

FOOD SAFETY AND HANDLING POLICY

Happy Haven OSHC recognises the importance of safe food handling and healthy eating to the growth and development of young children. Happy Haven OSHC is committed to implementing the key healthy eating key messages outlined in the Australian Dietary Guidelines for primary school aged children. Our services comply with food handling practice contained in [Australian Food Safety Standards](#) ensuring that all snacks and food delivered to children are handled safely. As food poisoning can often stem from incorrectly stored, handled, and prepared food the benefits of a comprehensive food safety policy will reduce the spread of any foodborne illnesses.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene, and safe food practices
78	Food and beverages
79	Service providing food and beverages
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
162	Health information to be kept in enrolment record
168	Education and care service must have policies

RELATED POLICIES

Child Safe Environment Policy	Work, Health and Safety Policy
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Multicultural Policy
Handwashing Policy

Nutrition Policy

PURPOSE

Happy Haven OSHC is committed to ensuring consistently high standards of food preparation, storage, and transportation. Our service acknowledges the healthy benefits of a proper diet and to maintain balanced and nutritious mealtimes all food products will be processed and handled with care. The way food is handled greatly impacts the spread of any bacteria and minimises cross-contamination. Proper storage and processing of food will determine its shelf life and retain the nutritional value. To serve quality snacks and meals the food safety and handling policy will be adhered to at all Happy Haven OSHC services.

This policy affirms our position on the provision of healthy food and drink while children are in our care and the promotion and education of healthy choices for optimum nutrition.

SCOPE

This policy applies to children, families, educators, volunteers, responsible persons and nominated supervisors of Happy Haven OSHC.

IMPLEMENTATION

Happy Haven OSHC has a responsibility to help children to develop good food practices and approaches, by working with families and educators. Food will be prepared in accordance with the Food Safety Program. All kitchens and food preparation areas will comply with [Food Standards Australia and New Zealand \(FSANZ\)](#).

FOOD HYGIENE

Food poisoning is caused by bacteria, viruses, or other toxins being present in food and can cause extremely unpleasant symptoms such as diarrhea, vomiting, stomach cramps, and fevers. (Foodsafety.gov, 2019). Happy Haven OSHC will strictly adhere to food hygiene standards to prevent the risk of food poisoning.

BUYING AND TRANSPORTING FOOD

NOMINATED SUPERVISORS, RESPONSIBLE PERSONS AND EDUCATORS WILL ENSURE:

- They always check labels for the 'use by' and 'best before' dates, understanding that 'use by' dates apply to perishable foods that could potentially cause food poisoning if out of date, whilst 'best before' dates refer to food items with long shelf life, but quality could be compromised
- They avoid buying food items that are damaged, swollen, leaking or dented packaging or unsure of its quality
- Eggs are always checked prior to purchasing, avoiding any cracked or dirty eggs
- Fresh meat, chicken, or fish products are stored in a manner minimising leakage onto other food items
- Chilled, frozen, and hot food items are kept out of the 'danger zone' (5 °C to 60 °C) on the trip back to the service by:
 - not getting chilled frozen, or hot food items until the end of the shopping.
 - placing these items in an insulated shopping bag or cooler
 - immediately unpacking and storing these items upon the return to the service

STORING FOOD

ALL EDUCATORS WILL ENSURE:

- The refrigerator and freezer are checked daily with a thermometer and that the refrigerator is maintained at 5 °C or below and the freezer is maintained at -17 °C or below
- Raw foods are stored below cooked foods in the refrigerator to avoid cross contamination by foods dripping onto other foods
- All foods stored in the refrigerator are stored in strong food-safe containers with either a tight-fitting lid, or tightly applied plastic wrap or foil
- All foods not stored in their original packaging are labelled with:
 - the name of the food
 - the 'use by' date
 - the date the food was opened
 - details of any allergens present in the food
- The contents of opened cans are transferred into appropriate containers
- All bottles and jars are refrigerated after opening
- 'Left-over' hot food is placed in an appropriate sealed container in the refrigerator as soon as the steam has stopped rising. Food can be cooled quickly to this point by placing in smaller quantities in shallow containers, reducing the amount of time sitting in the 'danger zone'.

- These containers should be labelled with the name of the food and the date it was cooked
- Reusable plastic containers are rarely used (e.g., Chinese food containers)
- All dry foods are stored in cupboards or other shelving no lower than 30cm from the floor and are labelled and sealed in airtight containers if not in original packaging store
- Bulk dry foods are only stored in food-safe and airtight containers
- The use of the FIFO (first in, first out) rule for all foods (dry, chilled, and frozen) to ensure rotation of stock so that older stock is used first
- Cleaning supplies are stored separate to food items.

PREPARING AND SERVING FOOD

ALL EDUCATORS WILL ENSURE:

- All cooked food is cooked thoroughly and reaches 75 °C
- All food ready to serve is done so immediately or maintains a checked temperature of 60 °C until ready to be served
- Prepared cold food is stored in the refrigerator and maintained at below 5 °C until ready to serve
- Any prepared cooked food that has been left in the 'danger zone' for two or more hours is not consumed. **Do not reheat.**
- Reheated cooked food (if required, for example for a child who was sleeping at lunch time) is done to a temperature of 70 °C (but only ever reheated **once** and discarded after first reheat).
- Cooked and ready-to-eat foods are kept separate from raw foods
- Fruit and vegetables are washed thoroughly under clean running water before preparation
- Unused washed fruit or vegetables are thoroughly dry before returning to storage
- Food that has been dropped on the floor is immediately discarded
- A Thorough clean of kitchen utensils and equipment is completed between use with different foods and/or between different tasks
- Cross-contamination is avoided by ensuring that separate knives and utensils are used for different foods
- Cross-contamination avoided by ensuring that colour-coded cutting boards are used (note: this may vary from service, however, the importance is consistency) Common colours are:
 - Blue: raw fish/seafood

- Green: fruit and vegetables
- Red: raw meat
- Brown: cooked meat
- Yellow: raw poultry
- White: bakery and dairy
- Gloves are changed between handling different foods or changing tasks
- Staff preparing food for children with food allergies or intolerances are proficient at reading ingredient labels
- Food allergies and intolerances are catered for by using separate easily identifiable cutting boards, utensils, and kitchen equipment (e.g., using a colour code, or food-safe permanent marker)
- Children with food allergies are given the option of specially allocated plates to reduce cross contamination (eg. Different set of plates).
- All educators and staff are aware of children who have severe allergic reactions to certain foods as per ASCIA Action Plans

CLEANING

ALL EDUCATORS WILL ENSURE:

- Food preparation areas and surfaces are cleaned both before, after, and during any food preparation
- All cooking and serving utensils are cleaned and sanitised before use
- All dishwashing sponges, brushes, and scourers are cleaned after each use and allowed to air dry or placed in the dishwasher
- The food storage area is clean, ventilated, dry, pest free, and not in direct sunlight
- Refrigerators and freezers are cleaned regularly, and door seals checked and replaced if not in good repair
- Pest prevention by cleaning spills as quickly as possible and ensuring rubbish and food scraps are disposed of frequently
- Floor mops are thoroughly cleaned and air dried after each use
- Any cleaning equipment that shows signs of wear or permanent soiling.

PERSONAL HYGIENE FOR FOOD HANDLERS

THE NOMINATED SUPERVISORS AND RESPONSIBLE PERSON WILL ENSURE:

- Clean clothing is worn by food handlers, this may include an apron or appropriate jacket
- Long hair is tied back or covered with a net (if available)
- Jewellery to be removed from hands and wrists (if possible) prior to placing gloves on when preparing food.
- Nails are kept short and clean, and it is recommended that nail polish is avoided when preparing food
- Strict hand-washing hygiene is adhered to, including washing hands each time they return to the kitchen before continuing with food preparation duties
- Wounds or cuts are covered with a brightly coloured, waterproof dressing (that will easily be seen if it falls off), and gloves will be worn over any dressings
- Educators who are not well should avoid attending work but in addition should not be in preparation areas.

ALL EDUCATORS WILL ENSURE:

- Children and staff wash and dry their hands (using soap, running water, and single use disposable towels (paper towel) or individual hand towels) before handling food or eating meals and snacks
- Gloves (and food tongs) are used by all staff handling 'ready to eat' foods.
- Food is stored and served at safe temperatures (below 5°C or above 60°C), with consideration to the safe eating temperature requirements of children
- The separate cutting boards used for raw meat and chicken, fruit and vegetables, utensils and hands are washed before touching other foods
- Discourage children from handling other children's food and utensils
- Food-handling staff members attend relevant training courses and pass relevant information on to the rest of the staff.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Food Act 2003

Food Regulation 2015

Food Safety Standards (Australia only).

(2015): <http://www.foodstandards.gov.au/industry/safetystandards/Pages/default.aspx>

Food Standards Australia and New Zealand Act 1991

Food Standards Australia New Zealand. (2016). Safe Food Australia – A guide to the food safety standard

(3rd Ed.): <http://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>
[x](#)

Food Standards Australia New

Zealand: <http://www.foodstandards.gov.au/Pages/default.aspx>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2020).

National Health and Medical Research Council. Australian Dietary Guidelines

2013): <https://www.nhmrc.gov.au/about-us/publications/australian-dietary-guidelines>

National Health and Medical Research Council. Department of Health and Ageing. Infant Feeding Guidelines.

(2013): https://www.eatforhealth.gov.au/sites/default/files/files/the_guidelines/n56b_infant_feeding_summary_130808.pdf

NSW Food Authority: <http://www.foodauthority.nsw.gov.au/>

Revised National Quality Standard. (2018).

Victoria State Government Education and Training Nutrition Australia *Healthy eating in the National Quality Standard A guide for early childhood education and care services*

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011.

REVIEW

POLICY REVIEWED	MAY 2022	NEXT DATE	REVIEW	MAY 2023
MODIFICATIONS	<ul style="list-style-type: none"> • New policy created • Information derived from previous policy Food Safety and Nutrition • Sources checked for currency 			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		MAY 2022	
MAY 2021	<ul style="list-style-type: none"> • minor editing • inclusion of cultural or religious dietary practices <p>sources checked for currency</p>			