

**Exposure to allergens can have serious, sometimes life-threatening health consequences.
Compliance with this procedure is essential.**

Background

This procedure outlines responsibilities to manage the health needs of children with specific dietary requirements (i.e. food restriction, preference, intolerance or allergy) that are **not** diagnosed by a registered medical practitioner. An undiagnosed dietary requirement is identified by a child's parent/guardian in writing.

An **undiagnosed dietary requirement** is any food allergy, restriction, preference or intolerance NOT diagnosed by a registered medical practitioner. An undiagnosed dietary requirement is NOT a medical condition.

Not in scope of this procedure: Children with anaphylaxis, allergies and intolerances formally diagnosed by a registered medical practitioner. Do not follow this procedure. Instead follow [Medical Conditions Procedure](#) and [Anaphylaxis and Allergies Procedure](#).

Awareness and Communication

Centre Director/Nominated Supervisor or Responsible Person in Charge will:

- Upon receipt of an *Enrolment Booklet/Online Form* undertake a review to identify if child has a dietary requirement(s).
- When needed, seek clarification from parents/guardians to determine if a dietary requirement recorded in child's *Enrolment Booklet/Online Form* is undiagnosed or diagnosed by a registered medical practitioner:
 - When a dietary requirement has been diagnosed by registered medical practitioner, stop following this procedure. Instead follow the *Medical Conditions Procedure* and *Anaphylaxis and Allergy Procedure*.
 - When an undiagnosed dietary requirement has been recorded as a medical condition, amend Kidsoft by:
 1. "Add a Comment" on child's details. Include your name, parent/guardian name, date and details of conversation and if applicable, upload scanned copy of written parent/guardian instructions as "undiagnosed dietary requirement" to the child's record.
 2. Delete medical information record from the child's details.
 3. Create a tag "special dietary requirement" on child's Kidsoft record to reflect the undiagnosed dietary requirement.
- When a parent/guardian notifies the centre in writing their child has a undiagnosed dietary requirement, promptly update centre's *Undiagnosed Dietary Requirements Risk Minimising Plan/Childcare/ Kindergarten and OHSC*. Individual risk minimisation plans are not required. The risk minimisation plan forms part of a child's enrolment record. When needed, update child's enrolment record on Kidsoft.
- Lead the development and implementation of a centre specific *Undiagnosed Dietary Requirements Risk Minimising Plan*.
- When developed and updated (at least annually), instruct teachers and educators to read *Undiagnosed Dietary Requirements Risk Minimising Plan* and complete the acknowledgment table.
- Proactively monitor and review centre compliance with this procedure and *Undiagnosed Dietary Requirements Risk Minimising Plan*, including mealtime protocols.
- Facilitate (and document) periodic communication activities so that teachers and educators can confidently identify children who have an undiagnosed dietary requirement AND maintain an understanding of the *Undiagnosed Dietary Requirements Risk Minimising Plan*.
- Before displaying details of children's dietary requirements, obtain prior parent/guardian written approval via [Consent to Display Dietary Information](#).
- Maintain and display (in a prominent location i.e. meal time area, kitchen) a current *Centre Health Summary Record* AND create a laminated [Dietary Requirement Card](#) for each child with an undiagnosed dietary requirement. Optional for Kindergartens and OSHC.
- When applicable, meet with child's parents/guardians to discuss the possibility of them supplying suitable foods for their child to consume at special events and celebrations. Store suitable foods in centre freezer, in a sealed container, labelled with their child's name.

Teachers and educators will:

- Actively engage with communication activities to confidently identify children with undiagnosed dietary requirements AND maintain an understanding of the *Undiagnosed Dietary Requirements Risk Minimising Plan*.
- Support colleague understanding and implementation of this procedure and *Undiagnosed Dietary Requirements Risk Minimising Plan*.

Mealtime risk minimisation


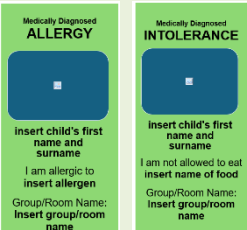

(Childcare only) Only kitchen personnel are permitted to prepare and plate meals to children with anaphylaxis, allergies and undiagnosed dietary requirements.

Teachers and educators will:

- Implement meal-time safety and hygiene responsibilities outlined in the *Nutrition and Food Safety Procedure*.
- Never seat children with special dietary requirements away from their peers.
- Seat children with undiagnosed dietary requirements with children who are likely to keep their food within their lunch box/plate AND unlikely to share food with their peers.
- When serving food from a shared platter and if applicable, when applicable, provide children with undiagnosed dietary requirements with their own plate of food.
- When applicable, implement bottle storage responsibilities outlined in the *Nutrition and Food Safety Procedure* to ensure children with undiagnosed milk or soy allergies/intolerances are provided with the correct bottle.
- Complete a two person check to ensure children with an undiagnosed dietary requirement are provided with the correct meal/lunch box.
- Refer to displayed *Centre Health Summary Record* and laminated *Dietary Requirement Cards* before serving meals/lunch boxes. Optional for kindergartens and OSHC.
- Childcare only - Serve meals in this order:
 1. Children with anaphylaxis on **red** plates.
 2. Children with allergies on **green** plates.
 3. Children with undiagnosed special dietary requirements on **yellow** plates
 4. Children with no dietary requirements.

Childcare kitchen personnel will:

- Consistently follow *Centre Food Safety Program* and *Nutrition and Food Safety Procedure*.
- Refer to current *Centre Health Summary Record* before ordering food and preparing and serving meals.
- Prepare and serve nutritional and varied meals for children who have undiagnosed dietary requirements. Avoid preparing and serving last minute meal requests.
- Develop and display menus that include meals options for children with undiagnosed dietary requirements.
- When ordering food and preparing meals, observe precautionary allergen food product labelling statements e.g. "may contain traces of..."
- To minimise cross contamination:
 - **Prepare meals** in the following order:
 1. Meals for children with **anaphylaxis**.
 2. Meals for children with **allergies**.
 3. Meals for children with **undiagnosed special dietary requirements**.
 4. Meals for children with no dietary requirements.
 - **Plate and serve meals** for children with anaphylaxis and allergies in a segregated and clean work space, in the following manner/order:

| | 1 | 2 | 3 |
|-----------|--|---|--|
| A. | Children with anaphylaxis on red plates | Children with allergies on green plates | Children with undiagnosed dietary requirements on yellow plates |
| B. | Cover meal/plate with cling wrap | Cover meal/plate with cling wrap | Cover meal/plate with cling wrap |
| C. | Secure child's red <i>Dietary Requirement Card</i> on correct meal | Secure child's green <i>Dietary Requirement Card</i> on the correct meal | Secure child's yellow <i>Dietary Requirement Card</i> on correct meal |
| |  <p>Medically Diagnosed ANAPHYLAXIS</p> <p>Insert child's first name and surname</p> <p>I am severely allergic to insert allergen</p> <p>Group/Room Name: Insert group/room name</p> |  <p>Medically Diagnosed ALLERGY</p> <p>Insert child's first name and surname</p> <p>I am allergic to insert allergen</p> <p>Group/Room Name: Insert group/room name</p> <p>Medically Diagnosed INTOLERANCE</p> <p>Insert child's first name and surname</p> <p>I am not allowed to eat insert name of food</p> <p>Group/Room Name: Insert group/room name</p> |  <p>FOOD RESTRICTION, PREFERENCE, INTOLERANCE OR ALLERGY (NOT ALLERGENS)</p> <p>Insert child's first name and surname</p> <p>I am not allowed to eat insert name of food</p> <p>Group/Room Name: Insert group/room name</p> |

Curriculum

Teachers and educators will:

- Prior to cooking with children, consider the needs of children who have special dietary requirements and ingredients required for recipe. Always observe precautionary allergen food product labelling statements e.g. "may contain traces of...".
- Review the ingredients of play dough, face paint and sunscreen products (some may contain nut oils) and consider the needs of children who have special dietary requirements.
- Be aware that some animal feed may contain food allergens e.g. nuts in birdseed and cow feed, milk and egg in dog food, fish in fish food.
- When a child has an undiagnosed egg dietary requirement and centre has resident chickens, document and implement additional strategies in *Undiagnosed Dietary Requirements Risk Minimising Plan* in consultation with child's parents/guardians.

References

- Australian Government (2023). [Best Practice Guidelines for anaphylaxis prevention and management in Children's Education and Care Services](#)
- National Allergy Strategy. [All about allergies Resource Hub](#). [accessed 15 May 2024]