

FOOD HANDLING & STORAGE POLICY

AIM

To ensure that all food is handled, prepared and stored hygienically.

IMPLEMENTATION

All Centre staff will be food handlers and handle food regardless of who provides and prepares the foods.

Leadership will:

- Oversee review and implementation of this policy
- Conduct an audit every term to check that allergy and food safety procedures are effective and up-to-date

Food Handlers will:

- Wash their hands after;
 - Eating
 - Toileting
 - Wiping their nose
 - Touching exposed parts of their body
 - Handling rubbish
 - Handling soiled utensils
 - Handling raw foods
 - Between handling raw and cooked foods.
- Wash their hands before handling and serving foods.
- Wash their hands before setting up tables and handling utensils.
- Ensure they are free from illness
- Cover cuts/sores with a coloured bandaid.
- Ensure jewellery is secure
- Have neatly trimmed nails.
- Ensure hair is tied back or secured.
- Ensure clothing cannot contaminate food (i.e. no scarves or dangling shirts/dresses)
- Use provided tongs to serve and handle food when possible.
- Gloves must be worn when handling food if the staff member is wearing jewellery or nail polish. Gloves will be changed at the same intervals as hand washing would normally occur, particularly between handling raw and cooked foods. Gloves are provided in the rooms.
- Ensure utensils and equipment is clean and free from pests and vermin.
- Sanitise preparation and dining areas
- Leave dishes to air-dry
- Regularly clean bins
- Provide clean utensils for every meal
- Wash all food utensils
- Clean freezers/fridges/dishwashers once a week with old food discarded and dates recorded.
- Document and maintain cleaning schedule with daily, weekly, fortnightly and monthly duties.
- Complete food handling training (Bug Busters) annually.
- Supervise children while they wash their hands before meal times or wipe younger children's hands with flannels or wipes.
- Pass on allergy information and when children are absent to the chef.
- Serve children with allergies/dietary requirements before serving unaltered meals to other children.
- Be aware of cross contamination where allergens are present; including supervising children sitting next to children with allergies and ensuring utensils and dishes are not shared.
- Discuss hygiene practices with children and families.

When preparing bottles, educators will:

- Ensure only core Nest staff are bottle feeding children.
- Ensure all bottles provided by families are named and the date for use written on the bottle.
- Not ever feed a child from an unlabelled bottle. Any bottles without labels must be put aside.
- Check all bottles are labelled by performing a check. If an unlabelled bottle is found, it should be put aside and follow up calls made by primary care educators. Families who believe the bottle belongs to their child can attend the Centre to label the bottle OR bring a labelled bottle with them for their child's feeding.
- Ensure that breast milk bottles are checked by two staff members before feeding a child from their labelled bottle.
- Record children's eating and bottle drinking on the daily feeding sheet. When staff record the time fed and the amount of milk given, they should also sign that two educators have checked the bottle's label.
- Place all bottles in one location. This should be in the room fridge in trays with individual children's names. Named trays do not replace the need for bottle labels to be double checked.
- All bottles should be stored in the main compartment of the fridge (not the door).
- Use bottle warmers to heat all bottles. Staff must follow guidelines on each of the bottle warmers.
- Prepare formula as close as possible to the time it is needed. Once made up, formula can be stored in the fridge for 24 hours before discarding.
- Discard any milk that remains 1 hour after heating.
- Not heat breast milk in the microwave. Instead, the recommended way to warm breast milk is to stand it in a container of warm to hot water or bottle warmer. Roll gently to mix, do not shake bottle. Test the temperature before giving to the child. Once the child has started to feed from the bottle, throw away any milk left after 1 hour.
- Test bottles for correct temperature before giving to children. This is to guard against serious burns.
- Not reheat bottles. Remaining content after 1 hour shall be discarded.
- Breast milk storage, thawing and warming will be managed in accordance with *Get Up and Grow* information handout. This is in the room where children under two predominately eat (Nest room).

The chef will:

- Defrost meat at the bottom of the fridge.
- Cover any food that is not being immediately served.
- Store food correctly (fridge, freezer, cupboard, sealed containers etc.) and in correct temperature zones of below 5° or above 60°.
- Use thermometers before serving food and record the reading.
- Use correct meat thawing procedures.
- Reheat food so that it is above 60°c and record the temperature.
- Ensure allergy information is displayed in kitchen & rooms.
- Wear an apron and have their hair covered or tied back when preparing all food.

Families will:

- Provide sterilised bottles and teats as well as premeasured, powdered formula each day. These should be clearly labelled with the baby's name, date and amount of water to be used.

EVALUATION:

This policy is viewed to be working effectively when food is handled and stored in a safe, hygienic way.

National Quality Standards:

2. Children's Health & Safety.

2.2.1. At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Procedure Forms:

Food Safety Plan

Cleaning Records

Temperature Records

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Onkaparinga Institute	Governing Council
1.1	May 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> • Required Checklists • Bug busters training for staff • Reheating procedures • NSQ 	K Cook/ M. Miyasato	
2.0	April 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> • Required Checklists • Bug busters training for staff • Reheating procedures • NSQ 	K Cook/ M. Miyasato	Policy Committee
2.1	April 2015	Checked policy against current standards and room practices	P Murray	Policy Committee

Review: To be reviewed bi-annually - by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee **Last Reviewed: November 2019**

Source: Australia New Zealand Food Standards Code - Standard 3.2.2 - Food Safety Practices and General Requirements