

# Health, Hygiene and Safe Food Policy



## NQS

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

## 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.

## 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 WHS 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 Nominated Supervisor will ensure staff members, educators and volunteers 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 all 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 and dental hygiene.**

**(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 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 are located in the parent information area. We will maintain membership with Nutrition Australia.

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 using warm water and soap and dry in the sun where possible, rotate toys to allow for washing, and clean lockers and storage areas regularly.

All surfaces will be cleaned thoroughly daily. Floors will be washed daily. Areas contaminated with body fluids will be disinfected after washing.

### **Sterilising chemicals (Milton)**

Educators will carefully follow the manufacturer's instructions to ensure correct strength and:

- Mix the chemicals with water in a big plastic or glass container
- Place all equipment in the solution ensuring all surfaces are covered.
- Soak the equipment for at least one hour and change the solution every 24 hours.
- Remove the equipment and shake off excess solution, but do not rinse.
- Use only on glass, wood or plastic, as metal will rust when left in the solution.

### **Bedding**

Each child will have their own bedding which will be supplied by the family. If bedding is not supplied, Little Souls will provide them with spare bedding which is washed after each use. A daily \$2 laundry levy will be charged to families who forget to bring in their bedding.

## **Hand Washing Procedure**

Little Souls Taking Big Steps will provide the appropriate height basins for children to wash their hands in as well as height appropriate basins for adults. Liquid foam soap will be provided for 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 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 tasks such as cleaning.
- After removing gloves.
- After going to the toilet.
- Before and after nappy change procedures.
- After giving first aid.

- After coming inside from outside
- 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 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.
- Dry hands thoroughly with clean paper towel.
- This should take about as long as singing "Happy Birthday" twice.

## **Hygienic Nappy Change Procedure**

Little Souls Taking Big Steps 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 to develop consistency with their child's toileting habits. Educators will be considerate of any special requirements related to culture, religion or privacy needs. Children who are in nappies will have nappy change data recorded in the register kept by the staff. This is located in the nappy change areas for parents to check and filed weekly.

Nappy changing and toileting will only be carried out by trained 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. Additionally, the service will follow hygienic nappy change practices at all times using the following procedure -

- Nappy changes occur every two hours and as needed throughout the day.
- Nappy changing will be done in the nappy change area which will be properly stocked with paper towels, fresh nappies, clean clothes and a hands free bin.
- Always prepare change area first: put on gloves, place paper towel on change mat, collect wipes and nappy sack and ensure a hands free bin is close by to dispose of nappy.
- Assist the child up to the nappy change table
- During a nappy change: undo the nappy, wipe the child with wipes and dispose of used wipes into the nappy sack as you go.
- Make sure all used items such as nappy, wipes, gloves and piece of paper towel are in the nappy sack before sealing it and disposing of it in the hands free bin.

- At all times one hand must be kept on the child to prevent them falling from the change table.
- Dress the child and wash and dry the child's hands, take the child away from change area. Wash your hands.
- Clean the nappy change surface after each use. If it's a series of nappy changes put on clean gloves and clean surface with neutral detergent and water. Wipe dry with paper towel. Dispose of gloves and paper towel in hands free bin. Wash your hands. Disinfect after the last nappy change in a series of nappy changes.
- The procedure for nappy changing will be displayed in the nappy change area.
- The service only uses disposable nappies.

### **Standing Nappy Change Procedure**

- Nappy changes occur every two hours and as needed throughout the day.
- Nappy changing will be done in the nappy change area which will be properly stocked with paper towels, fresh nappies, clean clothes and a hands free bin.
- Always prepare change area first: put on gloves, place paper towel on floor, collect wipes and nappy sack and ensure a hands free bin is close by to dispose of nappy.
- Assist the child to take their clothes off
- During a nappy change: undo the nappy, wipe the child with wipes and dispose of used wipes into the nappy sack as you go.
- Make sure all used items such as nappy, wipes, gloves and piece of paper towel are in the nappy sack before sealing it and disposing of it in the hands free bin.
- Put a clean nappy on
- Dress the child and wash and dry the child's hands, take the child away from change area. Wash your hands.
- The procedure for nappy changing will be displayed in the nappy change area.
- The service only uses disposable nappies.

### **Standing Nappy Procedure (Soiled Nappy)**

- You need two staff to change a soiled standing nappy
- Take the child to a toilet
- Put paper towel on the floor near the toilet
- Take the gloves, wipes, nappy sack and a spare paper towel and clean nappy to the toilet. Put the spare nappy on top of the spare paper towel on the floor.
- One staff member takes the shoes, socks and pants off the child, then place them on the paper towel in front of the toilet
- Carefully take the nappy off, making sure to take as much of the poo in the nappy as you go, then place it in the nappy sack
- Get the second staff member to help you seat the child on the toilet so you can clean the child's bottom.
- Get the second staff member to pass you nappy wipes as you clean, and dispose of the wipes as you go
- Once the child is clean, remove your gloves and place them in the nappy sack, seal the bag and throw it in the hands free bin
- Get the second staff member to dress the child while you wash your hands
- Then help the child wash their hands while the second staff member washes their 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. 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.
- 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 all stages in the toileting procedure. If a staff member has entered the toileting area to assist a child toileting in any way, they should immediately wash their hands and put on gloves.**

**If the child has soiled or wet their clothing:**

- Put on gloves
- Remove any wet/soiled clothing and seal in a bag for washing.
- Clean and dry the child.
- Remove your gloves and wash hands
- Dress the child, wash and dry the child's hands. Have them leave the bathroom.
- Put new gloves on and clean any spills following procedure for cleaning spills of body fluids.
- Remove and dispose of gloves, wash and dry your hands.
- Label soiled clothing bag, place in a sealed container in the laundry, and attach a label to the child's bag for parental collection.
- The procedure for soiled or wet clothing will be displayed in the toileting area.
- If the soiling cannot be removed easily without washing, the items will be disposed of immediately in an external bin.

## 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 can be made available to family members and educators in their home language.
- 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.
- Children will be encouraged to drink water to quench their thirst and remain hydrated, and to remove food debris after meals or snacks.
- Family members should be informed without undue delay of 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. Incident, Injury trauma and illness forms will be completed.
- The tooth will not be reinserted into the socket, but gently rinsed in milk to remove any blood and will be 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. Incident, Injury trauma and illness forms will be completed.
- Gently rinse the tooth fragments in milk 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.
- In an adult or older child who can be relied on not to swallow their tooth, it is preferable to replace the tooth back into the socket. (Be certain that the tooth is placed into the socket the correct way round, in its original position, using the other teeth next to it as a guide).

- Hold the tooth in place by gently biting on a clean handkerchief or gauze pad.
- If unable to reinsert the tooth, get the casualty to hold the tooth inside the mouth next to the cheek or place the tooth in milk. Place a firm pad of gauze over the socket and have the casualty bite gently on the gauze.
- 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.
- If the tooth has been in contact with dirt or soil, advise the family that tetanus prophylaxis may be required and advise them to consult with both their dentist and doctor.

## Food Preparation and Food Hygiene Procedure

Little Souls will follow appropriate food preparation hygiene techniques and develop a Food Safety Program 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.
- Ensuring that individuals preparing food know, follow and adhere to the appropriate hygiene procedures. This includes:
  - Washing their hands
  - Put a pair of food gloves on
  - Keeping their personal hygiene at a high level.
  - Covering cuts with a Band-Aid and gloves
- Avoiding the contamination of one work area to another by using disposable paper towel and gloves, and having specific cleaning implements (for example scourers) for a specific area.
- Clean children's dining tables with soap and water and dry before serving food.
- Ensure food is always served in a hygienic way using tongs and gloves.
- Clean children's dining tables with sanitiser 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 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.

### 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.

Examples 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.

## **Food Safety, Temperature Control, Storage 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.
- Fridges will have their temperatures checked twice daily to ensure they remain below 5 degrees. These temperatures will be recorded.
- Fridges will be cleaned weekly and thoroughly checked for any maintenance issues monthly.
- Foods will be reheated using the recommended device from the food supplier i.e. Baine Marie, Oven or Microwave.
- Foods will be heated to over 77 degrees, recorded and allowed to cool before being served to the children.
- Temperatures will be taken using a food thermometer probe which will be cleaned before and after use and in between. It will be sanitised after use.
- Encouraging parents to the best of our ability to continue our healthy eating message in their homes.
- Encouraging educators to present themselves as role models. This means maintaining good personal nutrition and, where possible eating with the children at meal times. Providing nutrition and food safety training opportunities for all educators including an awareness of other cultures food habits.
- 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.
- Cling wrap is not to be used in children's lunchboxes. Glad bags, however are acceptable.
- 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. Educators will then see that they are appropriately stored as per the following:

**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 service.
- 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. Store frozen foods at minus 18 degrees (C).
- Keep hot food in an oven or on a stove, above 60°C until you are ready to serve.
- Use a thermometer to make sure your fridge is below 5°C.
- Store dry foods in sealed, air-tight containers.
- Any food removed from its original container must be stored in a container with the use by date of the food written on it.
- 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.
- 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 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 foil 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 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.

## Sources

**Education and Care Services National Regulations 2011**

**Early Years Learning Framework**

**National Quality Standard**

**FsanZ - Food Standards Australia New Zealand - Food Safety Standards**

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

**Australian Guide for Healthy Eating**

**Dietary Guidelines for Children and Adolescents in Australia - NHMRC (National Health & Medical Research Council).**

**National Health and Medical Research Council. Staying Healthy in Child Care Preventing Infectious Diseases in Child Care (5th Edition 2012).**

**Food Standards Australia and New Zealand Act 1991**

**Food Standards Australia New Zealand Regulations 1994**

**Qld Food Act 2006**

**Qld Food Regulation 2006**

**Work, Health & Safety Act Qld 2011**

**Work, Health & Safety Regulations Qld 2011**

**Dental Association Australia**

## Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: October 2015**

**Date for next review: March 2016**