

▲ FOOD PREPERATION, SERVING AND STORAGE

▲ NQS

Element 2.1.1 Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation;

Element 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented

Element 2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented;

Element 7.1.3 Roles and responsibilities are clearly defined and understood, and support effective decision making and operation of the service;

Element 7.2.1 There is an effective self-assessment and quality improvement process in place.

Education and Care Services National Regulations: 77(1-3) (b); 168(2)(a)(i)

▲ PURPOSE

We have a responsibility to ensure adequate procedures and policies are in place which comply with Food Standards Australia for safe food handling, and to maintain a hygiene level that meets Work Health & Safety standards. To minimise cross infection as much as possible educators will follow Australian hygiene and safety standards in the food preparation and storage areas.

▲ POLICY

It is the policy of the centres to establish processes and procedures which promote healthy eating, management of special dietary requirements allergies and anaphylaxis and effective hygiene control.

▲ PROCEDURES

The centre will have an area specifically designed for food preparation and storage which is safe and to Australian hygiene standards. We will also store all food and drink to standards indicated by current authorities and information.

Each centre will provide workplace instructions for:

- Hand washing routines;
- Timing of hand washing routines;
- Safe storage and temperate control of food.
- Clear instructions for the preparation of special dietary requirements
- Clear instructions for serving food where children have special dietary requirements

Our Centres will also follow appropriate food preparation techniques to meet Food Standards Australia New Zealand.

All staff are given an induction and ongoing updates of children's allergies, required documentation is **displayed on a designated spaces in each room.**

FOOD PREPARATION IN THE KITCHEN

- A person known to be suffering from a foodborne disease or reasonably suspected to have a symptom that may indicate he or she is suffering from a foodborne disease must not engage in the handling of food.
- **Foodborne illness symptoms include** fever, sore throat with a fever, vomiting, diarrhea jaundice
- **Food borne conditions include** infected skin sores, discharges from the ears, nose or the eyes (sneezing, coughing, hay fever, conjunctivitis etc..), boils, cold sores, infected acne, cuts or abrasions.
- **Should a person report they are suffering from a foodborne illness, injury or condition, they are required to complete a Food Handler illness/ Condition Record and provide a medical certificate to their manager.**

Staff Name	Description of foodborne illness symptoms of condition	Onset of illness or occurrence of condition	If condition is under control? describe how (if not under control cannot work with food)	If foodborne illness complete the following:	Illness & condition: signature of staff and manager
	Illness <input type="checkbox"/> Condition <input type="checkbox"/>	Time: Date:	medical Cert, sighted:	Date Left: Date Returned: medical Cert Sighted:	Staff: Manager:

All food handlers must:

- Wash hands before food preparation;
- Sanitising food preparation area before, during and after use;
- Use colour-coded chopping boards in order to prevent cross contamination of raw food;
- Ensuring other employees 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 jewelry (wedding band excluded)

Covering cuts with a blue band aid and gloves

Not changing nappies directly before preparing food.

- Avoiding the contamination of one work area to another by using colour coded wash cloths and having specific cleaning implements (for example gloves and scourers) for a specific area.
- Avoiding the contamination of one work area to another by using the colour coded chux system and restricting the movement of contaminated items (such as gloves and cleaning implements) from one area to another.
- Designated space for a list of children attending, their allergies and dietary requirements, and the room they are attending.
- Food is prepared according to specific dietary needs.
- Food is clearly labelled and states the child's name and what comprises of (e.g.: vegan, dairy free, vegetarian, wheat free);
- Food is distributed to the rooms in accordance with the service specific procedures.

SERVING FOOD IN THE ROOMS

- Clean children's dining tables with soap and water and dry before serving food.
- Ensuring food is always served in a hygienic way using tongs or serving utensils.
- Clean children's dining tables with soap and water and dry after mealtimes
- 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.
- The educator collecting the food from the kitchen double checks which food is for the children with special dietary requirements.
- Food that is taken to the room, is clearly communicated to the educator serving the food who is to receive specially labelled food.

FOOD STORAGE

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

Educators will then implement these standards in the centre by inspecting food items when first brought into the centre to ensure they are in good order, for example, not in damaged packing, within their used by date period and at a correct temperature.

Educators 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 and never on the floor including play dough material.
- Any food removed from its original container must be stored in a container with the used by date of the food written on it.
- 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 Centre) and labelled.
- Foods are stored at the correct temperature depending on the product. Cold foods need to be stored at less than 5°C and frozen foods at minus 18°C.
- 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.

FOOD SAFETY AND TEMPERATURE CONTROL

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 centre. 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 2 hours; place in the fridge or freezer;
- Keep cold food in a fridge, freezer, below 5°C until you are ready to cook or serve, e.g. 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;
- Pre-prepared food from a supplier such as Kids Gourmet Food may only be heated **once. If a child does not eat this food, you must not reheat a second time.**
- for children who eat outside of mealtimes, **place a portion aside and keep in the fridge until it is time to reheat it.**
- Any leftovers of reheated foods must **not** be cooled or reheated a second time, it **MUST** be discarded.
- Reheated food must be served on the day it is reheated and be consumed during the respective meal service,
- Food purchased by a supplier – must follow reheating instructions of supplier.
- Do not return reheated food to the fridge or freezer, through it away.
- 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.

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

- Provide 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 educators 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 educators including an awareness of other cultures food habits.

STORING AND HEATING MILK BOTTLES

All food and bottles provided by parents/guardians will be removed from the child's bags and stored appropriately as follows:

- Milk bottles will be stored in the main part of the fridge,
- All bottles will be clearly named, and teat covers will be in place when not in use,
- Breast milk will be clearly labelled; the label will include name of the child and date and time that the milk was expressed and the breast milk status as per storage

guidelines below.

- Unused formula, milk or food will be disposed of unless the parents/guardians request otherwise and
- Bottles and containers will be washed (not sterilised) and returned to the child's bag.

STORAGE OF BREAST MILK

- The following recommendations from the Infant Feeding Guidelines and Australian Breast-Feeding association for storage of supplied breast milk will apply,

Breast milk status	Storage at room temperature (26°C or lower)	Storage in refrigerator (5°C or lower)	Storage in freezer
Freshly expressed into sterile container	6–8 hours If refrigeration is available store milk there	No more than 72 hours Store at back, where it is coldest	2 weeks in freezer compartment inside refrigerator (–15°C) 3 months in freezer section of refrigerator with separate door (–18°C) 6–12 months in deep freeze (–20°C)*
Previously frozen (thawed)	4 hours or less – that is, the next feeding	24 hours	Do not refreeze
Thawed outside refrigerator in warm water	For completion of feeding	4 hours or until next feeding	Do not refreeze
Infant has begun feeding	Only for completion of feeding Discard after feed	Discard	Discard

* Chest or upright manual defrost deep freezer that is opened infrequently and maintains ideal temperature

Sources: Lawrence & Lawrence 2005,²⁶ ABM 2004,³⁷³ Slutzah et al 2010,³⁷⁵ NZ Ministry of Health.³⁷⁶

BOTTLE PREPARATION

The following process will be implemented when preparing infant bottles:

- Microwaves, bottles warmers or tepid water may be used to heat infants' bottles; however, microwaves are **not** recommended for **breast milk**,
- Centre staff must check on the label on breast milk before it is thawed and provided to the infant to ensure that the child is receiving the correct bottle,
- Frozen breast milk will be thawed gradually in tepid water; once thawed it will be heated to an appropriate temperature using tepid water; breast milk must not be shaken – the bottle should be rolled between the palms of the hands to gently mix the contents,
- Unused breast milk must be discarded immediately,
- Unused formula must be discarded if not consumed within thirty (30) minutes of preparation and
- Parents/guardians are requested to provide pre-made or pre-measured formula.

WARMING MILK

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Microwaves may be used to heat bottles with cow's milk or formula. Care must be taken to ensure that the liquid is not overheated. The following is a guide for preparing children's bottles when using a microwave:

- Take off the teat/bottle top and leave it outside the microwave
- Cold milk (direct from fridge)
 - 30 seconds on high for 90-120mls,
 - 45 seconds on high for 120-180mls and
 - 50 seconds on high for 180-240mls
- The actual time will vary according to the type of microwave and
- Shorter heating times are required for bottles which are at room temperature prior to heating.

After heating the bottle

- Avoid boiling the liquid,
- Shake bottle well to avoid "hot spots" in the container.
- Centre staff **must** test the milk by dropping a little milk on the back of the hand or inside of the wrist to check the temperature; if the liquid is not sufficiently hot it can be reheated for no more than 5-10 seconds before retesting; if the liquid is too hot, the bottle must be run under cold running water until it reaches the appropriate temperature and
- Re-test the liquid as appropriate before feeding the infant.

MICROWAVE TESTING

The Centre Director or person in-charge is to test the microwave at the centre to determine the appropriate heating times. Clear heating instructions are to be displayed besides the microwave to ensure all centre staff are appropriately informed.

STERILISATION OF DUMMIES AND PACIFIERS

Where a baby does not have a clean spare dummy, educators will sterilise a dirty dummy before use by simmering it in boiling water for at least 5 minutes. Or using a steam sterilizer. Dummies will not be sterilised using a microwave. Educators will ensure the dummy is cool before use. The dummy will be air-dried and stored in a sealed container if it is not being used immediately. Educators will advise parents to discard the dummy if the baby has an infection. For children over 6 months, dummies can be cleaned by washing with warm, soapy water and rinsing well.

STERILISATION OF BOTTLES

Educators will sterilise all bottle-feeding equipment for babies up to 12 months old. The

bottles, teats etc. will be washed in warm, soapy water using a clean bottlebrush to thoroughly remove all traces of milk. The bottles will be rinsed and then sterilised by one of the following methods (boiling is the preferred option recommended by the Vic Govt Better Health).

Boiling

Educators will

- Place all equipment in a large pot and cover with tap water (make sure your water meets the Australian Drinking Water Guidelines if you are not using town water).
- Make sure there are no air bubbles trapped inside the bottles.
- Put the saucepan lid on and bring to the boil.
- Allow five minutes of rapid boiling.
- Turn off heat and allow to cool.
- Make sure they wash their hands thoroughly with soap and water before handling the equipment.
- Store the sterilised equipment in a clean container in the fridge and re-boil after 24 hours if it has not been used before then.

Sterilising chemicals

Educators will carefully follow the manufacturer's instructions to ensure correct strength and:

- Mix the chemicals with water in a big plastic or glass bowl.
- Place all equipment in the solution ensuring all surfaces are covered– for example, by squirting solution through teats and getting rid of any air bubbles.
- Soak the equipment for at least one hour and change the solution every 24 hours.
- Scrub the container with warm soapy water and rinse thoroughly before refilling with new solution.
- Remove the equipment and shake off excess solution, but do not rinse.
- Use only glass or plastic, as metal will rust when left in the solution.

Steam steriliser appliances

Educators will use a steam steriliser appliance to the manufacturer's directions and:

- Place the equipment in the steriliser and add the recommended amount of water.
- Put the lid on and steam the equipment for the recommended period of time.
- Keep the lid on until the bottles are needed.
- Wipe and dry the inside of the container once a day to keep it clean.

Microwave steam sterilisers

Educators will:

- Read the instructions carefully.
- Check the microwave power needed to sterilise the equipment properly because not all microwave ovens are the same.
- Do not use metal inside these sterilisers.

▲ SOURCES AND FURTHER READING

- Education and Care Services National Regulations
- Children's services voluntary FSP NSW
http://www.foodauthority.nsw.gov.au/_Documents/industry/children_services_fsp_template.pdf
- Food Standards Australia New Zealand (2001)
www.foodstandards.gov.au
- Safe Food Australia, 2nd Edition, 2001
<http://www.foodstandards.gov.au/publications/pages/safefoodaustralia2nd519.aspx>
- National Health and Medical Research Council: „Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)“, June 2013
http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_updated_130701_0.pdf
- C Burney and L Williams, Caring for Children, Birth to 5, Food, Nutrition and Learning Experiences, published by the Department of Health, 5th Edition, 2014
- Eat for Health: Infant Feeding Guidelines, information for health workers
https://www.eatforhealth.gov.au/sites/default/files/content/The%20Guidelines/170131_n56_infant_feeding_guidelines.pdf
- Australian Breast-Feeding Association
<https://www.breastfeeding.asn.au/bf-info/breastfeeding-and-work/expressing-and-storing-breastmilk>
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

▲ ASSOCIATED POLICIES

- Gloves
- Food and Nutrition
- Sickness and Exclusion

▲ POLICY REVIEW

- The Centre (together with educators) will review this policy every 12 months.

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- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- **Last review:** 26.06.2023
- **Next review:** 26.06.2024