



Meal Checkpoint Resource

A quick how to guide to ensure each child with an allergy receives the correct meal

Purpose

This resource aims to assist in risk minimisation during the preparation and serving of meals to children diagnosed with allergy and/or anaphylaxis.

A two-person check is recommended to ensure the right child gets the right meal, ensuring each child's health needs are considered and reviewed as part of everyday meal practices.

Procedure

In preparation for each meal a child's name and specific allergens should be recorded on the chart, which should be located where kitchen staff and educators can easily access. This may be your service trolley, or your kitchen servery space, as an example.

Services are to ensure the information recorded is accurate and reflective of children present on the day, for each meal.

As part of meal preparation, a staff member such as the cook, records individual children's names on the list, their allergies and tick whether they require a tailored meal, or can be offered the standard menu meal. Individual children's health needs and knowledge of allergens and menu items should inform this practice.

The educator, who will be serving the meal, should then check the listed children, allergies and the meal to be served to each child. This is designed to ensure children are not receiving meals that may contain a known allergen.

A record may be retained, via a photograph for example, however is not a regulatory requirement.

Review

Regularly review your service practice and procedures around allergy management to further protect children from potential harm and hazard.

Consideration to the below may assist in this process:

- What is your service's process for reviewing risk minimisation strategies, including procedures for ensuring allergens are not in reach of children and that children do not receive meals that contain, or may contain, food/drink they are allergic to?
- How do you ensure communication between the kitchen staff and educators serving meals supports the right child to receive the right meal?
- How does your service ensure ingredients used for meals or play materials are checked for known allergens?
- How do you ensure all educators have adequate knowledge of allergens and an understanding of emergency responses?
- How do you include children in your discussions and safe practices for effective allergy management?



A quick 'How to'

For each mealtime:

1

Record children's names and known allergens

2

Review menu items and identify any allergen risk

3

Kitchen staff mark (tick/initial) whether each child listed requires a tailored meal or can be offered the standard menu meal

4

Educator checks meals, ensures allocation of standard menu meal and tailored meals is accurate

5

Educator serves the meal/drink and confirms each child has been served the right meal by marking (tick/initial) the chart

Meal time	Today's date	Child	Allergy/Intolerance	Tailored meal	Standard meal	Kitchen ☒ (prepared and checked)	Educator ☒ (meal served to child)
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐

Meal Checkpoint

To access this resource as a printable template and 'how to guide' please visit our web page.