

POLICY: 5.1 Food Safety and Nutrition Policy

Procedure: 5.1 Food Handling and Safe Food Storage

This procedure will support educators to ensure all food which is handled (includes preparing, handling eating or storing it) by the Educator is dealt with, using all care to ensure food is not contaminated, nor allowed to become contaminated or unfit for human consumption.

4.20.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **5.1 Food Safety and Nutrition Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) educators, educator assistants and parents to implement the policy. The procedure covers:

[5.1.2 Roles and Responsibilities](#)

[5.1.3 Hygiene & Food Preparation](#)

[5.1.4 Safe Food Storage](#)

[5.1.5 Food Safety](#)

5.1.2 Roles and Responsibilities

The Nominated Supervisor will ensure before an educator commences with the service they have:

- Appropriate facilities for the provision of safe and hygienic food handling including:
 - o Kitchen sink, which is clean and accessible,
 - o A working refrigerator which is cooled to less than 5 degrees Celsius,
 - o Suitable disposal system that does not require hands to touch the bin
 - o Cooking and food warming facilities; and
 - o A hot water supply
- The skills and knowledge to ensure the health needs of children are maintained including:
 - o Knowledge of safe and hygienic food handling processes
 - o Providing up to date information on safe food handling techniques
 - o Identifying training requirements
 - o Ensuring Educators are aware of children's allergies (see 4.4 Medical Conditions Policy for guidance)
- Appropriate crockery and cookery utensils including:
 - o Clean and age-appropriate plates, bowls, and cups.
 - o There are separate cutting boards used for raw meat and fresh foods.

Educators will

- have facilities that are clean and in good working order at all times. Including but is not limited to:
 - o Clean kitchen sink;
 - o Working refrigerator with a temperature under 5 degrees Celsius
 - o Suitable disposal system – no need to touch the bin during disposal
 - o Cooking and food warming facilities; and
 - o A hot water supply.
- Ensure when inducting a new family into their service:
 - o They discuss safe storage and handling for food coming from the child's home to the Educator's residence;
 - o Communicate openly and provide information to parents about how they ensure the food served at the Educator's residence, is handled hygienically and safely to prevent cross-contamination.

5.1.3 Hygiene & Food Preparation

Educators will

- wash their hands and ensure that children also, wash hands, thoroughly with soap and water before handling, preparing and eating of food. Refer to 4.1 Hygiene and Infection Control Policy for further guidance on personal hygiene and handwashing
- cook or heat food thoroughly until steaming and allow it to cool just before serving.
- wash fruit and vegetables thoroughly before serving.
- put processes in place to avoid cross-contamination, for example uses a separate cutting board for raw meat or chicken and fresh foods, places meat at the bottom of the refrigerator.
- ensure food preparation surfaces, tables, utensils, and equipment are thoroughly cleaned before and after use.
- ensure facilities and eating areas are to be clean and free of old foodstuff, pests or animals. No animals are permitted to be on or near benches and/or tables at any time
- floors are to be clean at least daily
- supervise children at all times by sitting with children and what food they are eating and how this fuels their body.
- discuss health food choices and model this when eating with children.
- ensure food is not shared between children.

5.1.4 Safe Food Storage

Educator will ensure

- perishable items will be covered and refrigerated. Non-refrigerated items will be stored in airtight containers or appropriate wrapping.
- perishable food provided from the child's home will be refrigerated as soon as possible and within 2 hours. If the food is not refrigerated within 2 hours, it must be eaten immediately, if left out for 4 hours, the food must be disposed of.
- Raw food kept in the fridge is stored away from children's lunches, i.e. lunches at the top of the fridge and raw food on the bottom to prevent drips.
- Food and drinks will be refrigerated at a temperature of 5 degrees C or less.

5.1.5 Food Safety:

The Service recommends that educators use forms of heating other than microwaves for the heating of foods, eaten by children in care, wherever possible; and

No breast milk is ever heated in a microwave.

The Educator will ensure:

- Children do not eat food that has fallen on the ground or been handled by another child.
- Children are not in the food preparation area unsupervised.
- Forms of heating other than microwaves will be used to heat breast milk or formula.
- When bottle-feeding babies, they encourage face-to-face interaction and not 'prop feed' a bottle.
- If the baby or child can bottle-feed themselves, this must be supervised, and the bottle removed when finished.
- Food that is not fit for consumption is immediately disposed of.
- Any requests by parents to handle food in culturally appropriate ways will be respected.

Minimising Risk:

1. Safe eating practices will be implemented to minimise the risk of choking, e.g., consider the type of food provided and bottle feeding.
2. Where a child with anaphylaxis is in care, other parents will be informed of the allergy and asked to support the provision of a safe environment for all children.

Communication with Families:

1. The educator will consult and collaborate with families to best ensure children's nutritional needs are met.

2. Food and dietary preferences, as indicated by parents [such as vegetarianism, religious needs] will be strictly accounted for when the educator is preparing food and within the menu planning where applicable.
3. Educators will communicate with parents about the child's daily intake and output of food and fluids.
4. Any diagnosed allergies of the child will be written on the enrolment form and discussed at the time of enrolment and interview with the educator
5. Parents of a child with a known food allergy are to provide the service and educator with a Medical Management Plan to be completed.
6. In consultation with educators, parents will develop a Health management Plan for children with food allergies.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

5.1 Food Safety and Nutrition Policy

Reference

Refer to 5.1 Food Safety and Nutrition Policy