



FOOD SAFETY & PREPARATION – DELIVERY POLICY (BP)

Mandatory – Quality Area 2

CSReg: (Div2 Reg 47)

POLICY

The aim of this policy is to ensure that:

- The Outlets Co-operative Neighbourhood House LTD directive regarding appropriate and suitable foods for consumption encourages healthy eating habits and covers nutritional needs of children according to their age.
- To provide children with food that has been delivered, prepared, served and stored in a safe and hygienic manner
- To ensure NO cross contamination occurs in food preparation or delivery.
- To provide an eating environment that promotes family and multicultural values as well as the individual needs of each child.
- Outlets Co-operative Neighbourhood House LTD does NOT have a Nut Free Policy but enforces diligence for ALL Staff to work under the awareness of allergies and the consequences.
- Outlets Co-operative Neighbourhood House LTD strongly directs Parents/Guardians to be mindful of what they send to the Centre for their Children's Lunch and snacks.
- To avoid or minimise the risk of children with allergies or anaphylaxis from having a reaction.
- This policy will provide guidelines for the provision of safe food that is of nutritional benefit to the children.
- Parent/Guardian encouraged to pack healthy snacks and meals for their children.
- Parent/Guardian encouraged not to pack products that contain Nuts eg: Nutella, Peanut Butter
- Ensure NO foods shared – unless it is a celebrated occasion (*refer to Celebration Policy*)
- Staff encourage not to partake in foods with nuts prior or at work.

SCOPE

This policy applies to parents/guardian, the Committee of management, Approved Provider, Nominated Supervisor, Day-to-day Supervisor, placements, staff and volunteers involved the preparation and provision of food that will be consumed by children at this service.

NB: Outlets Co-operative Neighbourhood House LTD does not prepared weekly menus nor meals for children.

Parents/Guardians are to supply their children's meals, snacks.

Background and Relevant Legislation

A child's early years are a crucial time for mental and physical development. It is also a time when eating habits for a lifetime are formed. Childcare services play a vital role in ensuring that a child's daily health and nutritional needs are met considering they could spend as much as 15 - 27hrs per week in our centres care.

- Children's Services Regulations (VIC) 32/2020 (Div 2 - Reg:46, 47, 48, 49)
- Children's Services Act 1996
- The Health Act 2018
- Occupational Health and Safety Act 2004
- Food Act 1984 (VIC)

DEFINITION

Nutrition: the process of taking in the food or other substances necessary for growth, health and good condition

Safe and Hygienic manner: protected at all times from contamination

Anaphylaxis: A severe rapid and potentially fatal allergic reaction that involves the major body system, particularly breathing and circulation system.

Allergies: An immune system response to something that the body has identified as an allergen.

Food: in this case relates to consumable foods and fluids.

PROCEDURE



The Approved Provider, MoC shall ensure the following:

- The Committee of Management is responsible for the implementation of this policy and approving any future changes
- The staff are responsible for the everyday implementation of this policy on a day-to-day basis.
- That parents/guardians are aware that they need to provide sufficient food for their child on the day in a container clearly labelled with their child's name.

The parents are responsible for providing relevant information to staff regarding their child dietary requirements and allergies.

- That parents are aware of appropriate and suitable foods for consumption as well as other policies that may relate to this.
- That Child enrolment form is correctly filled re: child's allergies, and if so, an Action plan is presented
- That if so required/requested Child's/family Cultural and religious requirements/restrictions
- Centre is NOT a Nut Free Centre does follow Nut Free practices – centre encourage parents NOT to pack foods that contain nuts eg: Nutella, Peanut butter

What is expected from Parents and Guardians that utilize the childcare service.

- Children's enrolment forms will be filled in and completed prior to any child being left in our care.
- The enrolment form will indicate if the child has any special dietary requirement, sensitivities to foods or allergies to foods. If there is knowledge that your child has had an anaphylactic reaction an anaphylactic management plan must be attached, and anaphylaxis policy read and understood.
- All meals and snacks must be bought along from home. We do not prepare meals for children's consumption at this centre. It is safer to pack too much than not enough.
- As an indicative guide only, we suggest that if your child is here for a 3 hour session in the morning a snack and drink should be bought along, if your child is here for a 3 hour session in the afternoon lunch, snack and drink should be bought along, if your child is here for a 5 hour session please provide snacks for the morning and afternoon, lunch and a drink.
- All meals and snacks should follow the guidelines as outlined in our nutrition policy.
- We recommend that meals and snacks bought into the centre are easily managed by your child; this is to encourage independence at mealtimes.
- All containers, bottles, drink bottles and package foods should be clearly labeled with your child's name.
- If your child is bottle fed and requires feeding at specific times the childcare staff should be notified

Our childcare staff shall ensure the following whilst your child is care at Outlets.

- Children will be seated to eat their snacks and lunch at the table. They will remain seated until snack or lunch time is completed.
- Children will not be allowed to share or consume other children's food.
- Staff will encourage children to eat healthier choices from their lunch boxes prior to eating any treats.
- Any uneaten food shall be returned home so as families have an indication of what their child has eaten that day.
- Children will be encouraged to eat in a positive manner; staff will not force children to eat if they refuse.
- Children suffering with allergies to particular foods will be seated away from children that have that particular food and observed closely (refer to anaphylaxis policy)
- Childcare staff will communicate any concerns they may have with parents/guardians ie. quantity of food provided, child's refusal to eat, type of foods bought in for consumption etc.
- Encourage independence at mealtimes and positive table manners whilst ensure personal hygiene procedures are followed.
- Document and record feeding times and amounts consumed for bottle fed babies on the white board.
- Babies are to be seated on highchair whilst being fed at all times. (>8mths)

Food handling and preparation



To ensure the safe and hygienic handling of food staff responsible for the Food storage and preparation shall:

- wipe down and disinfect the food preparation area before and after food preparation.
- clean refrigerators where food is kept and discarded out of date foods from them regularly.
- All food that may deteriorate at room temperature is to be placed in the refrigerator as soon as possible.
- All utensils, plates and cups must be carefully washed, rinsed and put away when not in use.
- Cloths for cleaning table surfaces are not to be used on the floor. Staff should use appropriate coloured cloths for cleaning different areas.
- Children are encouraged not to use any utensils that have been dropped on the floor, or to eat food that has been dropped on the floor or handled by other children.
- Use separate colour-coded chopping boards for cooked and uncooked food.
- Also use separate colour-coded chopping boards for Halal food, anaphylaxis sufferers.
- Have facilities that include a stove or microwave oven, sink, refrigerator, suitable waste disposal, and a hot water supply.
- Have a designated area for preparation of bottles.
- Wash hands before and after handling food or utensils
- Avoid direct touching of ready to eat food by following proper food handling technique and using clean implements and gloves
- Do not prepare food while suffering from any gastrointestinal illness until at least one full day after recovery, or from any hand infection
- Ensure all food or bottle preparation and storage areas are separate from nappy change and toileting areas.
- Bottles or milk are not to be reheated due to bacteria growth.
- Have a designated area for food preparation and storage, which is safe and hygienic.

If a microwave is used in the preparation of consumables, the staff shall ensure that:

- use only microwave safe dishes, utensils and wrap,
- defrost foods only if you are planning to cook the food immediately after it has thawed,
- use microwave safe dishes for defrosting foods, and cover with microwave plastic wrap or microwave safe covers,
- as different food items defrost, remove them and avoid cross contamination or mixing of food juices,
- be careful when removing food or liquids from the microwave and removing the plastic wrap as food and liquid continues to cook
- food that has been cooked or reheated in a microwave and is not going to be consumed immediately should be placed in the refrigerator for cooling, not left on the bench to cool,
- leftover food that has been cooked and reheated should be discarded
- rotate and mix foods at intervals to ensure they are cooked through evenly
- when re-heating foods such as casseroles, the liquid should be stirred to ensure it is fully heated through
- clean the microwave daily as food is usually splattered inside.

Use the following principles in preparing infants' bottle feeds:

Use the following preparation guidelines in relation to Formula or store bought milk:

- Store bottles of milk in the refrigerator, do not store in the door of the refrigerator.
- Use only sterilised bottles and teat assemblies for all infant feeds.
- Wash hands before preparing or handling expressed milk or formula.
- Prepare formula strictly according to instructions on the container.
- Do not use a microwave for heating expressed breast milk, formula milk, or any bottled milk or fluid.
- Warm bottles by standing in warm/hot water.
- Warm infant milk bottles **only once**.
- Test the temperature of the milk on your wrist before giving it to the baby.
- Discard any unused infant milk leftover after each feed or that has not been consumed by the infant after 30 minutes.



Use the following preparation guidelines in relation to expressed breast milk (EBM):

- ensure bottled expressed breast milk is always labeled with the child's name, mother's name and the date it is expressed,
- breast milk can be stored in the refrigerator for 48 hours and in a deep freezer for up to 3 months,
- frozen breast milk can be thawed by placing in either cool or warm water, **do not put in boiling water, do not use a microwave** as the milk will curdle, shake the bottle if the fats and milk have separated,
- thaw under running water, start with cold water then increasingly warm water and test the temperature of the milk on your wrist before giving it to the baby,
- throw away any unused breast milk, do not refrigerate or refreeze breast milk once it has been thawed or warmed.
- Breast milk can only be **warmed once**.

At mealtimes, the following procedures must be followed:

- Wipe tables prior to children eating at them.
- Wipe down tables and sweep floors after meals and mop floors if any spillage occurred.
- Children mealtime guidelines will be adhered to

Relevant resources

Incident, Injury, Trauma and Illness Policy

Hygiene Policy

Nutrient and Active Play Policy

Bottle Preparation Policy

Australian Food Standards Code

Anaphylaxis Policy

Anaphylaxis checklist for a child at risk of anaphylaxis

Anaphylaxis Risk Management Plan

Celebrations Policy

OH&S Policy

Work Cover Authority

Staying Healthy in Early Childcare Services (edition: ch55 2013)

Centre's - Child Enrolment procedure

Centre's - Parent Information Handbook

Nut Free Centre Policy – Centre does not have NUT FREE POLICY, encourages NUT FREE practices

"Healthy eating Pyramid" - by Nutrition Australia

"Healthy eating for kids" – www.betterhealth.vic.gov.au

Professional Development Opportunities and Qualifications

Certificate in Hygiene Practices for Food Safety SIXTXFSA101

Certificate of Acknowledgement - Infection Control – CoVid19

10710 NAT Course in Allergy and Anaphylaxis Awareness

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD on 23/07/2020

REVIEW DATE: 23/05/2023