

Policy Group

5:

Food and Nutrition

5.1 Food Handling and Storage Policy

Oakleigh State School P&C Association recognises the need for effective food handling and storage practices to ensure that the food provided is not contaminated, nor allowed to become contaminated, or is unfit to be eaten. All food which is handled (including preparing, eating or storing) at the OSHC service is to be handled according to the recommended food handling and storage guidelines as set out in the Australian and New Zealand Food Standards Code.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Duty of Care
- Local Authority (e.g. Brisbane City Council) Food Handling By-laws
- Australian and New Zealand Food Standards – Chapter 3 Food Safety Standards (Australia only)
- NQS Area: 2.1, 2.2, 2.3; 3.1, 3.3; 4.2; 6.1; 7.1, 7.3.
- Policies: 4.1 – General Health and Safety, 4.3 - Hygiene, 4.4 – Preventative Health and Wellbeing, 4.10 – Anaphylaxis Management, 5.5 – Cleaning and Sanitising, 8.13 – Employee Health, 9.2 – Enrolment.



Procedures

Refer to Policy 4.3 regarding general hygiene procedures, and in particular in relation to the preparation and handling of food.

The Coordinator/Responsible Person In Charge will be responsible for ensuring that all food preparation practices and areas in which food is prepared comply with all laws and regulations, including local council by-laws (or equivalent) where applicable.

All staff will undertake annual professional development in safe food handling and hygiene practices as prescribed in the Australia New Zealand Food Standards Code 3.2.2.

All work experience students, volunteers and other visitors to the Centre who participate in food preparation and handling will be supervised at all times by a staff member who is qualified in food safety.

The service will provide the necessary food handling equipment and/or utensils (e.g. gloves, colour-coded cutting boards) to prevent cross contamination.

Educators will be encouraged to maintain effective hygiene practices including:

- Ensuring their hair is tied back and does not fall into the food;
- Not sneezing, coughing or blowing their nose over unprotected food or surfaces likely to come in contact with food;
- No spitting, smoking or use of tobacco in areas which food is handled;
- Ensuring their body, clothing or accessories (including jewelry) does not contaminate food or surfaces likely to come into contact with food;
- Ensuring any bandage or dressings on exposed parts of their body are protected with a waterproof covering (e.g. gloves)

All food preparation surfaces and utensils will be cleaned and sanitised before use. Refer to the Oakleigh Outside School Hours Care's Cleaning and Sanitising Policy 5.5.

All fridges and freezers will have their temperatures monitored and recorded daily, or as often as is required, to ensure they remain within the correct range of safe storage temperatures;

All thermometers will be calibrated every six months and a record kept identifying each thermometer, the date tested and the test results;

Educators will ensure that they, and the children, use effective hand hygiene practices before handling, preparing and eating of food. Refer to the Oakleigh Outside School Hours Care's Hygiene Policy 4.3 – Hand Hygiene.

Educators will be made aware of, and kept up to date about children who may suffer dietary issues and/or allergies relating to food and/or particular food ingredients through signs in the kitchen area and regular discussions at team meetings. All care and attention will be taken when preparing, serving and storing food for children with particular dietary and/or allergy issues. Families may be requested to provide their child's food if the service is unable to cater for their specific need.

Children will not be in the food preparation area unsupervised. Food activities that require heating and/or cooking will be fully supervised by an educator. Thermometers will be used when reheating food.

If food is to be reheated the following procedures apply:

- Food will only be reheated once and then disposed of if not eaten immediately;
- Probe thermometers are to be used to check temperature of food that is required to be reheated;
- Thermometers are to be sanitised before and after every use.

Educators and/or children who are unwell will not be permitted to handle food, whether it is a food activity or preparation of snacks or meals.

After opening, perishable items will be suitably covered and refrigerated, and non-perishable items will be stored in airtight containers in the food storage/pantry area. All items will be clearly labelled to include food items name and date stored and/or use by/expiry date.

The Oakleigh Outside School Hours Care will ensure regular pest and vermin maintenance is conducted to prevent contamination. Educators will be requested to inform the Coordinator of any pest infestations sighted.

Perishable foods will be refrigerated as soon as possible. Parents/guardians will be provided with information, through the enrolment and orientation process, relating to storage of lunch boxes during vacation care.

The refrigerator, stove/oven, microwave and pantry will be cleaned weekly. As part of the weekly refrigerator and pantry clean, foods will be rotated according to their use-by date.

The 'use-by' dates of all foods for use at the service will be carefully monitored. Foods noted with expired 'use-by' dates will be suitably disposed.

Educators will not eat, nor permit to be eaten by any child, food that has fallen on the ground, or has been handled by another child. Food that is not fit to be eaten is to be immediately disposed of, in an appropriate manner, so that it will not be eaten.

Food rubbish will be placed in rubbish bags inside bins in such a way that the bags can be tied to prevent spillage. All food rubbish bags will be transferred to the main rubbish collection area daily.

All bins will be washed and disinfected regularly in accordance with the service cleaning program.

Food Recall

The service monitors foods purchased for any associated recall alerts. Recall alerts may be distributed via television, newspaper and radio communications from the manufacturer or recognised health authority.

All foods recalled under food alerts will be repackaged and returned or destroyed according to instructions as per the food recall alert.

References

This policy has been developed in accordance with the recommendations of the Australia and New Zealand Food Standards. Further information can be accessed from www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm

Date of Development	Date Ratified	Date of Review
March 2018	February 2019	February 2020

5.2 Food and Nutrition Policy

Oakleigh State School P&C Association recognises and acknowledges the importance of providing food that is both nutritious and appropriate to the needs of the children. The Oakleigh Outside School Hours Care encourages and promotes the health and wellbeing of children by providing positive learning experiences during meal/snack times where good nutritional food habits are developed in a happy, social environment. Parents are supported to understand the benefits of this approach to nutrition for their children.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Australian Dietary Guidelines (NHMRC 2013)
- Physical Activity Nutrition Outside School Hours (PANOSH) (2012)
- 'My Time, Our Place' Framework for School Age Care in Australia
- NQS Area: 1.1, 1.2; 2.1, 2.2, 2.3; 4.2; 6.1, 6.2., 6.3; 7.1, 7.2, 7.3.1, 7.3.
- Policies: 2.6 – Behaviour Support and Management, 3.1 – Educational Program Planning, 3.3 – Educators Practice, 4.3 – Hygiene, 5.1 – Food Handling and Storage, 9.2 - Enrolment, 9.3 – Communication with Families.



Procedures

Development and review of Nutrition Policy

A detailed nutrition policy will be developed with opportunities for consultation with families, staff members and the community.

The policy will be based on information from recognised health authorities, which may include any or all of the Commonwealth or State Government Health Departments and non-government organisations with recognised expertise in nutrition (e.g. Nutrition Australia, Heart Foundation, Queensland Health).

The Coordinator will be responsible to regularly review, and when necessary ensure that the service obtains a formal review of this Nutrition Policy from a recognised nutrition authority or a person duly qualified to advise in relation to it.

The Coordinator will report to the Approved Provider in respect of the Nutrition Policy at least once a year, and whenever a change is made to this Nutrition Policy, following consultation with staff members, parents and recognised nutrition authorities.

Recommended food

Information about healthy food choices is gathered from recognised authorities (i.e. Australian Dietary Guidelines, Nutrition Australia, PANOSH).

Oakleigh Outside School Hours Care may reference the Queensland Education initiative 'Smart Choices - Healthy Food and Drink Supply Strategy.

<http://education.qld.gov.au/schools/healthy/docs/smart-choices-strategy.pdf>

Provision of healthy and varied food choices

The Oakleigh Outside School Hours Care service provides food which:

- Is healthy, balanced, varied, age appropriate and consistent with the Australian Dietary Guidelines;
- Includes a good balance of fresh foods, as opposed to pre-packaged and prepared foods; and
- As far as reasonably possible, accommodates the special dietary needs of children which the Oakleigh Outside School Hours Care has been made aware, or becomes aware of.

Service menus are planned ensuring that food provided is varied and encompass the main food groups as per the Australian Dietary Guidelines. Families, children and staff members are encouraged to contribute ideas for the menu.

For all foods and beverages provided by the Oakleigh Outside School Hours Care to the children, e.g. breakfast, afternoon tea and/or additional foods provided during vacation care and/or as part of cooking activities, a weekly menu will be displayed which accurately describes the foods to be provided.

Foods provided to the children during vacation care will be decided upon following consultation with management and families of the service.

Special Dietary Requirements

The parents/guardians will discuss with Coordinator any food allergies and restrictions (including cultural or religious) which are required by the parent/guardian to be enforced at the service.

Details of these restrictions will be noted on the enrolment form and all staff members will be informed.

The Coordinator and Educators will seek to accommodate all such reasonable nutritional needs.

Where children have special dietary needs which is not reasonable that the service meet, the Coordinator will consult with parents and where necessary, the meal will be supplied from home.

Food allergies and intolerances will be accommodated by the service where there is documentation from a qualified medical practitioner, dietician or nutritionist.

The following steps will be taken with families of child/ren with special dietary requirements:

- A management plan will be developed in consultation with the child's parent/guardian on enrolment;
- The parent/guardian will be requested to provide a letter from a doctor, pediatrician, or specialist or dietician, which includes information about the allergy or intolerance and the special dietary requirements. This should include how long the diet will be necessary;
- A review of the child's condition and diet will be addressed with parents/guardian every **6 months**.

Emergency procedures will be developed and all staff informed of the procedure if a child's reaction to a food allergy is severe. Procedures as per the Health and Medical Emergency Management Policy will be followed.

When parents provide food for their child, healthy food and drink choices are encouraged.

The eating environment

Social interactions will be encouraged during meal/snack times. Educators will spend this time interacting with the children and modelling good eating and social habits.

Children will be encouraged to use effective hand hygiene practices, prior to all snack/meal times.

To ensure safety, children will be supervised and encouraged to sit whilst eating and/or drinking.

Children eating food at the service, outside the regular meal times of the service, will be encouraged to use effective hand hygiene practices and to sit while eating.

Serving of food

Independence will be fostered by encouraging children to serve themselves food, under supervision from Educators, using appropriate equipment, e.g. tongs, spoons, jugs etc.

Educators who serve food to the children will ensure hand hygiene procedures are followed and including use of tongs and/or gloves.

Staff will promote positive discussion about the foods being served and talk about health and nutrition with the children.

At meal/snack times, Educators will encourage children to try different foods and to take appropriate portions.

Involving children

Educators involve and consult children when planning the menu and/or food activities and experiences through group meetings and/or children suggestions.

Educators will facilitate children being involved in the preparing and serving of food through 'serve-yourself' routines and cooking activities.

Educators will encourage and involve children in conversations and routines that promote healthy eating and good nutrition.

Drinking Water

The Coordinator will ensure that children have ready access to cool drinking water and clean cups (if necessary).

Educators will encourage children to drink extra water during the summer months, supplying their own water bottle if necessary.

Educators will encourage parents to provide children with extra water to take with them on excursions.

Diverse cultural experiences

Food provided will include food from various cultures particularly those represented in the service and local community.

Families from other cultures within the Oakleigh Outside School Hours Care or wider community may be invited to participate in the program, providing children with food experiences from their own culture.

Food awareness activities will be chosen from a variety of cultures and may include:

- Different ways of serving the food (i.e. chopsticks);
- Different varieties of foods (e.g. feta cheese instead of cheddar); and
- Foods that may have significance within their culture (e.g. Anzac biscuits and their origin).
- Special occasions may be celebrated with culturally appropriate foods, e.g. birthdays, cultural and religious days.

Communication with families

The food provided by the Oakleigh Outside School Hours Care is planned ahead and as per regulatory requirements, the menu is displayed in a prominent place for families and children.

Where parents/guardians are required to provide food for their children, the service will provide relevant nutritional information as well as suggestions for healthy food and drink choices.

If a child has special food needs e.g. cultural requirements or food allergies, the service will work with parents/guardians to develop a plan to meet the child's needs. Parents will inform the service of any changes.

If children with special dietary requirements are in attendance at the service, particularly those with anaphylactic allergies, other families will be informed of foods that are potentially dangerous and will be requested not to bring those foods to the service.

Through the Family Handbook, parents/guardians are alerted to the Oakleigh Outside School Hours Care's Nutrition Policy, and invited to contact the Coordinator at any time to discuss any concerns or feedback in relation to the Nutrition Policy, of their child's particular dietary requirements for health, or any other reason.

The Coordinator will arrange at least one opportunity every twelve months for parents/guardians to have input into the Nutrition Policy.

Professional development

As per regulatory requirements, Oakleigh State School P&C Association will ensure that staff members are provided with adequate training and instruction in relation to food handling and storage procedures.

Educators will be encouraged to attend professional development on food and nutritional related topics.

The service will ensure that information and/or fact sheets relating to food safety and nutrition are readily available for staff members and families.

Food Experiences

Food will not be used in the Oakleigh Outside School Hours Care as punishment or reward for children.

Educators will encourage children to learn about food and nutrition through:

- Food awareness authorities being included in the service program (e.g. Nutrition Australia);
- Engaging children in conversations about healthy lifestyles and good nutrition; and
- Inclusion of children in service meal routines.

References

Please note: This policy has been developed in accordance with recommendations from the Australian Dietary Guidelines (NHMRC 2013) and the Queensland Health PANOSH (Physical Activity and Nutrition Outside School Hours) resource.

Date of Development	Date Ratified	Date of Review
March 2018	February 2019	February 2020

5.3 Food Act Compliance Policy

Oakleigh State School P&C Association acknowledges the implications of the Food Act 2006 on the provision of suitable snacks and/or meals provided as part of the program. Depending upon the nature of the food provided, the amount provided and the structure of the service, the implication of the Food Act 2006 may be that the service is licensed as a food handling premises.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Food Act 2006
- Local Government Authority
- Australian and New Zealand Food Standards – chapter 3 Food Safety Standards (Australia only)
- NQS Area: 2.1.3; 2.2.1; 3.1.2; 7.1.1.
- Policies: 4.3 – Hygiene, 5.1 – Food Handling and Storage, 5.2 – Food and Nutrition



Procedures

Oakleigh State School P&C Association OSHC is exempt from becoming a Licensable Food Business under the Food Act 2006 however the service complies the intentions of the Food Act 2006 by:

- Ensuring food provided is safe and suitable for consumption by complying with the Australia and New Zealand Food Safety Standards;
- Maintaining compliance with the National Quality Standard (not a requirement of the Food Act 2006); and
- Complying with the Education and Care Services National Law 2010 and Regulations 2011.

Compliance under this policy is self-regulated. (The service may access and use the resource “Know Your Food Business – a self-assessment guide to the ‘Food Safety Standards’ available from Queensland Health <http://www.health.qld.gov.au/ph/Documents/ehu/21883.pdf>).

The Coordinator (or other appropriately delegated senior educator) works through the self-audit tool annually, ensuring compliance with all necessary requirements.

The service conducts food audits on a regular and cyclical basis in collaboration with Tuckshop.

Date of Development	Date Ratified	Date of Review
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5.4 Cleaning and Sanitising Policy

The Oakleigh State School P&C Association acknowledges the need to provide a hygienic and safe environment, equipment and workplace for staff members, children, families and visiting community members. Cleaning and sanitising is an important aspect of this process and will be applied to all food preparation practices and other high risk areas at the Oakleigh Outside School Hours Care.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Duty of Care
- Work Health and Safety Act 2011
- Food Act 2006
- Australian and New Zealand Food Standards – Chapter 3 Food Safety Standards (Australia only)
- NQS Area: 2.1; 3.1; 4.2; 7.1, 7.2, 7.3.
- Policies: 4.3 – Hygiene, 4.4 – Preventative Health and Wellbeing, 5.1 – Food Handling and Storage, 8.10 – Employee Orientation and Induction.



Procedures

An appropriate cleaning and sanitising process is applied in the following 'high risk' areas/circumstances:

- Food preparation surfaces, utensils and eating equipment
- Bathrooms, toilets and basins;
- First aid waste management; and
- Areas where bodily fluids have been spilt.

Children's eating areas and food preparation areas are cleaned and sanitised prior to and after consumption of food.

Educators are trained in the 2 step cleaning and sanitising processes to be applied to food preparation surfaces i.e. benches and cutting boards:

- Cleaning – Applying soap and water to the surfaces to remove dirt and grime; and
- Sanitising – Applying food grade disinfecting agent to remove residual dirt and germs.

The process for cleaning and sanitising food utensils occurs in the following way:

- Pre-clean – scrape, wipe or sweep away any food scraps and rinse with water;
- Wash – use hot water and detergent to take off any grease and dirt, soak if needed;

- Rinse – wash off any loose dirt or detergent foam;
- Sanitise – use a sanitiser to kill any remaining germs;
- Final Rinse - wash off sanitiser if required as per manufacturer instructions to see; and
- Dry - allow utensils to drip dry.

Material Safety Data Sheets (MSDS) are held for all chemicals and/or cleaning products. Cleaning and chemical products are stored securely and separate from any food preparation or food storage areas.

Cleaning equipment are maintained in good working order.

The service follows the guidelines as recommended by Queensland Health for Cleaning and Sanitising as articulated in the resource: Cleaning and Sanitising (Food Industry Fact Sheet 11).

Checks are made of the dishwasher to ensure it has:

- A properly functioning temperature-activated sanitising cycle that has to sense a temperature of 65.6°C or above before the machine advances to the next step; or
- A water inlet temperature above 68°C if the machine has no sanitising cycle or has a sanitising cycle and forced airflow drying.

Please note: This policy and procedure does not apply to general use/general purpose areas within the service such as tables, chairs, cupboards etc. unless the above-listed circumstances apply.

References

<http://www.health.qld.gov.au/foodsafety/documents/fs-11-cleaning.pdf> accessed 15/01/15

Australia New Zealand Food Standards Code – Chapter 3 (Appendix 4) – Cleaning and Sanitising Surfaces and Utensils.

Date of Development	Date Ratified	Date of Review
March 2018	February 2019	February 2020

5.5 Menu Development Policy

Oakleigh Outside School Hours Care recognises and acknowledges the importance of providing food that is both nutritious and appropriate to the needs of the children in attendance. In collaboration with staff members, children and families, a service menu will be developed, consistent with the Australian Dietary Guidelines and inclusive of children’s health/medical issues relating to foods.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act 2010 and National Regulations 2011
- Australian Dietary Guidelines (NHMRC 2013)
- Smart Choices Healthy Food and Drink Supply Strategy for Queensland Schools
- NQS Area: 1.1, 1.2; 2.1, 2.2, 2.3; 5.1, 5.2; 6.1; 6.2, 6.3; 7.1, 7.3.
- Policies: 2.11 – Including children with special/additional needs, 3.1 – Educational Program Planning, 3.3 – Educators Practice, 3.14 – Valuing Diversity, Culture and Reconciliation, 4.10 – Anaphylaxis Management, 5.2 – Food and Nutrition, 5.3 – Food Act Compliance, 9.2 - Enrolment, 9.3 – Communication with Families, 9.6 – Parent and Community Participation.



Procedures

Development of the Oakleigh Outside School Hours Care menu occurs in collaboration with staff members, children and families.

The Coordinator ensures the food and beverages provided at the service are healthy, balanced, varied, adequate, age appropriate and consistent with the Australian Dietary Guidelines and as far as reasonably possible, meets the needs of children with special dietary requirements.

The Oakleigh Outside School Hours Care service ensures that children have access to safe drinking water at all times.

Service menus are planned on a regular basis. A checklist (as provided in the PANOSH resource) is accessed to ensure that food provided encompasses all of the main food groups.

The Coordinator ensures that the weekly menu is displayed for families and accurately describes the food and drinks being provided by the service.

Staff members are informed of children’s food allergies and/or restrictions (including cultural or religious) through a staff communication book/folder and regular team meetings.

Families, children and staff members are encouraged to contribute recipes and suggestions to support a culturally diverse menu.

Staff members are provided with opportunities for professional development training relating to nutrition and food related issues.

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