Health, Hygiene and Safe Food Policy

NQS

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<tr>
<th>QA2</th>
<th>2.1</th>
<th>Each child’s health is promoted.</th>
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<tbody>
<tr>
<td>2.1.1</td>
<td>Each child’s health needs are supported.</td>
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<td>2.1.3</td>
<td>Effective hygiene practices are promoted and implemented.</td>
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<td>2.1.4</td>
<td>Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.</td>
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<tr>
<td>2.2.1</td>
<td>Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.</td>
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| QA2 | 2.3.2 | Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. |

National Regulations

<table>
<thead>
<tr>
<th>Regs</th>
<th>77</th>
<th>Health, hygiene and safe food practices</th>
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<td>78</td>
<td>Food and beverages</td>
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<td>79</td>
<td>Service providing food and beverages</td>
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<td>80</td>
<td>Weekly menu</td>
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EYLF

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<th>LO3</th>
<th>Actively support children to learn hygiene practices.</th>
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<td>Promote continuity of children’s personal health and hygiene by sharing ownership of routines and schedules with children, families and the community.</td>
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<td>Discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all.</td>
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<td>Model and reinforce health, nutrition and personal hygiene practices with children.</td>
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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.
Related Policies

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

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

The service will wash mouthed toys daily using warm water and soap, and dry in the sun, rotate toys to allow for washing, 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.

Sterilisation of Dummies/Pacifiers

Where a baby does not have a clean spare 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 dummy is cool before use. The dummy will be air-dried and stored in a sealed container if it is not being used immediately. Educators will advise parents to discard the dummy if the baby has an infection. For children over 12 months old dummies can be cleaned by washing with warm, soapy water and rinsing well.

**Sterilisation of Bottles**

Educators will sterilise all 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 boiling.

**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 is 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 cooling.
- 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.

**Bedding**

Each child will have their own bedding. When used by one child it will be washed before it is used by another child. A six day rotational cleaning roster will be applied to use of bedding.
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 towels for individuals’ to dry their hands.

All individuals should wash their hands:

- 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.

Below are 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 & dry hands thoroughly with clean paper towel.
- This should take about as long as singing “Happy Birthday” twice.
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Hygienic Nappy Change Procedure

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. Additionally, the service will follow hygienic nappy change practices at all times using the following procedure –

- Wash hands. Gather fresh nappy and spare clothes if required.
- Place paper towel on change table.
- Collect child in a respectful manner. Talk to the child about what you are doing and involve the child where possible (getting own nappy, identifying body parts, hygiene etc.).
- Put gloves on before lifting child onto nappy change table. Gloves are to be worn whenever nappy/clothes have urine, faeces or blood on them.
- Lift the child onto the nappy table, using correct lifting technique.
- Never leave a child unattended on the change table, call for assistance or take the child with you.
- Remove nappy. If soiled, place in plastic disposable bag, seal and place in a hands free lidded bin.
- Clean the child’s bottom, using a wet wipe and wiping front to back.
- Remove gloves by peeling them back from your wrists, turning them inside out as you go.
- Dispose of gloves and paper towel in a hands free lidded bin. If cream is to be applied a clean glove must be worn.
- Dress child and assist them to wash/dry hands and direct to play area.
- Clean change-mat with warm soapy water.
- Wash your hands.
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.

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.

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

- Help the child to wipe themselves, encouraging them to wipe front to back.
If the child has soiled or wet their clothing:

- Put gloves on. 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 on the floor following the toilet accident procedure:
  - Put gloves on.
  - Place paper towel on soiled area and advise other staff and children to avoid the area.
  - If staff numbers allow, on staff to clean floor, while other attends to the child.
  - **Staff #1:** Take child to the toilet area, be positive and reassure the child that “accidents happen”.
  - Remove wet or soiled clothes and place in plastic bag.
  - Clean child with wipes of warm soapy water as required. Remove gloves and place in lidded bin.
  - Wash hands.
  - Redress child and wash child’s hands; redirect child to another area.
  - Flush solids down the toilet, rinse soiled clothing and place in plastic bag.
  - Bag clothes appropriately and place in child’s bag.
  - **Cleaning of Floor.**
  - **Staff #2:** Direct children away from the accidents and cover with paper towel. Wipe up accident. Place all soiled paper towel in bag.
  - Remove paper towel and bag(s) to lidded bin. Remove gloves to lidded bin and wash hands.
  - Mop soiled area with warm soapy water.
- Remove and dispose of gloves, wash and dry hands.

The procedure for toileting will be displayed in the toileting area. The laundry area includes a washing machine and trough with hot and cold water supply for the laundering of soiled cloths, linen and nappies.
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.
- 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.
- 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.
- 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.
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 with soap (follow hand washing procedure) before food preparation.
- Cleaning food preparation area before 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.
  - Not wearing jewellery (wedding band excluded)
  - Covering cuts with a bandaid and gloves
  - Not changing nappies before preparing food.
- Wash all fruit that is not being peeled.
- Arrange other food on a separate plate (eg. Sultanas, crackers, cheese and dried fruits).
- Cover all food with food nets.
- Clean children’s dining tables with soap and water and dry before serving food.
- Ensure food is always served in a hygienic way.
- Clean children’s dining tables with soap and water and dry after meal times.
- 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.
Food Safety, Temperature Control and Transport Procedure

We will, to the best of our ability, educate and promote safe food handling and hygiene for children and families by:

- Providing 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 staff 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:

- Parents place children’s lunch in fridge on arrival.
- 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.
- 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.

• 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.
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.

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.

- 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.
Sources

Education and Care Services National Regulations 2011
Early Years Learning Framework
National Quality Standard
Food Standards Australia New Zealand

NSW Health
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
Staying Healthy in Child Care Preventing Infectious Diseases in Child Care (4th 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

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 bi-annually.
The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: August 2013               Date for next review: August 2015