



CHILDREN'S SERVICES

Health Hygiene and Safe Food Practice Policy

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Introduction

Food borne illness commonly occurs in settings where food is prepared or served to a large number of people. Types of illness include bacterial and viral gastroenteritis, food poisoning from toxin producing bacterial contamination and potentially serious infections such as hepatitis A, salmonella, shigella, and shiga-like toxin producing Escherichia coli.

Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD) and our employees. This applies to Early Childhood Programs, Occasional Care, Out Of School Hours Care and Vacation Care programs and services.

Policy

Coast Services Group Limited, Children's Services Educators will minimise transmission of food borne illness in children, staff and Educators by utilising food hygiene and safe food handling practices.

Procedures and Implementation

1. Educators will follow

- 1.1 Appropriate health and hygiene practices
- 1.2 Safe practices for handling, preparing and storing food
- 1.3 Use principles of infection control and safe food handling, particularly hands washing (see Hand washing Guideline) when involved in food preparation
- 1.4 Ensure children wash their hands before handling food or eating meals/snacks
- 1.5 Have a designated area for food preparation and storage, and for preparation of bottles, which is safe and hygienic
- 1.6 Store food appropriately keeping cooked and uncooked meat in separate refrigeration compartments
- 1.7 Use separate chopping boards/utensils for cooked and uncooked food, food which may cause allergic reactions, and certain religious/culturally prepared foods
- 1.8 Have facilities that include a stove or microwave oven, sink, refrigerator, suitable waste disposal, and a hot water supply
- 1.9 Ensure all food or bottle preparation and storage areas are separate from nappy change and toileting areas
- 1.10 Clean the food preparation and serving areas at the end of each day. For cleaning and sanitising food contact surfaces and utensils, use a neutral detergent and hot water to remove visible contamination such as food waste, dirt and grease. Sanitise using either heat or chemical sanitisers that are suitable for use for food contact surfaces. (Chemical sanitisers must be used according to supplier or manufacturer's instructions.)

- 1.11 Be aware of and accommodate the special needs of culturally and linguistically diverse families in relation to special rules for storing, preparing and serving foods such as Halal and Kosher food. Ask families about and special requirements
- 1.12 Provide educational material to parents regarding the storage of foods including how to bring food to service safely
- 1.13 Ensure staff & Educators to attend training in safe Food Handling; and

2. Microwave Food Safety for Educators

- 2.1 Microwaves are useful for defrosting, cooking and re-heating foods; however food borne disease can also result if the usual rules of food safety are not followed
- 2.2 Check power levels of your microwave to ensure correct temperature of food and time required for heating
- 2.3 Refer to our Food Heating Procedure

3. Risk Minimisation Plans for Specific Health Care Needs

- 3.1 On receipt of an individual child's medical plan, the service will develop in consultation with parents, a risk minimisation plan for the safe handling, preparation and consumption of food.

4. Infant's Bottled Formula Guidelines

Educators will use the following guidelines in preparing infants bottles:

Educators are not to prepare any bottles unless there are extenuating circumstances. In the event of this happening the following guidelines are to be followed.

- 4.1 Store bottles of milk in the refrigerator.
- 4.2 Use only sterilised bottles and teat assemblies for all infant feeds
- 4.3 Wash hands before preparing or handling expressed milk or formula
- 4.4 Prepare formula strictly according to instructions on the container
- 4.5 Please see our Breast Milk and Bottle Warming Procedure on how to warm the milk correctly.
- 4.6 Test the temperature of the milk on your wrist before giving it to the baby
- 4.7 Discard any unused infant milk after each feed
- 4.8 Infants must be held when feeding, do not feed infants when lying down
- 4.9 In choosing a method of heating infant's bottled milk and sterilising bottles and teats, utilise risk management principles to determine which method will best minimise risks to both children and carer

5. Infant's Bottled Breast Milk Guidelines

Use the following guidelines in relation to bottled breast milk:

- 5.1 Ensure bottled breast milk is always labelled with the child's name, mother's name and the date it is expressed
- 5.2 Breast milk can be stored in the refrigerator or frozen according to current practices and guidelines (FSANZ)

- 5.3 Please see our Breast Milk and Bottle Warming Procedure on how to warm the milk correctly.
- 5.4 Frozen breast milk can be thawed by placing in either cool or warm water (don't put in boiling water as the milk will curdle) and shake the bottle if the fats and milk have separated
- 5.5 Thaw under running water, start with cold water then increasingly warm water and test the temperature of the milk on your wrist before giving it to the baby
- 5.6 Throw away any unused breast milk, do not refrigerate or refreeze breast milk once it has been thawed or heated

Other related policies and procedures

Child Safe Environment Policy

Forms and Records

Daily checklists