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 annually to check that allergy and food safety procedures are effective and up-to-date
- Ensure a certified Food Safety Supervisor is appointed, holds a recognised Food Safety Supervisor certificate obtained within the previous 5 years, and is reasonably available to advise and supervise food handlers, in accordance with Standard 3.2.2A.
- Ensure all food is stored, handled, prepared and served in accordance with *Food Standards Australia New Zealand (FSANZ)* and *SA Health Food Safety Requirements for Childcare Services*.
- Regularly review and update the Food Safety Plan

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.
- Not handle food where they are experiencing an illness or condition that may compromise food safety and must notify Leadership/the Food Safety Supervisor where relevant.
- 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.
- Ensure jewellery, fingernails, nail products, hair, clothing and personal items do not contaminate food or food-contact surfaces. Loose jewellery must not be worn when preparing food.
- Avoid direct bare-hand contact with ready-to-eat food by using clean utensils, tongs or single-use gloves as appropriate.
- Where gloves are used, hands must be washed before putting gloves on and gloves must be changed whenever handwashing would otherwise be required. Gloves do not replace handwashing.
- 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 (Do Food Safely) 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.
- Ensure food prepared for children with allergies or medically required dietary requirements is clearly identified and protected from allergen cross-contact during preparation and service. Food must not be served where there is uncertainty about its suitability for the child.
- 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 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).
- Where a bottle requires warming, use the approved bottle warmer in accordance with the manufacturer's instructions.
- 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 temperature before giving to the child. Once 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 potentially hazardous food under appropriate temperature control at **5°C or below or 60°C or above**, unless another documented food safety control is being used.
- 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.
- Maintain records relating to receiving, storage, processing, displaying and transportation of food. These records must be retained for a period of 3 months.

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.

Links to National Quality Standards:
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

Related Policies:
Administration of First Aid Policy
Breastfeeding Policy
Child Safe Environment Policy
Dealing with Infectious Diseases Policy
Enrolment Policy
Dealing with Medical Conditions Policy
Incident, Injury, Trauma and Illness Policy
Health and Safety Policy
Governance Policy
Excursions / Incursions Policy

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
160	Child enrolment records to be kept by approved provider and family day care educator
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and Procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

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 indentified, including; • 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; • 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
2.2	September 2024	Included requirement reflecting new changes to the Food Standards Code and Food Act 2003 (Standard 3.2.2A) involving the appointment of a Food Safety Supervisor who must be available to supervise food handlers at the Service Updated training from 'bug busters' to 'Do Food Safely'	N Turnadzic	Policy Committee
2.3	September 2026	Policy reviewed against current Education and Care Services National Regulations, Food Standards Code and SA food safety requirements. Updated Food Safety Supervisor requirements, food-handler illness requirements, allergen cross-contact practices and temperature-control wording. Updated legislative and source references.	N Turnadzic	Policy Review Committee

Review: To be reviewed every two years by the Assistant Director, with any recommended amendments endorsed by the Policy Review Committee.

Last Reviewed: September 2026 **Next Review: September 2028**

Source:

Australia New Zealand Food Standards Code – Standard 3.2.2 – Food Safety Practices and General Requirements
Australia New Zealand Food Standards Code – Standard 3.2.2A – Food Safety Management Tools
Australia New Zealand Food Standards Code – Standard 3.2.3 – Food Premises and Equipment
Food Act 2001 (SA)
SA Health – Food Safety Guidance
Australian Government – Get Up & Grow resources
Childcare Centre Desktop