Coordinate the following :-
  - a. All new permanent employees at the one month probation meeting discuss and sign form 35
  - b. Ensure the "Food Allergy & Medical Condition Notification Form" Form 5 is completed correctly
  - c. Review information on Form 5 and issue the "Administration of Authorised Medication" Form 21 and "Risk Minimisation Plan" Form 22 to be completed by family and medical practitioner
  - d. Update all information on the Allergy Summary chart Form 54
  - e. Update the "Allergen and Dietary Requirement check" Form 53
  - f. Ensure Action plans located in Medical conditions folders in rooms and Kitchen
  - g. Medical conditions summary updated with approved medication, dosage, expiry and renewal date for action plan
  - h. Have the "Staff communication & sign off sheet" Form 42 completed with all the above and have staff read and sign