

## FOOD HANDLING AND STORAGE POLICY

### AIM

To ensure that all food is handled, prepared and stored hygienically.

### IMPLEMENTATION

All Centre staff will be food handlers and handle food regardless of who provides and prepares the foods.

#### **Leadership will:**

- Oversee review and implementation of this policy
- Conduct an audit every term to check that allergy and food safety procedures are effective and up to-date

#### **Food Handlers will:**

- Wash their hands after;
  - Eating
  - Toileting
  - Wiping their nose
  - Touching exposed parts of their body
  - Handling rubbish
  - Handling soiled utensils
  - Handling raw foods
  - Between handling raw and cooked foods.
- Wash their hands before handling and serving foods.
- Wash their hands before setting up tables and handling utensils.
- Ensure they are free from illness
- Cover cuts/sores with a coloured Band-Aid.
- Ensure jewellery is secure
- Have neatly trimmed nails.
- Ensure hair is tied back or secured.
- Ensure clothing cannot contaminate food (i.e. no scarves or dangling shirts/dresses)
- Use provided tongs to serve and handle food when possible.
- Gloves must be worn when handling food if the staff member is wearing jewellery or nail polish. Gloves will be changed at the same intervals as hand washing would normally occur, particularly between handling raw and cooked foods. Gloves are provided in the rooms.
- Ensure utensils and equipment is clean and free from pests and vermin.
- Sanitise preparation and dining areas

- Leave dishes to air-dry
- Regularly clean bins
- Provide clean utensils for every meal
- Wash all food utensils
- Clean freezers/fridges/dishwashers once a week with old food discarded and dates recorded.
- Document and maintain cleaning schedule with daily, weekly, fortnightly and monthly duties.
- Complete food handling training annually.
- Supervise children while they wash their hands before meal times or wipe younger children's hands with flannels or wipes.
- Pass on allergy information to casual staff.
- Be aware of cross contamination where allergens are present; including supervising children sitting next to children with allergies and ensuring utensils and dishes are not shared.
- Discuss hygiene practices with children and families.

**When preparing bottles, educators will:**

- Ensure all bottles provided by families are named and the date for use written on the bottle.
- Not ever feed a child from an unlabelled bottle. Any bottles without labels must be put aside.
- Check all bottles are labelled by performing a check. If an unlabelled bottle is found, it should be put aside and follow up calls made by primary care educators. Families who believe the bottle belongs to their child can attend the Centre to label the bottle OR bring a labelled bottle with them for their child's feeding.
- Ensure that breast milk bottles are checked by two staff members before feeding a child from their labelled bottle.
- Record children's eating and bottle drinking on the daily feeding sheet. When staff record the time fed and the amount of milk given, they should also sign that two educators have checked the bottle's label.
- Place all bottles in one location. This should be in the room fridge in trays with individual children's names. Named trays do not replace the need for bottle labels to be double checked.
- All bottles should be stored in the main compartment of the fridge (not the door).
- Use bottle warmers to heat all bottles. Staff must follow guidelines on each of the bottle warmers.
- Prepare formula as close as possible to the time it is needed. Once made up, formula can be stored in the fridge for 24 hours before discarding.
- Discard any milk that remains 1 hour after heating.
- Not heat breast milk in the microwave. Instead, the recommended way to warm breast milk is to stand it in a container of warm to hot water or bottle warmer. Roll gently to mix, do not shake bottle. Test the temperature before giving to the child. Once the child has started to feed from the bottle, throw away any milk left after 1 hour.
- Test bottles for correct temperature before giving to children. This is to guard against serious burns.
- Not reheat bottles. Remaining content after 1 hour shall be discarded.

- Breast milk storage, thawing and warming will be managed in accordance with Get Up and Grow information handout. This is in the room where children under two predominately eat (Nest room).

**Families will:**

- Provide sterilised bottles and teats as well as premeasured, powdered formula each day. These should be clearly labelled with the baby's name, date and amount of water to be used.
- Provide developmentally appropriate, nutritionally sound snacks, lunch and a clean bottle filled with fresh water.

EVALUATION: This policy is viewed to be working effectively when food is handled and stored in a safe, hygienic way. National Quality Standards: 2. Children's Health & Safety. 2.2.1. At all times, reasonable precautions and adequate

**Record of Policy Adoption and Amendments:**

Policy adopted from Forbes Children's Centre, September 2021.

Approved Governing Council: 9/21

**Reviewed:**

Date	Amendments	Reviewed by:	Approved by:
09/22			