

Know the FAACTs

Food Service Supervisors and Personnel: Best Practices

- Follow the guidance and utilize resources available from your local food service director, local board of health, the U.S. Department of Agriculture (USDA), or registered dietitians trained in managing food allergies.
- Collaborate with your local food service director, the school staff and nurse, parents, and students' physicians to share pertinent information about each student with food allergies prior to the start of each school year.
- Identify students with food allergies and become familiar with his or her allergy and anaphylaxis emergency care plan. School staff should keep the emergency care plan in a location that is easily accessible by food service personnel.
- Ask parents to provide you with a signed medical statement from the student's physician outlining the management of the student's allergens and avoidance measures.
- Know where each student's emergency medications are stored (if they are not self-carried) and be trained in the administration of each student's prescribed epinephrine auto-injector and any other necessary medications.
- Have a policy in place regarding label reading and keep a list of ingredients and product updates in appropriate and convenient areas, updating as necessary.
- Use separate utensils, pots, pans, cutting boards, etc., when preparing foods for food-allergic students. Learn how to effectively clean and store these items.
- Follow policies and guidelines to prevent allergic reactions and cross-contact from occurring.
- Learn about proper [cleaning and removing allergens](#) from surfaces and hands.
- Ensure food service staff clean all tables and chairs for use by students with food allergies.
- Attend all training and informational meetings on each student with a food allergy.
- Provide training to all cafeteria personnel on how to accommodate students with food allergies during meal times and when snacks are provided, including special events.
- Provide food service staff with resources to help assist in the management of students with food allergies.
- [Accommodating Children with Special Dietary Needs](#)
- Implement and review cross-contact procedures. Visit [FAACT's Cross-Contact page](#) for more information.
- Meet with parents upon request to review cafeteria menu items and ingredients and cafeteria procedures. This is especially important for students who are transitioning from half-day kindergarten to a full-day first grade or re-entry after an anaphylactic reaction at school.
- Display an ingredient label for each food on the cafeteria buffet line. This provides students the ability to self-educate as well as self-advocate.