
ARANDA AFTERS ASSOCIATION INCORPORATED



SAFE FOOD HANDLING AND HYGIENE POLICY

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1 REFERENCES

NATIONAL QUALITY STANDARDS

2.1	Each child's health is promoted
2.1.1	Each child's health needs are supported
2.1.3	Effective hygiene practices are promoted and implemented
2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines
2.2.1	Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

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
109	Toilet and hygiene facilities
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures

MY TIME, OUR PLACE

LO3	Children become strong in their social and emotional wellbeing
	Children take increasing responsibility for their own health and physical wellbeing

2 AIM

Aranda Afters Association Incorporated [Aranda Afters] works to promote and protect the health, safety and wellbeing of all of children, educators and families using procedures and policies to maintain high standards of hygiene and provide safe food to children.

We also aim to reduce the risk of infectious diseases and illnesses spreading and following appropriate WHS standards. A holistic and consistent approach to health, hygiene and safe food across the service will help to effectively meet this aim.

We promote good nutrition and healthy food habits and attitudes to all children and families at the service. We also aim to support and provide for children with food allergies, dietary requirements or restrictions, and specific cultural or religious practices.

3 IMPLEMENTATION

Aranda Afters will ensure that adequate, and sufficient, food and beverages are provided to each child, and that they are nutritious, healthy and meet each child's individual dietary needs.

We will also promote healthy food options and resources based on Australian dietary guidelines to families, so they have the information necessary to provide healthy food options at home.

The Director, educators, staff, volunteers and children will:

- Ensure children have access to water to drink.
- Ensure children are offered foods and beverages that meet their nutritional and developmental needs and any specific dietary requirements. These requirements may be based on written advice from families (eg: in the enrolment form) or as part of a child's medical management plan.
- Provide foods that take into account each child's likes, dislikes, culture and religion. Families will be reminded to update this information regularly or when necessary.
- Will not force children to eat food they do not like or more than they want.
- Ensure food is consistent with the Government's – Australian Dietary Guidelines 2013;
 - <http://www.nhmrc.gov.au/guidelines/publications/n55>
- A Summary of the Guidelines is available at;
 - http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/n55a_australian_dietary_guidelines_summary_book_0.pdf
- Follow the guidelines for serving different types of food and the serving sizes in the Guidelines and may use the Australian Government "eat for health" calculator;
 - <http://www.eatforhealth.gov.au/eat-health-calculators>.
- Encourage families to provide healthy food for their children at home which is consistent with the Australian Dietary Guidelines
- Provide food that is safe and prepared hygienically by following the relevant procedures set out in the Health, Hygiene and Safe Food Policy.
- Provide food and beverages that minimise the risk of children choking.
- Provide a weekly menu of food and beverages based on the Australian Dietary Guidelines that accurately describes the food and beverages provided every day.
- Display the weekly menu in a prominent area where it can be easily viewed by parents.
- Ensure School Vacation Care Program meal times are relaxed, pleasant and timed to meet most children's needs.
- Never use food as a punishment, reward or as a bribe.

- Model and reinforce healthy eating habits and food options with children during eating times.

The Director will ensure staff receive training in nutrition, food safety and other cultures' food customs if professional development in these areas is required.

The Approved Provider will ensure that the Director (who is responsible for ensuring all staff members, educators and volunteers) implements adequate health and hygiene practices and safe practices for handling, preparing and storing food.

This policy, and related policies and procedures at the service will be followed by nominated supervisors, educators, staff members of, and volunteers at, the service in relation to:

- (i) Hygiene practices.
- (ii) Safe and hygienic storage, handling and preparation of all food and drinks.
- (iii) Working with children to support the promotion of hygiene practices, including hand washing.
- (iv) Toileting and cleaning of equipment.

Children will be grouped in a way that allows educators to maintain a hygienic environment for individuals at the service.

In any instances where children display any signs of illness or injury, educators will refer to the Incident, ***Injury, Trauma and Illness Policy*** and ***Incident, Injury, Trauma and Illness Record***.

We will work with each child to promote health and safety issues, encourage effective hygiene, food safety and dental care, and maintain a healthy environment that is safe for each child. Regular discussions between educators and children will be integrated throughout the program at appropriate intervals.

4 EQUIPMENT AND ENVIRONMENT

The service will implement a routine that ensures:

- Hard toys are regularly wiped with antibacterial wipes.
- Soft toys and "dress up" clothing is regularly laundered or replaced.
- Educators regularly undertake cleaning of items.

The service will implement regular schedules for washing soft children's toys, "dress-up" clothing and equipment – using warm water and soap and then drying them in the sun. We will rotate toys to allow for washing, clean books by wiping with moist cloth and drying, and clean storage areas regularly.

Surfaces will be cleaned with detergent after each activity and that surfaces are cleaned daily. Areas contaminated with body fluids will be disinfected after washing.

5 HAND WASHING PROCEDURE

Our service will provide the appropriate height basins for children to wash their hands in as well as basins height appropriate for adults. Liquid soap will be provided by all individuals to wash their hands and we will ensure any allergies to soap are identified using the Enrolment Form and catered for appropriately.

The service will provide paper towel for people to dry their hands.

5.1 All individuals should wash their hands:

- Upon arrival to reduce the introduction of germs.
- Before handling food.
- After handling food.
- After doing any dirty tasks such as cleaning.
- After removing gloves.
- After going to the toilet.
- After giving first aid.
- Before and after giving each child medication. If giving medication to more than one child between each child.

5.2 Below are instructions on how to effectively wash hands. All individuals are to follow this procedure and it should be displayed above every sink.

- Wash hands using running water and soap.
- Rub hands vigorously.
- Wash hands all over ensuring that the back of the hands, wrists, between fingers and under the fingernails are cleaned.
- Rinse hands thoroughly.
- Turn off the tap using a clean piece of paper towel.
- Dry hands thoroughly with clean towel/paper towel of an automatic dryer.
- This should take about as long as singing “Happy Birthday” twice.

5.3 Further hand washing guidelines can be accessed using the following link:

<http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch43poster1.pdf>

6 FOOD PREPARATION AND FOOD HYGIENE PROCEDURE

Our service will follow appropriate food preparation hygiene techniques to meet the requirements of the *Food Standards Australia New Zealand* such as:

- Washing hands before food preparation.
- Cleaning food preparation area before, during and after use.
- Using colour-coded chopping boards in order to prevent cross contamination of raw food.
- Ensuring that individuals preparing food know, follow and adhere to the appropriate hygiene procedures. This includes:
 - Washing their hands
 - Keeping their personal hygiene at a high level. For example, tying their hair back or keeping it under a net
 - Not wearing jewellery (wedding band excluded)
 - Covering cuts with a blue bandaid and gloves.

- Avoiding the contamination of one work area to another by having specific cleaning implements (for example gloves and scourers) for specific areas (eg: kitchen and toilets).
- Avoiding the contamination of one work area to another by using the colour-coded wash cloths system and restricting the movement of contaminated items (such as gloves and cleaning implements) from one area to another.
- Cleaning children’s dining tables with soap and water and dry before serving food and after meal times.
- Ensuring food is always served in a hygienic way using tongs and/or gloves.
- Ensuring each child will be provided with their own clean drinking and eating utensils at each mealtime. These utensils will be washed after each use. Educators will actively encourage and monitor children so they do not to use drinking or eating utensils which have been used by another child or dropped on the floor.
- Providing families with current and relevant information about food preparation and hygiene.
- Showing and discussing with children the need for food hygiene in both planned and spontaneous experiences.

COOKING WITH CHILDREN

We sometimes include cooking experiences in our service’s programming for the children. When these experiences are carried out, educators that are supervising will be vigilant to ensure food preparation remains a hygienic and safe experience. The relevant points from the above food preparation procedure will be followed during the children’s cooking experiences.

Examples of the type of activities children will participate in during cooking experiences include:

- Helping choose what to cook.
- Measuring and weighing ingredients.
- Stirring or mixing ingredients.
- Washing salad, vegetables or fruit.
- Setting the tables.

7 FOOD SAFETY AND TEMPERATURE CONTROL PROCEDURE

7.1 We will, to the best of our ability, educate and promote safe food handling and hygiene in the children and families by:

- Providing food safety information from Safe Food Australia and NSW Food Authority.
- Encouraging parents to the best of our ability to continue our healthy eating message in their homes. This information will be provided upon enrolment and as new information becomes available.
- Encouraging staff to present themselves as role models. This means maintaining good personal nutrition and eating with the children at meal times.
- Providing nutrition and food safety training opportunities for all staff including an awareness of other cultures food habits.

7.2 The bacteria that commonly cause food poisoning grow rapidly between 5°C and 60°C, this is commonly referred to as the “temperature danger zone”. To keep food safe:

- Don't leave perishable foods in the temperature danger zone for longer than 2 hours.
- Keep cold food in a fridge, freezer, below 5°C until you are ready to cook or serve (eg: if you are serving salads keep them in the fridge until ready to serve.)
- Keep hot food in an oven or on a stove, above 60°C until you are ready to serve.
- Refrigerate leftovers as soon as possible, within 2 hours.
- If reheating leftovers, reheat to steaming hot. Heating food is not always recommended.
- Never defrost foods on the bench top. Foods should be defrosted overnight in the fridge or in the microwave.
- Use a thermometer to make sure your fridge is below 5°C. Don't overload refrigerators, as this reduces cooling efficiency.
- All foods (dry, cold and frozen) will be used by the FIFO rule (first in, first out). This will allow a rotation of food to make sure older stock is used first.
- Store dry foods in sealed, air-tight containers.
- Store food on shelving.
- Any food removed from its original container must be stored in a container with the used by date of the food written on it. The ingredients must also be listed with the date it was opened.
- Ensure the food storage area is well cleaned, ventilated, dry, pest free and not in direct sunlight.
- Prevent pests by cleaning spills as quickly as possible and removing garbage/waste frequently.
- All foods are wrapped, covered, dated (used by date and date it entered the Service) and labelled.
- Store foods on shelves, never on the floor including play dough material.
- Store raw and cooked foods separately. NEVER store raw foods on top of cooked foods as juices may drip down and contaminate the cooked food.
- Store food once it has sufficiently cooled down. Foods cool quicker in smaller, shallow containers.
- Fridges and freezers need to be cleaned regularly and fridge door seals checked to be in good repair.
- The operating temperature of the fridge and freezer need to be checked regularly and a record kept of this.

7.3 **Protecting food from contamination will be achieved by:**

- Using containers with lids or by applying plastic film over each container. These materials will be suitable for food contact to ensure that they do not contain any chemicals that could leach into the food.
- Using aluminium foil, plastic film or clean paper to completely cover food.
- Recognising that food already in packaging may not need additional coverage. However, if additional coverage is required the above will apply.
- Ensuring that previously used materials and newspaper are not be used.

8 FOOD STORAGE PROCEDURE

In order to implement safe food storage practices to the highest possible standard, educators will access and amend their practices to the latest known information. This information will be passed onto families.

Staff will then implement these standards in the Service by inspecting food items when first brought into the Service to ensure they are in good order, for example, not in damaged packing, within their used by date period and at a correct temperature. Staff will then see that they are appropriately stored as per the following:

- All foods (dry, cold and frozen) will be used by the FIFO rule (first in, first out). This will allow a rotation of food to make sure older stock is used first.
- Store dry foods in sealed, air-tight containers.
- Store food on shelving.
- Any food removed from its original container must be stored in a container with the used by date of the food written on it. The ingredients must also be listed with the date it was opened.
- Ensure the food storage area is well cleaned, ventilated, dry, pest free and not in direct sunlight.
- Prevent pests by cleaning spills as quickly as possible and removing garbage/waste frequently.

8.1 For cold storage, the following applies:

- All foods are wrapped, covered, dated (used by date and date it entered the Service) and labelled.
- Foods are stored at the correct temperature depending on the product. Cold foods need to be stored at less than 5° Celsius and frozen foods at minus 18° Celsius.
- Store foods on shelves.
- Store raw and cooked foods separately. NEVER store raw foods on top of cooked foods as juices may drip down and contaminate the cooked food.
- Store food once it has sufficiently cooled down. Foods cool quicker in smaller, shallow containers.
- Fridges and freezers need to be cleaned regularly.
- The operating temperature of the fridge and freezer need to be checked regularly and a record kept of this.

8.2 Temperature Control

- When potentially hazardous foods are being transported they will be kept at or below 5° Celsius for cold food, or above 60° Celsius for hot food.
- If the journey is short, insulated containers may be used to keep the food cold/hot. If the journey is longer, ice bricks or heat packs will be used to maintain temperature requirements.
- Only pre-heated or pre-cooled food will be placed in insulated containers, which will have a lid to maintain temperatures.
- Insulated containers will be kept clean and in good working conditions at all times, will only be used for food and will be kept away from other items such as chemicals or fuel.
- Insulated containers will be filled as quickly as possible and closed as soon as they have been billed and kept closed until immediately before the food is needed or is placed in other temperature-controlled equipment at the destination.

8.3 The following will be considered when transporting food

- Containers of cool food will be placed in the coolest part of the vehicle.
- If the inside of the vehicle is air-conditioned, cold food may be transported better here rather than in the boot.
- Vehicle will be kept clean and maintained at hygienic standards.
- When food is being packed in the vehicle, cold foods will be collected last and immediately placed in insulated containers for transporting.
- Upon arrival at the destination, staff will immediately unload any hot or cold food and place it in an appropriate temperature controlled environment.
- All food will be served within two hours of it being cooked.

9 DENTAL ACCIDENTS

If a dental accident occurs at the service, the following will occur:

9.1 For younger children:

- The accident will be managed as an emergency. Injury forms will be completed.
- The tooth will not be reinserted into the socket, but gently rinsed in clean water or clean milk to remove any blood and will be placed in a clean container or wrapped in cling wrap to give to the child's parent or dentist.
- Seek dental advice as soon as possible and ensure staff or the parent takes the tooth/tooth fragment to the dentist with the child.

9.2 For older children or adults:

- The accident will be managed as an emergency. Injury forms will be completed.
- Gently rinse the tooth fragments in clean milk or clean water for a few seconds to remove excess dirt and blood.
- Handle the tooth by its crown (the white enamel top part of the tooth), not its root and be careful not to rub off the endothelial fragments on the root of the tooth as these are needed for the tooth to take if replaced by the dentist.
- In an adult or older child who can be relied on not to swallow their tooth, it is preferable to replace the tooth back into the socket. (Be certain that the tooth is placed into the socket the correct way round, in its original position, using the other teeth next to it as a guide).
- Hold the tooth in place by gently biting on a clean handkerchief or gauze pad.
- If unable to reinsert the tooth, get the casualty to hold the tooth inside the mouth next to the cheek or place the tooth in clean milk, sterile saline, or clean water. Place a firm pad of gauze over the socket and have the casualty bite gently on the gauze.
- Seek dental advice as soon as possible and ensure you or the family takes the child to the dentist with the tooth/tooth fragments within 30 minutes, as the root endothelial layer begins to deteriorate after 30 minutes.
- If the tooth has been in contact with dirt or soil, advise the family that tetanus prophylaxis may be required and advise them to consult with both their dentist and doctor.

10 HYGIENIC TOILETING PROCEDURE

10.1 The service will follow hygienic toileting practices at all times using the following procedure:

- The service will ensure that toilets and hand washing facilities are easily accessible to children and meet the children's needs for privacy.
- Children will be encouraged to flush toilets and wash hands after use.

10.2 Disposable gloves should be used for any of these stages in the toileting procedure:

- Help child to remove clothing if needed.
- Help child onto toilet if needed.
- Help the child to wipe themselves, encouraging them to wipe front to back.
- Encourage the child to flush the toilet themselves.
- Encourage the child to wash and dry hands on single sheet of paper towel, and then to leave the bathroom.

10.3 If the child has soiled or wet their clothing:

- Remove any wet/soiled clothing and seal in a bag for washing. It must be double-bagged.
- Clean and dry the child.
- Remove your gloves and wash hands, do not touch the child's clean clothing.
- Put on new gloves and dress the child, wash and dry the child's hands. Have them leave the bathroom.
- Clean any spills following procedure for cleaning spills of body fluids.
- Remove and dispose of gloves, wash and dry your hands.

11 SPILLS

Educators and staff will use a spill kit to immediately clean up spills of blood, urine, vomit and faeces. Spill kits will contain:

- Disposable gloves.
- Paper towel.
- Disposable cloths or sponge.
- Detergent.
- Disposable scraper and pan to scoop.
- Bleach solutions which will be prepared to manufacturer's instructions as required. Any bleach solution which is not used after 24 hours will be discarded.

BLOOD

To clean up a spot of blood educators and staff will:

- Wear gloves.
- Wipe up blood immediately with a damp cloth, tissue or paper towel.

- Place the cloth, tissue or paper towel in a plastic bag, seal and put in the rubbish bin.
- Remove gloves and put them in the rubbish bin.
- Wash surface with detergent and warm water.
- Disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious.
- Wash hands with soap and water.

To clean up a small blood spill educators and staff will:

- Wear gloves.
- Place paper towel over the spill and allow the blood to soak in.
- Carefully lift the paper towel and place it in a plastic bag, seal and put in the rubbish bin.
- Remove gloves and put them in the rubbish bin.
- Clean the area with warm water and detergent using a disposable cloth or sponge and place the cloth in the rubbish bin.
- Wipe the area with diluted bleach and allow to dry.
- Wash hands with soap and water.

To clean up a large blood spill educators will:

- Wear gloves.
- Cover the area with an absorbent agent (eg sand) and allow the blood to soak in.
- Use a disposable scraper and pan to scoop up the absorbent material and any unabsorbed blood or body fluids.
- Place the absorbent agent, the scraper and the pan into a plastic bag or alternative, seal and put in the rubbish bin.
- Remove gloves and put them in the rubbish bin.
- Mop the area with warm water and detergent and wash the mop after use.
- Wipe the area with diluted bleach and allow to dry.
- Wash hands with soap and water.

FAECES, VOMIT AND URINE

To clean up faeces, vomit and urine, educators and staff will:

- Wear gloves.
- Place paper towel over the spill and allow the spill to soak in.
- Carefully remove the paper towel and any solid matter, place in a plastic bag, seal and put in the rubbish bin.
- Clean the surface with warm water and detergent, and allow to dry.
- Disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious (eg: diarrhoea or vomit from a child with gastroenteritis).
- Wash hands thoroughly with soap and warm running water.

NASAL DISCHARGE

When cleaning children's noses, educators and staff will:

- Wash hands after every nose wipe or use an alcohol base hand sanitiser to clean hands. If wearing gloves, educators and staff will do this after removing gloves.
- Dispose of dirty tissues immediately.

12 SOURCES

- Education and Care Services National Regulations 2011
- My Time, Our Place Framework for School Age Care
- National Quality Standard
- Food Standards Australia New Zealand
- Safe Food Australia, 2nd Edition. January 2001
- ACT Health: Health Protection Service
- Caring for Children- Food, Nutrition and Learning Experiences 2014
- Australian Guide to Healthy Eating
- Australian Dietary Guidelines 2013
- Infant Feeding Guidelines 2012
- Staying Healthy Preventing Infectious Diseases in ECEC services (5th Edition) NHMRC
- Food Safety Standards for Australia 2001
- Food Standards Australia and New Zealand Act 1991
- Food Standards Australia New Zealand Regulations 1994
- Food Act 2001
- Food Regulation 2002
- ACT Health
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Dental Association Australia