

# **HEALTH, HYGIENE AND SAFE FOOD POLICY**

## **Document History:**

<b>VERSION NUMBER:</b>	<b>DATE ISSUED:</b>	<b>REVISION SUMMARY / REASON FOR ISSUE:</b>
20160729	29/07/2016	Document reviewed. Format amended and revision history incorporated.
20180731	31/07/2018	NQS references updated.

*Inspiring every child to be a legend*

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## NQS

QA2	2.1.1	Wellbeing and comfort - 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	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

## National Regulations

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

## EYLF

L03	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

Little Legends Early Learning Centre 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.

## Related Policies

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

## Related Forms

- Food – Temperature Receiving Log
- Fridge Temperatures Log
- Incident, Injury, Trauma and Illness Record

*Inspiring every child to be a legend*

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## Related Documents

- Hand Washing Procedure
- Nappy Change Procedure

## Who is affected by this policy?

- Children
- Families
- Educators

## 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 -

- Hygiene practices.
- Safe and hygienic storage, handling and preparation of all food and drinks, including foods and drinks provided by the child's home.
- Working with children to support the promotion of hygiene practices, including hand washing, coughing, dental hygiene and ear care.
- Toileting, nappy changing and cleaning of equipment.
- The provision of fresh linen and sheeting for cots and mattresses.

Children will be grouped in a way that allows educators to maintain a hygienic environment for individual 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 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.

Information on health, hygiene, safe food and dental care principles and 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.

## Equipment and Environment

### Cleaning of Toys and Equipment

The service will wash mouthing toys daily using warm water and soap, and dry in the sun, 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 Gandhi (Nursery) and Goolagong (Toddlers) Ateliers will be washed each day. Areas contaminated with body fluids will be disinfected after washing.

*Inspiring every child to be a legend*

# HEALTH, HYGIENE AND SAFE FOOD POLICY

---

## Sterilisation of Pacifiers / Dummies

Where a baby does not have a clean spare pacifier (dummy), educators will sterilise a dirty dummy before use by simmering it in boiling water for at least 5 minutes. Dummies will not be sterilised using a microwave. Educators will ensure the pacifier is cool before use. The pacifier will be air-dried and stored in a sealed container if it is not being used immediately. Educators will advise parents to discard the pacifier if the baby has an infection. For children over 12 months old pacifiers can be cleaned by washing with warm, soapy water and rinsing well.

## Provision of Bottles for Feeding Babies

Parents are to provide enough prepared bottles for their babies need throughout the day. Each bottle is to be **clearly marked with the child's name**. Bottles are be:

- Expressed milk ready for use
- Premixed, or
- prepared so that educators are only required to add the required amount of water.

Parents are to provide details on the preparation of the bottle for the child to use including mixing and heating requirements.

The centre assumes that all bottles provided by parents have been sterilised and are ready for use.

The centre does not provide bottles for use by parents and does not measure mixture for use in bottles.

## Cleaning of Used Bottles

The bottles, teats etc. will be washed in warm, soapy water using a clean bottlebrush to thoroughly remove all traces of milk.

## Sterilisation of Bottles

In exceptional circumstances educators will sterilise 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.

*Inspiring every child to be a legend*

## **HEALTH, HYGIENE AND SAFE FOOD POLICY**

---

- 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.

### **Bedding**

Each child will have their own bedding which will be supplied by the family.

The centre has some spare bedding for use by children when their own bedding is unavailable. When used by one child it will be washed before it is used by another child.

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## 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 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 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.

### 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.
- Rinse hands thoroughly.
- Turn off the tap using a clean piece of paper towel.
- Dry hands thoroughly with clean towel/paper towel of an automatic dryer.
- This should take about as long as singing "Happy Birthday" twice.

*Inspiring every child to be a legend*

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## 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. Children who are in nappies will have this detail recorded in the register kept by the staff. This is located adjacent the Nappy Change Areas for parents to check.

Nappy changing and toileting will only be carried out by educators following the nappy changing procedure. 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 always follow hygienic nappy change practices using the following procedure:

- Nappy changing will be done only in the nappy change area which will be properly stocked with nappy change paper lining sheets, paper towels or towels, plastic bags, fresh nappies, clean clothes, 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.
- Place a nappy change paper lining sheet on the change table.
- Assist the child up to the nappy change table.
- Remove the dirty nappy: remove excess faeces with paper towel and place in toilet. Flush toilet. Clean and dry the child's bottom using wipes, wiping from front to back. Remove nappy change paper lining sheets from the change table.
- Seal the soiled nappy, paper towel and wipes into plastic bag (use two if soiled) and place into lined bin. Place any soiled clothing into a bag and seal for washing. Remove gloves before touching any clean clothing or the clean nappy. Remove gloves by peeling them back from your wrists, turning them inside out as you go. Place gloves in bin.
- 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. Put on clean gloves and clean surface with neutral detergent and warm water. Wipe dry with paper towel. Dispose of gloves and paper towel in bin. Wash your hands. Disinfect after the last nappy change in a series of nappy changes.
- 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 service only uses disposable nappies unless alternatives are provided by parents.
- The laundry area includes a flushing sink for initial rinsing and a washing machine for washing soiled cloths and linen. Both are supplied with hot and cold water.

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## 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.

### **The service will always follow hygienic toileting practices using the following procedure:**

- Educators will 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.

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

- Help child to remove clothing if needed.
- Help child onto toilet if needed.
- Help the child to wipe themselves, encouraging them to wipe front to back.
- Encourage the child to flush the toilet themselves.
- Encourage 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, 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.

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## Spills

Educators and staff will use a spill kit to immediately clean up spills of blood, urine, vomit and faeces.

### Spill kits will contain:

- disposable gloves
- paper towel
- disposable cloths or sponge
- detergent
- disposable scraper and pan to scoop
- bleach solutions which will be prepared to manufacturer's instructions daily. Any bleach solution which is not used after 24 hours will be discarded.

### Blood

To clean up a spot of blood educators and staff will:

- wear gloves
- wipe up blood immediately with a damp cloth, tissue or paper towel
- place the cloth, tissue or paper towel in a plastic bag, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- wash surface with detergent and warm water
- disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious
- wash hands with soap and water

To clean up a small blood spill educators and staff will:

- wear gloves
- place paper towel over the spill and allow the blood to soak in
- carefully lift the paper towel and place it in a plastic bag, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- clean the area with warm water and detergent using a disposable cloth or sponge and place the cloth in the rubbish bin
- wipe the area with diluted bleach and allow to dry
- wash hands with soap and water

To clean up a large blood spill educators will:

- wear gloves
- cover the area with an absorbent agent (eg sand) and allow the blood to soak in
- use a disposable scraper and pan to scoop up the absorbent material and any unabsorbed blood or body fluids
- place the absorbent agent, the scraper and the pan into a plastic bag or alternative, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- mop the area with warm water and detergent and wash the mop after use
- wipe the area with diluted bleach and allow to dry
- wash hands with soap and water

### Faeces, vomit and urine

To clean up faeces, vomit and urine, educators and staff will:

- wear gloves
- place paper towel over the spill and allow the spill to soak in

*Inspiring every child to be a legend*

## HEALTH, HYGIENE AND SAFE FOOD POLICY

---

- carefully remove the paper towel and any solid matter, place in a plastic bag, seal and put in the rubbish bin
- clean the surface with warm water and detergent, and allow to dry
- disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious (eg diarrhoea or vomit from a child with gastroenteritis)
- wash hands thoroughly with soap and warm running water.

### **Nasal discharge**

When cleaning children's noses, educators and staff will:

- always wear disposable gloves
- wash hands after every nose wipe or use an alcohol base hand sanitiser to clean hands after removing the gloves
- dispose of dirty tissues immediately.

*Inspiring every child to be a legend*

# HEALTH, HYGIENE AND SAFE FOOD POLICY

---

## Dental Hygiene and Care

The service will arrange for dental health professionals to attend the service to discuss good dental health practices and guidelines with educators, children and family members.

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 educators 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.

Children will be encouraged to rinse their mouths with water to remove food debris after every meal or snack. Educators will supervise such practices. For babies, their gums should be cleaned gently with a damp cloth to remove plaque and milk.

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.

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## 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.
- 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 around, 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.

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## 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 blue Band-Aid and gloves
  - Always wearing gloves if they are wearing nail policy, nail decorations or artificial nails or have long fingernails
  - 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 and dry 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 and dry 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 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.

Examples 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.

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## Food Safety and Temperature Control 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. 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.

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 perishable 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 2 hours.
- Keep cold food in a fridge, freezer, below 5oC 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 60oC 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 5oC. 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 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.

# HEALTH, HYGIENE AND SAFE FOOD POLICY

---

## 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.

# HEALTH, HYGIENE AND SAFE FOOD POLICY

## 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.

Educators 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 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.
- 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 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.

## Birthday Cakes

To prevent germs spreading when a child blows out birthday candles, birthday cakes must be:

- separate cupcakes for all children including one with candles for the birthday child, or
- a separate cupcake with candles for the birthday child and a large cake that can be cut and shared

## Play Dough

To reduce the risk of spreading infections, educators will:

- make a new batch of play dough each day or make a new batch each week and take out enough play dough for each day
- store the remaining play dough in an airtight container away from children
- ensure children and educators wash their hands before and after using play dough

# HEALTH, HYGIENE AND SAFE FOOD POLICY

---

## Sources

- Education and Care Services National Regulations 2011
- Early Years Learning Framework
- National Quality Standard
- Food Standards Australia New Zealand
- Safe Food Australia, 2nd Edition. January 2001
- Caring for Children- Food, Nutrition and Learning Experiences 2014
- Australian Guide to Healthy Eating
- Australian Dietary Guidelines 2013
- Infant Feeding Guidelines 2012
- Staying Healthy Preventing Infectious Diseases in ECEC services (5th Edition) NHMRC Food Safety
- Standards for Australia 2001
- Food Standards Australia and New Zealand Act 1991
- Food Standards Australia New Zealand Regulations 1994
- Food Act 2006
- Food Regulation 2006
- Qld Health: Food Safety Policy and Regulation Unit
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Dental Association Australia
- Use and care of dummies (pacifiers) SESI Health Service NSW
- Sterilising bottles, teats and dummies Qld Health
- Bottle feeding with formula: Better Health Vic Govt
- Bottle Feeding (cleaning and sterilising bottles and equipment): HealthDirect Australia

## Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: 31 July 2018**

**Date for next review: July 2019**

*Inspiring every child to be a legend*