



## Kingston Beach Educational Care

Effective: **May 2014**  
Next Review:  
**May 2015**

# Health, Hygiene and Safe Food

## Aims

Our service aims to promote and protect the health, safety and wellbeing of all children, educators, families and any other visitors to the service. Through the use of procedures and policies we aim 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 follow appropriate WHS standards. A holistic and consistent approach to health, hygiene and safe food across the service will help to do this effectively.

## Implementation

The Approved Provider will ensure that the Co-Directors (who are 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 Co-Directors, staff members, 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 individuals 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 Records.

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 detergent or “Enviroclean”, and dry in the sun where possible, rotate toys to allow for washing and use individual toy bags, clean books by wiping with moist cloth and drying, clean storage areas weekly. Surfaces will be cleaned with “Enviroclean” (a natural blend of detergent and sanitiser) 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 sanitised 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, if required to do so, families will be encouraged to provide enough sterile bottles for their child's use throughout the day. 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

Procedure for sterilising bottles using the boiling method:

- Place all equipment in a large pot and ensure all feeding equipment is covered with tap 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.
- Educators/cook will wash their hands thoroughly with soap and water before handling the equipment.
- Store the sterilised equipment in a clean container in the fridge until required

## **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 (known Allergies) and catered for appropriately. Along with this, the service will provide paper towel 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.

**Below are instructions on how to effectively wash hands. All individuals are to follow this procedure and this is displayed above hand washing areas.**

- 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 paper towel

## Dealing With Spills

### Procedure for dealing with Nasal Discharge

- Hands are washed each time a child's nose is wiped. If unable to wash hands after every nose wipe, use an alcohol-based hand rub.
- It is not necessary to wear gloves when wiping a child's nose. When gloves are worn, hands must be washed or an alcohol-based hand rub used after removing gloves.
- Dirty tissues must be disposed of immediately.

### Procedure for cleaning Faeces, Vomit and Urine

- Gloves are to be worn
- Place paper towel over the spill and allow the spill to soak in. Carefully remove the paper towel and any solid matter. Place in a plastic bag or alternative, seal the bag and place in the rubbish bin.
- Thoroughly clean the affected surface with "Enviro-Clean" (natural blend of Detergent and Sanitiser).
- Wash hands thoroughly with handwash (soap) and water.

### Procedure for dealing with Blood Spills

If a child is bleeding, through either an injury, bites from other children or a nosebleed.

- Look after the child, comfort and move them to a safe place away from other children.
- Put on gloves if available (if gloves are not available, take the first opportunity to get someone wearing gloves to take over from you. Then wash your hands)
- Ensure a trained first aider:
  - Applies pressure to the bleeding area with a bandage or paper towel.
  - Elevates the bleeding area, unless a broken bone is suspected.
  - Dress the wound if appropriate
- When wound is covered and/or no longer bleeding, remove gloves, placing into a plastic bag along with any blood stained items. Seal the bag and place into rubbish bin.
- Wash hands thoroughly with soap and running water.
- Check that no-one else has come into contact with the blood. If they have come into contact with blood, remove any blood from the person with soap and water, and ensure they wash their hands thoroughly with soap and water.
- Clean up the blood spill:
  - If the spill is a small spot (less than 50cent coin).
    - 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 or alternative and seal the bag place the bag in a rubbish bin.
    - Remove gloves and put in the rubbish bin
    - Wash surface with enviroclean
    - Wash hands with soap and water
  - If the spill is small (up to the size of a hand)
    - Wear gloves
    - Place paper towel over the spill and allow the blood to soak in
    - Carefully lift paper towel and place into a plastic bag or alternative; seal the bag and put in the rubbish bin

- Remove gloves and put in the rubbish bin.
- Clean the area with warm water and detergent using a disposable cloth or sponge, place the cloth in the rubbish bin.
- Wipe the area with diluted bleach and allow to dry.
- Wash your hands with soap and water.
- If the spill is large (more than size of the palm of a hand)
  - Wear gloves
  - Cover the area with absorbent agent (eg sand) and allow the blood to soak in.
  - Use a disposable scraper and pan to scoop up the absorbent paper material and any unabsorbed blood or body fluids.
  - Place the absorbent agent the scraper and the pan into a plastic bag or alternative, seal the bag and place into rubbish bin.
  - Remove gloves and place in the rubbish bin.
  - Mop the area with warm water and enviroclean” wash the mop in bleach after use.
  - Wipe the area with diluted bleach (dilute according to directions on label) and allow to dry.
  - Wash hands with soap and water.

## Hygienic Nappy Change Procedure

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 details of each nappy change recorded on the nappy change charts, by educators; these will be destroyed after 3 months. This is in each nappy change area for parents to view.

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.

We will follow hygienic nappy change practices at all times using the following procedure –

- Nappy changing will be done only in the designated nappy change areas which will be properly stocked with paper towels, plastic bags, fresh nappies, clean clothes, Nappy disposal bins with sealed lid, lined with plastic.

### Preparation

- 1. Wash your hands
- 2. Place paper on the change table, prepare wipes and bag to dispose of nappy
- 3. Put disposable gloves on both hands,

### Changing

- 4. Remove the child's nappy and put in a hands-free lidded bin (or in a plastic bag to place in nappy bin later). When removing a dirty nappy: remove excess faeces with wipes or wet tissues and place in plastic bag for disposal with nappy. Clean and dry the child's bottom using wipes, wiping from front to back.. Place any soiled clothes in a separate plastic bag.
- 5. Clean the child's bottom
- 6. Remove the paper and put it in a hands-free lidded bin (or in a plastic bag to place in bin later)
- 7. Remove your gloves and put them in the bin
- 8. Place a clean nappy on the child
- 9. Dress the child
- 10. Take the child away from the change table
- 11. Wash your hands and the child's hands

### Cleaning

- 12. Clean the change table with "Enviroclean" (Natural blend of detergent and sanitiser) after each nappy change. Wipe dry with paper towel.
- 13. Wash your hands

- 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.
- Always assist the child up to the nappy change table
- 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 sanitised.
- The procedure for nappy changing will be displayed in the nappy change area.
- The laundry area includes a washing machine with hot and cold water supply for the laundering of bed linen, face washers, tea towels . Soiled clothes are washed if left at the service at the end of each day.
- Soiled laundry is hygienically stored in a sealed bag, until such a time as it is removed from the premises. Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

## **Hygienic Toileting Procedure**

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.

### **Additionally, the service will follow hygienic toileting practices at all times using the following procedure -**

- Educators 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.
- If a child must use a potty, empty the contents into the toilet and wash the potty with "Enviroclean". Do not wash the potty in a sink used for hand washing.
- The service will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets
- Children will be assisted and/or encouraged to wash and dry hands after using the toilet.

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

- When removing remove soiled clothing if needed.
- Help the child to wipe themselves, encouraging them to wipe front to back.
- 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.
- The laundry area includes a washing machine with hot and cold water supply for the laundering of bed linen, face washers, tea towels. Soiled clothes are washed if left at the service at the end of each day.
- Soiled laundry is hygienically stored in a sealed bag, until such a time as it is removed from the premises. Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.



### **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.
- The service integrates educative information and guidelines on good dental health practices into the daily routine. This should include information on tooth brushing, tooth friendly snacks and drinks and going to the dentist and/or dental health professionals.
- The service will 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.
- 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.

## **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 bandaid and gloves and
  - 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.
- Clean children's dining tables with "Enviroclean" and dry before serving food.
- Ensuring food is always served in a hygienic way using tongs and gloves.
- Clean children's dining tables with "Enviroclean" 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 to 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.

## **Food Safety, Temperature Control and Transport 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 and NSW Food Authority.
- 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 staff 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:**

- All food for children brought from home will be immediately placed in the refrigerator provided in the centre. 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 5°C 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 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 fridge thermometers to ensure all fridges are 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.
- 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 Centre) 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.

**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.

**Temperature Control**

- When potentially hazardous foods are being transported they will be kept at or below 5 degrees Celsius for cold food, or above 60 degrees Celsius for hot food.
- If the journey is short, insulated containers may be used to keep the food cold/hot. If the journey is longer, ice bricks or heat packs will be used to maintain temperature requirements.
- Only pre-heated or pre-cooled good will be placed in insulated containers, which will have a lid to maintain temperatures.
- Insulated containers will be kept clean and in good working conditions at all times, will only be used for food and will be kept away from other items such as chemicals or fuel.
- Insulated containers will be filled as quickly as possible and closed as soon as they have been filled and kept closed until immediately before the food is needed or is placed in other temperature-controlled equipment at the destination.

**The following will be considered when transporting food:**

- Containers of cool food will be placed in the coolest part of the vehicle. In insulated containers, utilising frozen ice packs.
- If the inside of the vehicle is air-conditioned, cold food may be transported better here rather than in the boot.
- Vehicle will be kept clean and maintained at hygienic standards.
- When food is being packed in the vehicle, cold foods will be collected last and immediately placed in insulated containers for transporting.

- Upon arrival at the destination, staff will immediately unload any hot or cold food and place it in an appropriate temperature controlled environment.
- All food will be served within two hours of it being cooked.

### **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. 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 (used by date and date it entered the Centre) 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.

## 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.

Example 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.

## National Quality Standards

QA2	2.1	Each child's health is promoted.
	2.1.1	Each child's health needs are supported.
	2.1.3	Effective hygiene practices are promoted and implemented.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.2.1	Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.

QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
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## National Regulations

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

## EYLF

LO3	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.

## **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**

**NSW Health**

**Caring for Children- Food, Nutrition and Fun Activities, 4th Edition 2006**

**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**

**National Health and Medical Research Council. (2005). Staying Healthy in Child Care  
5<sup>th</sup> Edition 2013**

**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**

**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**

## **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

Relationships with Children Policy

Physical Environment

Sleep, Rest, Relaxation and Clothing Policy