



POLICY

FOOD HANDLING, PREPARATION, STORAGE HYGIENE AND SAFETY

**National Quality Standard: 2,4,6,7
Regulation: 77-80; 168**

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Contact position: Chairperson	Date approved by Governing Council; 30 August 2016	Next review date: November 2018



1. TITLE

FOOD STORAGE AND HYGIENE

2. SCOPE

The policy applies to all those working in the site including students and volunteers, to groups operating in the centre and to parents/guardians of children enrolled at the centre.

3. PURPOSE

- To support health and hygiene practices at the centre
- To reduce the risk of poisoning/contamination
- To protect against choking hazards

4. POLICY DETAIL

4.1 The Kitchens

The kitchen or food preparation environment

- Food is normally prepared in the kitchen areas. (Some food may be prepared with children in the play areas indoors provided appropriate hygiene practices are in place).
- The area where food is being prepared should be cleaned and disinfected prior to preparing food when cooking etc.
- Appropriate coloured cutting/preparation boards are available.
- Utensils used for eating drinking or serving must be washed in the dishwasher/sanitiser after use excepting items that do not fit in or are not suitable to be washed in a dishwasher.
- Where an external group uses their own food and serving utensils they follow the centre procedures.
- Items washed should be air dried on the mobile bench and covered if necessary
- There needs to be a clean small rubbish bin for food scraps under the sink area in kitchen 1.
- The fridge in each kitchen needs to be cleaned regularly with a thorough clean at the end of every term as standard practice.
- There must be an appropriate thermometer for testing and recording appropriate food temperatures after cooking food at the centre or on external events.
- Clean and disinfect benches and any other areas necessary at the end of every day the centre is open for children/events and kitchen is used.
- Change tea towels daily.
- Sweep kitchen floor if necessary. The cleaner will clean the floor overnight on days the centre is cleaned.
- Attend to a slippery/hazardous floor immediately and put up the yellow signage

4.2 Storage/Serving of food

- Food should be covered after preparation until serving if appropriate
- All frozen food will be stored in the freezers.
- Cold food will be stored in the fridge.
- All hot cooked food /meals will be served at above 60 degrees Celsius unless they are part of a school or other event the centre has no control over but staff will monitor.
- All meat is thawed inside the fridge over a period of time or within the microwave immediately before use.
- Utensils will not be shared between different foods or people

4.3 Breastmilk

Thawing frozen breast milk

- Breast milk can be thawed in the fridge or at room temperature in a warm water bath.
- Breast milk that has been thawed in the fridge but not warmed should be used within 24 hours, and should not be refrozen.
- Breast milk that has been thawed outside the fridge in warm water can be used immediately, or stored in the fridge for up to 4 hours.

Warming Breast Milk

- Breast milk should NEVER be microwaved. It destroys the immunological properties in the breast milk.
- Breast milk should be warmed by standing the bottle in warm water.
- Bottle warmers can be used, but they must have a thermostat control. Bottles should only be warmed in this way *for less than 10 minutes*.
- Before giving the child a drink from the bottle:
 - put the teat/bottle top back on, and invert the bottle at least 10 times
 - make sure the breast milk is cool to touch - test by placing several drops on the back of the hand

Storing Infant Formula Supplied by Parents (the centre does not supply)

Storing Infant Formula

- Infant formula should be named, dated, labelled and stored immediately in the centre at the back part of the fridge where it is coldest (not in the fridge door where it is warmer).
- Discard the contents of *partially used* bottles after 1 hour. Reusing half empty bottles is risky once they have been heated and sucked on.
- Tips for parents: the safest way to transport formula is to take the cooled, boiled water and the powdered formula in separate containers and mix them when needed. When it is necessary to transport prepared formula (or expressed breast milk) it must be icy cold when leaving home and be carried in an insulated pack to keep it cold.

Warming Formula

- Microwaving infant formula is not recommended by the NHMRC for safety reasons; they do not heat the milk evenly and may create hot spots in the milk which could burn the baby's mouth.
- Formula and breast milk should be warmed in the bottle warmer.
- Before giving the child a drink from the bottle:
 - put the teat/bottle top back on, and invert the bottle at least 10 times
 - Make sure formula is cool to touch - test by placing several drops on the back of the hand.

4.4 Food Handlers

Food handlers need to:

- Follow the centre's hand washing procedures
- Wear disposable gloves when preparing food, in direct contact with food and serving food.
- Be free of illness
- Cover sores and cuts with a band aide
- Use serving utensils to serve all food
- Wear an apron and tie hair back/wear a hair net if past the shoulders if serving food for an event such as a family BBQ.
- Wear disposable gloves if handling food.

4.5 Food Delivered to the Centre

- Perishable food needing refrigeration that is delivered to the centre should be put in the fridge/freezer immediately
- In hot weather parents are encouraged to bring children in loose SunSmart clothing that protects as much of the skin as possible and minimises heat.
- Check the temperature of cold food prior to it going in the fridge

4.6 Food purchased from Retail outlets

(For foods needing refrigeration such as meats, dairy etc.)

- Where possible staff will transport food needing refrigeration in an insulated bag
- The food must be taken straight to the place of purchase to a fridge.
- The food to be used for the centre should be tested with a thermometer before being placed in a fridge off site.
- The off-site fridge needs to be the correct temperature before food to be used for the centre is placed in it.

References:

- Dietary Guidelines for Children and Adolescents in Australia (National Health & Medical Research Council, 2003)
- Infant Feeding Guidelines for Health Workers (National Health & Medical Research Council, 2012)
- Feeding and nutrition of Infants and Young Children (World Health Organisation, 2000)
- Child and Youth Health www.cyh.com.au
- Australian Breast Feeding Association Guidelines.