

Des Moines Public Schools Food and Nutrition Management

Preparation of Foods with Potential to Cause Allergic Reaction Standard Operating Procedure

Purpose: To identify products containing allergens and prevent cross contamination of products that could trigger an allergic reaction in an individual.

Scope: This procedure applies to anyone who is responsible for preparing or serving food in a school production or satellite kitchen when informed that students have specific food allergies.

General Information: Special precautions must be taken when students have been diagnosed with food allergies. School food service will receive a confidential list of students with food allergies and accommodate the student's need for a diet modification.

Purchasing and Receiving Procedures

1. Food labels will be obtained (Photo Archived) and kept in a three-ring binder.
2. The labels will be used to determine what products contain allergens or manufactured on equipment that processes products with allergens when notified about students with recognized food allergies.
3. Labels will be re-checked during receiving to determine if there are modified ingredients or notice that a product may contain certain allergens.
4. Standardized recipes will also be maintained and updated for changes. Food service staff will be instructed not to alter recipe without authorization from management. Appropriate arrangements will be made for parents/guardians, school nurse and others to view labels and recipes if requested.
5. Training is provided for staff on allergic reactions, emergency plans, label reading and other aspects of this standard operating procedure.

Storage Procedures:

Any food items or prepared recipes that contains allergen(s) specific to students with diagnosed food allergies will be stored separately to prevent cross contamination. Non-allergen foods will be labeled: for example: Gluten free items will be labeled as gluten free and stored separately.

Preparation Procedures:

To prevent contamination during preparation and clean up, food service personnel will:

1. **Handle products and prepare items that do not contain the allergen(s) first.**
2. Prior to working with these items, wash hands with soap to remove any potential allergen residue.
3. Put on clean gloves if coming in contact with ready to eat food items.
4. Thoroughly wash any food contact surfaces with detergent solution that will come in contact with the non-allergen items to remove any residue. These surfaces include the cutting boards, equipment such as slicers and can openers.
5. If disposable gloves are worn during cleaning, discard after cleaning surfaces.
6. Rinse cleaned surface with water.
7. Sanitize surfaces and allow to air dry.

8. Use designated color-coded cutting boards for non-allergen products to minimize cross contamination. Clean, rinse and sanitize the color-coded cutting boards separately.

Meal Service and Clean up

1. Follow your district's procedures for identifying students with food allergies.
2. Set food aside for students with food allergies from self-service areas such as salad bars or condiment stations.
3. Set up serving lines to prevent cross-contamination of non-food allergen products with allergen containing products.
4. Appropriately, label items to prevent mix-ups and to help students with diagnosed food allergy recognize what items may contain allergens.
5. Keep protective covers on key boards and key pads clean. Clean with detergent solution (not sanitizer) to remove food residue.
6. Clean allergen free table prior to meal service with detergent solution.

MONITORING: A child nutrition employee continually monitors receiving, preparation, and serving areas to assess whether food allergy procedures are being followed.

Corrective Action: Label and properly store any non-allergen product that has been contaminated with an allergen during food preparation or service. Seek immediate medical attention for students with allergens who may have ingested a contaminated or inappropriately labeled product. Follow other policies and procedures in the emergency plan. Provide follow up training to prevent cross contamination or mislabeling of products with allergens.

VERIFICATION AND RECORD KEEPING:

The child nutrition manager will observe child nutrition staff to make sure they are following these procedures and are taking all necessary corrective actions. Keep a list of corrective actions taken.