

Food Safety & Handling Policy & Procedure



RATIONALE

AIM

To ensure that good hygiene is maintained during the preparation and storage of food in order to reduce the risk of infection transmission.

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.

IMPLEMENTATION

Procedures

- On arrival at the Nth Balgowlah campus children who have brought packed lunches and water bottles are to place them in the fridges in the classrooms for storage until required at lunchtime.
- All food supplies are to be purchased from a reputable supplier and checked for "use by" and "best before" dates, contamination, abnormal colour and deterioration of packaging before being stored in the fridge or cupboard. Frozen or refrigerator foods should be transported in "insulated" bags from the supplier to the preschool. Supplies are to be rotated in the cupboard so as to ensure that the oldest products are used first. Food should be packed away immediately once at the school.
- Food poisoning is caused by the growth of bacteria in food. This occurs when high risk foods such as meat, poultry, eggs, and dairy products are left to sit in the "temperature danger zone" (between 5 and 60 degrees Celsius). All staff will be trained in understanding the food "danger zone" to ensure correct food handling.

Food Preparation By Children

- Before being allowed to prepare food the child should be directed to wash their hands thoroughly with soap and water and supervised to ensure that this is done adequately.
- The child is to be reminded that they should not touch their face, nose or hair while preparing the food and if they need to sneeze or blow their nose then they should move away from the preparation tables and wash their hands again before returning to prepare the food.
- Children that are unwell or who have a runny nose should not be allowed to prepare food for other children.
- Children should be shown how to use the equipment correctly and hygienically.
- Children shall be able to assist in the microwaving of foods but will not be able to remove foods from the microwave. The supervising staff member will ensure that the temperature is within the safe zone prior to the child's further involvement.

Food Preparation By Adults

- Adults shall wash their hands with soap and water and wear blue food handling gloves before handling food.
- If the adult is sick, has a fever or has been vomiting then the adult shall advise the Principal and will not assist in food handling until they are well again.
- An adult who has a cut or plaster on their finger shall cover all cuts and plasters with a glove before handling food. Where possible plasters should be blue to be visible should they fall into the food. Fingernails should be short, and where nail polish is worn gloves must be used to prevent chips falling into the food.
- Food handling gloves are to be supplied by the school and available for the staff. Adults should refrain from touching their face, nose or hair when they have gloves on. If the gloves get dirty a new pair of gloves should be put on. A new pair of gloves should be used when working with different food types e.g. new gloves for meat, chicken or fish and vegetables and fruit.
- Acetate chopping boards shall be colour coded to indicate which are to be used for fruit and vegetable chopping and which are for meat. These colours will be uniformed throughout the school. Chopping boards should be washed at a high temperature.
- A colour chart of the cutting boards will be placed into the Kitchen for easy identification.

Food Storage

- All foods should be stored in sealed containers. Food must be covered with lids, foil or plastic wrap and placed in the fridge ensuring no cross contamination.
- High risk food – foods that pose a high risk of infection - must be dated to record the opening and expiry date. Foods are to be discarded after expiry date.
- Foods such as bread, spreads and fruits are to be stored in the fridge.
- Raw food should be stored separately from cooked. Raw food should not be placed above cooked food in case it drips juice onto the cooked food.
- The kitchen and equipment shall be kept in a clean and sanitised condition.
- Cups and glasses are to be stored upside down in cupboards for hygiene purposes.
- A thermometer is to be placed in each fridge. Refrigeration temperatures are to be recorded at least daily and should be between 0 degrees Celsius and 5 degrees Celsius for the fridge and between –18 degrees Celsius and –20 degrees Celsius for the freezer temperature.
- Thermometers should be calibrated monthly or when dropped.

Good Hygiene Practises

- Don't eat in the kitchen.
- Staff must wipe and clean surfaces where necessary in the kitchen.
- A separate hand washing basin is to be provided for use in the kitchen.
- Foods are to be kept in a separate, locked cupboard to ensure protection from contamination by bacteria, chemicals, pesticides and cleaning compounds.
- All utensils are to be cleaned as far as possible in the dishwasher.
- When washing up by hand use two sinks with one sink to have warm water and detergent and the second sink to have hot water for rinsing. Allow to soak for a minimum of 3 minutes to sanitise.
- Air dry utensils – do not use tea towels as these can breed bacteria.
- Tongs and gloves are to be used to avoid human contact with the food. If preparation or serving utensils are sneezed upon then they will need to be washed.

Preventing Contamination By Insects And Rodents

- Eliminate insects and rodents by ensuring fly screens are on windows.
- The centre is to be kept clean inside and out with a professional pest control at least every 6 months.
- All external garbage bins will have well fitting lids that are closed at all times.

Food Provided By Parents For Children To Eat At Lunchtime

- Families provide their child with lunch in a lunchbox which is labelled with their name and placed in the fridge in the classroom each morning. Parents are advised to provide small lunchboxes that will fit into the fridge. Insulated bags are discouraged.
- Suitable lunch items are listed in the nutrition policy. Parents are reminded that we are aiming to be a nut-free school. Children will wash their hands before lunch. They collect their lunch box from the fridge and sit in the designated lunch area.

Food Supplied By Parents For All Children To Share

- Parents are reminded that we are aiming to be a Nut Free School.
- Families are encouraged to provide foods that are of a higher nutritional value rather than a lower nutritional value.

Food Preparation and Kitchen Area

- The children's and teachers' cups and utensils will be washed in the dishwasher.
- All benches and surfaces will be cleaned regularly with warm soapy water. Sponges and cloths are to be colour co-ordinated according to their use – for example pink cloths may be to wipe around sinks, green cloths are to be used for wiping countertops. This will be uniformed throughout all classrooms.
- Teachers will wash hands before handling food and wear gloves while handling food or serving food to the children in the classroom.
- All handtowels and cloths will be washed daily.
- Children's cups are to be left to dry naturally after washing.

Source

- Australian Children's Education & Care Quality Authority.
- Guide to the Education and Care Schools National Law and the Education and Care Schools National Regulations
- ECA Code of Ethics
- Staying Healthy in Child Care 5th Edition

Review

Policy Reviewed	Modifications	Next Review Date
Oct 2018	New Format and New Logo	Sept 2019