



# 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.

### NATIONAL QUALITY STANDARD (NQS)

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.

Education And Care Services National Regulations	
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures

## SCOPE

This policy applies to children, families, staff, visitors, and management of the School.

## 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.

#### Where food is bought from home the school will:

- provide information to families on the types of foods and drinks recommended for children and that are suitable for children's lunchboxes
- provide information to families on how to read the *Nutritional Information Panel* on food and drink labels
- encourage children to eat the more nutritious foods provided in their lunchbox, such as sandwiches, fruit, cheese and yoghurt, before eating any less nutritious food provided
- strongly discourage the provision of highly processed snack foods high in fat, salt, and/or sugar, and low in essential nutrients in children's lunchboxes. Examples of these foods include sweet biscuits, some muesli bars, breakfast bars and fruit filled bars, and chips.
- food items that should not be brought to the school include confectionary (lollies, sweets, chocolate, jelly), deep fried foods (chicken nuggets, fish fingers) and sugary drinks( cordial, energy drinks).

#### 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.
- More information can be found in the Parent Handbook about food for Birthday celebrates at both campuses.

#### 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.

#### MANAGEMENT/NOMINATED SUPERVISOR/EDUCATORS WILL:

- ensure water is readily available for children to drink throughout the day in both the indoor and outdoor environment
- be aware of children with food allergies and food intolerances. Have these displayed clearly and make sure that all staff are aware of these.
- ensure young children do not have access to foods that may cause choking.
- ensure all children remain seated while eating and drinking.
- ensure all children are always supervised children whilst eating and drinking
- display nutritional information for families and keep them regularly updated
- ensure age and developmentally appropriately utensils and furniture are provided for each child

- not allow the children to be force fed or being required to eat food they do not like or more than they want to eat. If the child doesn't like the food that has been packed by the parent for lunch the staff will advise the family so that this is not included again.
- encourage toddlers to be independent and develop social skills at meal times
- establish healthy eating habits in the children by incorporating nutritional information into our program
- talk to families about their child's food intake and voice any concerns about their child's eating
- encourage parents to the best of our ability to continue our healthy eating message in their homes

### Online shopping

- ensure food items are delivered in packaging that keeps food out of 'danger zones' as described above and within delivery window as provided by the company
- ensure products selected are high quality
- ensure products are unpacked promptly upon receiving goods
- use online service company with product and guarantee

### 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 5<sup>th</sup> Edition

### Review

Policy Reviewed	Modifications	Next Review Date
Oct 2018	New Format and New Logo	Sept 2019
	When food is bought from home section inserted Regulations table added Information about food sharing updated Online shopping section added	