Health, Hygiene and Safe Food Policy

NQS

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<th>QA2</th>
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<tr>
<td>2.1</td>
<td>Each child’s health is promoted.</td>
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<td>2.1.1</td>
<td>Each child’s health needs are supported.</td>
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<td>2.1.3</td>
<td>Effective hygiene practices are promoted and implemented.</td>
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<td>2.1.4</td>
<td>Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.</td>
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<td>2.2.1</td>
<td>Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.</td>
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<th>QA2</th>
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<tr>
<td>2.3.2</td>
<td>Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</td>
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National Regulations

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My Time, Our Place

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<td>Children become strong in their social and emotional wellbeing.</td>
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<td>Children take increasing responsibility for their own health and physical wellbeing.</td>
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Aim

Our service aims 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 OHS/WHS standards. A holistic and consistent approach to health, hygiene and safe food across the service will help to effectively meet this aim.

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Related Policies
Additional Needs Policy
Enrolment Policy
Food, Nutrition and Beverage Policy
Immunisation and Disease Prevention Policy
Incident, Injury, Trauma, Illness Policy
Medical Conditions Policy
Physical Activity Promotion Policy
Relationships with Children Policy

Implementation
The Approved Provider will ensure that the Nominated Supervisor (who is responsible for all staff members, educators and volunteers) must implement 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 -

(a) Hygiene practices.
(b) Safe and hygienic storage, handling and preparation of all food and drinks, including foods and drinks provided by the child’s home.
(c) Working with children to support the promotion of hygiene practices, including hand washing, coughing, dental hygiene and ear care.
(d) 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.

Importantly, we will work with each child to promote health and safety awareness, 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.

Information on health, hygiene and safe practices will be displayed in the reception area and drawn to the attention of all parents on a regular basis.

To uphold the general health and safety of all children using the service, all educators and visitors will follow the Tobacco, Drug and Alcohol Policy.

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**Equipment and Environment**
The service will implement regular schedules for washing children’s toys and equipment using warm water and soap and drying in the sun. We will rotate toys to allow for washing, clean books by wiping with moist cloth and drying, and clean storage areas weekly.

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

**Hand Washing Procedure**

Our service will provide the appropriate height basins for children to wash their hands as well as basins height appropriate for adults. Liquid soap will be provided for all individuals to wash their hands and we will ensure any allergies to soap are identified using the Enrolment Form and catered for appropriately. Along with this, the service will provide either/and/or individual towels, paper towel or an automatic dryer for people to dry their hands.

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
- before going home to prevent taking germs home.

**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.

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• Rinse hands thoroughly.

• Dry hands thoroughly with clean towel/paper towel or an automatic dryer.

• This should take about as long as singing “Happy Birthday” twice.

Hygienic Toileting Procedure

Additionally, 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 reminded to flush toilets and wash hands after use.

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

• helping child to remove clothing if needed

• helping child onto toilet if needed

• helping the child to wipe themselves, encouraging them to wipe front to back

• encouraging the child to flush the toilet themselves

• encouraging the child to wash and dry hands on single sheet of paper towel, and then to leave the bathroom.

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 if required, 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.

The procedure for toileting will be displayed in the toileting area.

• The laundering of soiled clothes or linen is laundered away from the service; soiled laundry is hygienically stored in a sealed container, until such a time as it is removed from the premises. Soiled clothing is returned to a child’s home. It will have any solid soiling removed and will be stored securely and not placed in the child’s bag in contact with personal items.

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Dental Hygiene and Care

- Educators should actively seek to be positive role models for children and families in attendance at the service.
- Educators form positive relationships with family members and children to discuss and encourage good dental health practices and ensure the continuity of care of each child.
- The service integrates educative information and guidelines on good dental health practices into the daily routine. This should include information on tooth brushing, tooth friendly snacks and drinks and going to the dentist and/or dental health professionals.
- Children will be encouraged to drink water to quench their thirst and remain hydrated.
- Family members should be informed without undue delay any incident or suspected injury or issue with their child’s dental health which may include teeth and gums, gum swelling, infection in the mouth, or problems, pain or discomfort the child has with chewing, eating or swallowing food or drink.

Dental Accidents

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

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.

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.

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:

• wash 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:
  o washing their hands
  o keeping their personal hygiene at a high level. For example, tying their hair back or keeping it under a net
  o not wearing jewellery (wedding band excluded)
  o covering cuts with a bandaid and gloves
• clean 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 gloves
• 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 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.

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Food Safety, Temperature Control and Transport Procedure

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
- encouraging children to the best of our ability to continue our healthy eating message in their homes.
- 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.

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:

- all food for children brought from home will be immediately placed in the refrigerator provided in the service. Children’s food will be removed from insulated containers before placing in the refrigerator
- don’t leave perishable foods in the temperature danger zone for longer than two 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, however
- 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

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• 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.

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
• aluminium foil, plastic film and clean paper may be used and food will be completely covered
• food already in packaging may not need additional coverage. However, if additional coverage is required the above will apply
• previously used materials and newspaper will not be used.

Temperature Control

• when potentially hazardous foods are being transported they will be kept at or below 5 degrees Celsius for cold food, or above 60 degrees 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

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• 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
  filled and kept closed until immediately before the food is needed or is placed in other
  temperature-controlled equipment at the destination.

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.

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 packaging, 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 (once opened) 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.

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• 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

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 degrees (C) and frozen foods at minus 18 degrees (C)

• 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.

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
Department of Health Victoria

Food Safety and Regulation
Australian Guide for Healthy Eating
Dietary Guidelines for Children and Adolescents in Australia incorporating the Infant Feeding Guidelines for Health Workers Endorsed 10 April 2003
Food Safety Standards for Australia 2001
Food Standards Australia and New Zealand Act 1991
Food Standards Australia New Zealand Regulations 1994

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Review

The policy will be reviewed annually by the Out of School Hours Care subcommittee of School Council.

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<th>Review Date</th>
<th>Version Number</th>
<th>Date Produced</th>
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<tr>
<td>August 2016</td>
<td>Year 2017</td>
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<td>October 2015</td>
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