

# QUEEN'S UNIVERSITY BELFAST

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## Childcare Services

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### Allergen Procedures

- Any allergies/intolerances a child may have, are identified in their application form.
  - Where an allergy or intolerance is identified an Action Plan will be completed for the child.
  - Allergy Policy and Allergy Action Plan put into place November 2014.
  - Any queries regarding allergen information are directed to the Childcare Management Team.
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- Main supplier of ingredients is Sainsburys.
  - All delivery information checked to ensure deliveries meet the same specifications as those ordered. If a substitute item has been provided the specifications will be checked to ensure suitability and a copy of the ingredients will be stored within the allergy folder.
  - All delivery information can be accessed online.
  - Where possible, foods are kept in their original packaging so allergens can be easily identified.
  - All allergens within foods used are also identified within the allergy folder in the kitchen. Allergens within this folder are identified per allergen and highlighted for easy reference.
  - Where an item is bought as a one-off it is always kept in its original packaging so allergens can be easily identified.
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- When preparing meals for children with allergies/intolerances the following is put into practice:
    - Work surface cleaned and disinfected
    - All equipment and utensils are cleaned and disinfected
    - Staff member will wash hands thoroughly
    - All ingredients are checked
    - Meals are served in individual dishes and all children are served individually.
  - Any 'free from' ingredients (currently dairy free spreads, milks, cheeses) are kept in a clearly identified shelf in the door of the main fridge in the kitchen.
  - Staff training in allergy awareness is ongoing.