

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## NQS

|     |       |   |
|-----|-------|---|
| QA2 | 2.1   | Each child's health and physical activity is supported and promoted.  |
|     | 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. |
|     | 2.1.2 | Effective illness and injury management and hygiene practices are promoted and implemented.   |
|     | 2.1.3 | Healthy eating and physical activity are promoted and appropriate for each child.   |
| QA2 | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                                 |
|     | 2.2.2 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.         |

## REGULATIONS

|      |    |   |
|------|----|---|
| Regs | 77 | Health, hygiene and safe food practices |
|      | 78 | Food and beverages                      |
|      | 79 | Service providing food and beverages    |
|      | 80 | Weekly menu                             |

## EYLF

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|-----|--|
| LO3 | Actively support children to learn hygiene practices.  |
|     | Promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community. |
|     | Discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all.                         |
|     | Model and reinforce health, nutrition and personal hygiene practices with children.  |

## 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 standards. A holistic and consistent approach to health, hygiene and safe food across the service will help to effectively meet this aim.

## IMPLEMENTATION

The Approved Provider will ensure that the Nominated Supervisor (who is responsible for ensuring 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 and 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, nappy changing and cleaning of equipment.**
- (e) The provision of fresh linen and sheeting for cots and mattresses.**

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 issues, 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. 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.

### **Equipment and Environment**

The service will wash mouthed toys daily using warm water and soap, and air dry, rotate toys to allow for washing and use individual toy bags for babies, clean books by wiping with moist cloth and drying, clean storage areas weekly. Surfaces will be cleaned with detergent after each activity and all surfaces cleaned thoroughly daily. Floor in the babies and toddlers' rooms will be washed each day. Areas contaminated with body fluids will be disinfected after washing.

### **Bedding**

Each child will supply their own bedding. Mattresses will be wiped with warm soapy water after each use. Spare bedding will be supplied to children who do not have any and washed after every use.

## **HAND WASHING PROCEDURE**

Our service will provide the appropriate height basins for children to wash their hands in as well as basins height appropriate for adults. Liquid soap will be provided by 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 paper towel 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 or changing nappies.
- After removing gloves.
- After going to the toilet.
- Before and after nappy change procedures.
- 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.

Educators will wash hands as per current staying Healthy in Childcare poster.

## **HYGIENIC NAPPY CHANGE PROCEDURE**

The service accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators

will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.

All Educators will carry out nappy changing, however at times if a student is required to carry out this as part of their practical requirements - they will be under constant supervision of a qualified Educator. At times it may be necessary for a student to carry out the nappy change procedure as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time. Additionally, the service will follow hygienic nappy change practices at all times using the following procedure -

- Nappy changing will be done only in the nappy change area which will be properly stocked with paper towels, fresh nappies, rubbish bin with sealed lid lined with plastic. Always prepare change area first: put on gloves, place paper towel, wipes and bag to dispose of nappy.
- Nappy changes occur frequently and as needed throughout the day. At all times one hand must be kept on the child to prevent them falling from the change table.
- Assist the child up to the nappy change table and place paper towel under child.
- Clean and dry the child's bottom using wipes, wiping from front to back. Remove paper towel from the change table.
- Dress the child and wash and dry the child's hands, take the child away from change area. Wash your hands.
- Clean the nappy change surface after each use. Clean surface with neutral detergent and warm water. Wipe dry with paper towel. Dispose of paper towel in bin. Wash your hands.
- After each nappy change the child's and educator's hands will be washed and the change table cleaned.
- At the end of each day the nappy change area will be disinfected.
- The procedure for nappy changing will be displayed in the nappy change area.

The laundry area includes a washing machine with hot and cold water supply for the laundering of soiled cloths, linen and nappies.

## **HYGIENIC TOILETING PROCEDURE**

The service accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.

At times it may be necessary for a student to assist children in the area of toileting as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time.

**Additionally, the service will follow hygienic toileting practices at all times using the following procedure -**

- Staff will at all times encourage the child to be independent in their toileting habits and provide assistance as and when needed.
- It is better to use the toilet when toilet training for effective hygiene and infection control factors.
- The service will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use.

**If the child has soiled or wet their clothing:**

- Wearing gloves, remove any wet/soiled clothing and seal in a bag for washing.
- Clean and dry the child.
- Remove your gloves and wash hands
- Dress the child, wash and dry the child's hands. Have them leave the bathroom.
- Wearing gloves 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.
- Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

## **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. Information should be made available to family members and staff in their home language.
- The service integrates educative information and guidelines on good dental health practices into the daily routine. This should include information on tooth brushing, tooth friend snacks and drinks and going to the dentist and/or dental health professionals.
- The service will actively encourage good dental health practices including eating and drinking habits, tooth brushing 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.
- Educators will be aware of dental first aid and receive appropriate professional development opportunities where appropriate.

## **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 educators 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.

## 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:
  - 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 jewellery (wedding band excluded)
  - Covering cuts with a band-aid and gloves and
  - Not changing nappies 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 wash cloths system and restricting the movement of contaminated items (such as gloves and cleaning implements) from one area to another.
- Clean children's dining tables with soap and water before serving food.
- Ensuring food is always served in a hygienic way using tongs and gloves.
- Clean children's dining tables with soap and water after meal times.
- 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 to 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.

Example of the type of activities children will participate in during cooking experiences include:

- Helping choose what to cook.
- Measuring and weighing ingredients.
- Stirring or mixing ingredients.
- Washing salad, vegetables or fruit.
- Setting the tables.

## **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:**

- Provide food safety information from Safe Food Australia
- Encouraging parents to the best of our ability to continue our healthy eating message in their homes.
- 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 staff including an awareness of other cultures food habits.

**Due to allergy requirements, no outside food is to be brought into the service. All dietary requirements will be met through our service menu.**

**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:**

- Don't leave perishable foods in the temperature danger zone for longer than 2 hours.
- 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.
- 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.

- 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 Centre) 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.

## 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 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. 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 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.
- 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 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.

All cooks will be given a job description form to sign on employment.

## SOURCES

Education and Care Services National Regulations 2012  
 Early Years Learning Framework / My Time Our Place Framework  
 National Quality Standard  
 Food Standards Australia New Zealand  
 Safe Food Australia, 2nd Edition. January 2001  
 NSW Health  
 Caring for Children- Food, Nutrition and Fun Activities, 4th Edition 2006  
 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  
 National Health and Medical Research Council. (2005).  
 Staying Healthy in Child Care Preventing Infectious Diseases in Child Care (5th Edition)  
 Food Safety Standards for Australia 2001  
 Food Standards Australia and New Zealand Act 1991  
 Food Standards Australia New Zealand Regulations 1994  
 Food Act 2003  
 Food Regulation 2004  
 Occupational Health and Safety Act 2000  
 Occupational Health and Safety Regulations 2001  
 Dental Association Australia



# REVIEW

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Policy reviewed; June 2023

Next up for review; June 2024