

Nutrition and food handling

National Law: section 165, 167

National Regulations 77, 78, 79, 80, 168(2a)

National Quality Standard: 2.1, 2.2, 2.3



Food provided is consistent with Dietary Guidelines for Children and Adolescents.

Menus are planned to provide 50% of the recommended daily dietary intake for key nutrients for children with regard to each child's growth and development needs and any specific cultural, religious or health requirements. (We aim to provide a variety of foods for all children including those with allergies or special dietary needs, and to include multicultural meals).

Our menus include

- plenty of vegetables, legumes and fruits
 - wholegrain breads, rice, pasta and noodles
 - lean meats, poultry and fish (or protein alternatives)
 - dairy products, which includes milk, cheese, yoghurts
 - plenty of opportunity to drink water
 - foods containing calcium and iron, and low in salt and
 - moderate amounts of sugars and foods containing added sugars or artificial sweeteners
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- Educators are encouraged to provide feedback on meals including appearance, taste and how children enjoyed it. They are also encouraged to offer suggestions for changes or new meals
 - Individual food requirements are adhered to strictly, to prevent any undue harm to the child, especially in regard to food allergies. Food and drink are offered regularly through the day
 - All food is provided by Kozy Kids (except for one piece of fruit donated to the service by each child each day). Food for children other than the daily piece of fruit is NOT TO BE BROUGHT INTO THE SERVICE
 - There is enough food available for children to have additional serves and second serves are encouraged
 - Alternative meals are offered if a child is hungry and does not like the food provided
 - Food provided is developmentally appropriate for children and encourages independent eating. Infants are provided with pureed, lumpy and main meals according to their development and needs
 - Educators are aware of when food solids and other foods should be introduced to children. The 'Recommended schedule for introducing solids to infants' is displayed in the main kitchen and in the health folders of the baby rooms
 - Choking: Food linked with a high risk of choking is minimised by taking the appropriate precautions (e.g. meat is cut into small pieces and skins and excess fat is removed, hard fruits and vegetables, grated and cooked or mashed for younger children). Educators are aware of the precautions to prevent and treat choking. Preventing choking on food information is on display in main kitchen and in health folders
 - Breastfeeding is welcomed and supported at Kozy Kids. We have seating available to provide a quiet and comfortable area for the child to feed
 - Special occasions such as birthdays are celebrated. Our cook prepares cakes onsite to ensure the ingredients used are safe for all children in care. Cakes are only made if they are ordered by families
 - We celebrate other multicultural and special occasions involving food (e.g. Shrove Tuesday)
 - Cultural events and practices are celebrated and discussed with children
 - The service encourages children's knowledge and involvement with nutrition, and it is encouraged through the program and curriculum
 - The children share in the cooking experience when appropriate and planned
 - The service will maintain confidentiality of food handlers who have disclosed information about their health or hygiene and only use this information for the purpose of addressing the risk of food contamination

Food Handling and training

- A food handler must take all reasonable measures not to handle food or surfaces likely to come into contact with food in a way that is likely to compromise the safety and suitability of food
- A food handler must take all practicable measures to ensure his/ her body, anything from his/her body, and anything he/she is wearing does not contaminate food or surfaces likely to come into contact with food
- A food handler who believes they may be suffering from a food-borne disease must inform management of his/her suspicions and not engage in the handling of food where there is a reasonable likelihood of food contamination. All educators are food handlers and therefore any educators who are absent due to vomiting or diarrhea must be excluded from the service for 48 hours after signs of gastroenteritis has ceased.
- A food handler must notify management if the food handler knows or suspects that he or she may have contaminated food whilst handling food
- Food is provided in a safe hygienic manner with the strict washing of hands, the use of gloves and tongs when serving food, as well the use of our commercial dishwasher
- All educators are aware of food handling expectations and sign a food handling obligations form upon starting at Kozy Kids. The food handling obligations form is part of the initial pack given to all educators upon starting employment at Kozy Kids. New educators (and every two years thereafter) are required to access training in food safety, nutrition and handling through 'I'm Alert in Food Safety' and provide a certificate of completion
- Food is stored and kept at appropriate and safe temperatures as per food safety regulations and in appropriate containers
- Temperature checks are done daily in all fridges and freezers within the service and charts are filled out accordingly
- Procedures for the correct storing, thawing and warming of breast milk and formula are followed
- Food handlers must ensure food contact surfaces are adequately protected from contamination
- Food handlers must report to management if equipment is not working correctly
- Foods that are to be saved in rooms for any child must be appropriately stored within ½ an hour of serving
- When reheating saved meals for children, staff are to refer to service cook who will advise them of the adequate heating time for that meal

Purchasing and receipt of foods

The service purchases food that would be reasonably expected to be safe and suitable, from both retail and wholesale food businesses. For children's health and safety no food is to be brought into the service by families except for fruit brought to share for morning tea which must be left in the foyer for collection by service cook or given directly to the service cook.

Food purchased from retail is protected from contamination during transport to the service by:

- purchasing food that is appropriately packaged and within use-by dates
- ensuring potentially hazardous food is transported to the centre rapidly (within 1 hour) and either refrigerated immediately, cooked or served within a total of 4 hours
- transporting food in protective containers or bags

The service will not:

- purchase potentially hazardous food from non-commercial or backyard operators
- purchase foods identified in this program as unsafe for children under five unless the products are thoroughly cooked or prepared appropriately onsite before serving

Upon receipt of delivered foods, the following must occur before items are accepted:

- raw meats and refrigerated items to be temperature checked for below 5°C
- frozen vegetables inspected to ensure packaging is intact and food is hard frozen
- non-potentially hazardous foods will be checked for signs of contamination, damaged packaging or expired dates
- details of checks must be noted on the 'food receipt record'

Once food items have passed the check, they must immediately be placed in either frozen, cold or dry storage as each item requires and a 'visual and ok' and a record of any temperatures taken (if required) marked on the 'food receipt record'.

If a food is found to be contaminated or not protected from the likelihood of contamination, it must be rejected and should be returned to the supplier or destroyed with the consent of the supplier. Rejected food on the premises must be identified, held and kept separate. The food receiver (usually service cook) must note when food has been rejected and the reason for its rejection on the 'food receipt record'.

Food storage

During storage food may become contaminated in the following ways:

- *Microbiologically* - such as by raw foods contaminating ready-to-eat food
- *Chemically* - such as by food not being stored in food-grade containers or by chemicals being accidentally spilt onto food
- *Physically* - from foreign objects including pests, glass, dirt, metal and hair

At Kozy Kids we will store food in such a way that:

- It is protected from the likelihood of contamination
- The environmental conditions under which it is stored will not adversely affect the safety and suitability of the food (this does not apply to food as it is being processed and served as food will understandably be in the temperature danger zone at these times – which will be time monitored)

To prevent food from becoming contaminated during storage the following steps will be taken:

- Food will be stored in food-grade containers and covered if there is any likelihood of contamination
- Raw foods will be stored separately or away from ready-to-eat foods to avoid contamination from the raw food being transferred to the ready-to-eat food
- Storage areas will be kept clean to minimise the opportunity for dirt, food scraps etc. contaminating stored food
- Food is not to be stored on the floor at any time
- Food will be stored following the specifications provided by manufacturers as to how food should be stored to retain its safety or suitability including environmental conditions such as temperature, etc.
- Store potentially hazardous food under temperature control at or below 5°C or at or above 60°C
- If it is food that is intended to be stored frozen, ensure the food remains frozen during storage

Cooking, cooling, thawing and reheating

The service cook and staff who prepare meals will maintain food handling fundamentals for cooking, cooling and thawing by:

- Ensuring that areas such as benches and utensils such as knives are clean and sanitary before preparing food
- Following requirements outlined in hand washing and use of gloves procedure and food handling obligations including:
 - Remove larger jewellery and wear a hair net or chefs hat whilst preparing and cooking
 - Covering any cuts or abrasions with a brightly coloured waterproof Band-Aid and gloves
 - Maintaining personal hygiene practices to a level that minimises the contamination of food
 - Washing hands whenever his/her hands are likely to be a source of contamination of food (i.e. after handling garbage, cleaning, handling raw meats, before commencing and re-commencing handling foods or handling ready to eat foods)
- Recording temperature checks and time food enters danger zone on 'cooking record' and 'Cooling and reheating record'

- Following the 2 hour – 4-hour guide:

Total time between 5°C and 75°C	Action
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Less than 2 hours	Refrigerate or use immediately
Between 2 hours and 4 hours	Use immediately
More than 4 hours	Throw out

- Not contaminating ready-to-eat food with raw food by ensuring that utensils used to prepare raw food are not used to prepare ready-to-eat food unless they have been cleaned, sanitised and dried (follow 'cleaning and sanitising procedure')
- Minimising contamination from food handlers – encouraging them to wash hands when entering the kitchen
- Using clean, dry equipment that is in good working order to process food
- Ensuring chemicals are kept separate from food processing areas

Cooking

- Following coloured chopping board chart when preparing meals to minimise cross contamination
- Checking the temperature of food as it cooks to ensure it is cooking at 75°C or over and record this on the 'Cooking record' form
- Record when food enters the temperature 'danger zone' and when it is returned to temperature control storage on the 'cooking record' form
- take all practicable measures to process only safe and suitable food (this includes checking for children's allergies and ensuring that foods provided for children are age/developmentally appropriate or are processed in such a way as to ensure safety)
- inspecting the food for visible signs of contamination, to determine whether it is damaged, deteriorated or perished
- removing contaminants that may be present in the food before use (for example washing fruits and vegetables)

Cooling

- Cooling foods by placing in shallow containers with a maximum volume of 1000ml and placing in freezer as soon as steaming has ceased
- Use a probe thermometer to monitor how quickly food is being cooled. As the whole of the food being cooled must comply with the requirement, it is important to measure the temperature of the part of the food that will take the longest to cool. This is usually the centre of the food
- Record cooling information including temperature checks and times on the 'cooling record' form
- To ensure that when cooling cooked potentially hazardous food, it is cooled within two hours — from 60°C to 21°C; and within a further four hours — from 21°C to 5°C

Thawing

Thawing foods in the fridge on shelf in a container will ensure that when frozen potentially hazardous foods are thawed, the food is kept for a minimum time at temperatures that support the growth of food-borne pathogens.

Reheating

Reheat rapidly (< 2 hours) to 60°C by:

- If a small serve, defrost for 10-15 minutes then heat for 1-2 minutes in microwave
- When reheating previously cooked and cooled potentially hazardous food for immediate consumption, food can be reheated to any temperature that is palatable. (the requirement of using a heat process that rapidly heats the food to a temperature of 60°C or above only applies to potentially hazardous food that is to be held hot, for example in a bain-marie. The centre does not hot-hold food).
- Any food returned must be thrown away. Potentially hazardous food that has already been reheated should not be cooled and re-heated a second time, to avoid the food being at temperatures that support the growth of pathogenic bacteria four times (cooling, heating and re-cooling and re-heating)

Maintenance

Cleaning and sanitising

Effective cleaning and sanitising reduces the potential for food poisoning bacteria to grow, pests to be attracted and cross contamination.

How to clean and sanitise:

- 1) Pre-clean: Remove dirt and food by sweeping, scraping, wiping or rinsing with water
- 2) Wash: Use warm water and detergent
- 3) Rinse: Rinse off detergents and any remaining food or dirt
- 4) Sanitise: Sanitise to eliminate/reduce micro-organisms to safe levels
- 5) Dry: Air dry, use a clean tea towel

Items that must be sanitised: Trolleys, benches and storage shelves in kitchen, utensils, dishes, microwave, stove top and all stainless steel of stove.

Roles and responsibilities

Service Cook

The service cook will follow the 'cleaning and sanitising schedule' and record over a monthly period when larger equipment items have been cleaned and sanitised to minimise the transmission of infectious disease and to protect food from contamination. A brief outline of daily duties and the daily cleaning and sanitising of equipment is outlined below:

Morning:

1. Spray the benches with sanitiser and let air dry before starting daily duties
2. Clean / wipe down benches between meal preparations i.e. between morning tea and lunch preparation
3. Monitor employees as they sanitise trolleys brought back from morning tea and lunch meals
4. Wash used dishes from morning tea and lunch in dishwasher as they are returned to kitchen

Afternoon:

1. After all meals are prepared and stored, benches and trolleys are to be washed with hot soapy water, left to air dry then sprayed with sanitiser and left to air dry
2. Floor to be swept then mopped using yellow mop and bucket with diluted floor cleaner
3. Clean and sanitise bin after emptying

Other:

- Refill the sanitiser spray **10mls sanitiser to 550mls** water weekly or as needed
- Follow cleaning and sanitising schedule record and submit checklist for review by management on a regular basis
- Use coloured cloths according to displayed chart (Blue – sanitiser, pink – benches, green – dishes) to avoid cross contamination
- Wash hands thoroughly before beginning daily duties, between handling raw meat and other foods, after touching potentially hazardous surfaces, before handling food and as needed throughout the day
- Food contact surfaces must be cleaned and sanitised between being used for raw food and ready-to-eat food

Food handlers

- Clean and sanitise trolleys as per displayed instructions when returning trolleys to kitchen and leave to air dry
- Use dishwasher to clean used dishes after afternoon tea and late snack, then dry dishes and put away
- Take used tea towels and food covers to be washed (separately from other items such as sheets and bibs) at end of day

Food recall from manufacturers

In the event of food recall from manufacturers, recalled foods will be sent back to manufacturers. This may mean a change in advertised menu for that day and/or require service cook to restock necessary items by purchasing like items from nearby stores. If the service is informed of a food recall and such foods have already been used and served in meals, service employees will make all attempts to inform families of what has occurred as soon as reasonably possible.

Mealtimes

- Educators ensure that meals and/or snack times are conducted in safe, clean, positive environments that promote meaningful interactions between children and other persons
- Educators ensure children are always adequately supervised during meal times
- As part of our practices we role-model appropriate eating habits, by sitting with the children at meal times and participating in positive conversations. Where possible, educators eat and enjoy the food offered also
- Educators talk to the children about the importance of food, health and nutrition
- Children are encouraged to be seated for a meal, not only to encourage group discussion but also to ensure food is chewed and digested properly to minimise the risk of choking
- Meals and food are discussed with children during meal times
- Food is not used as a punishment or reward
- Children's food preferences are respected
- Educators will help children where needed but encourage self-help skills at meal times, including the serving of some foods
- Meal times are an opportunity for social learning and interactions, discussions, and routines such as feeding themselves, serving and clearing promoting self-help skills

Bottle feeding/fluids

- Parents are responsible for bringing in bottles with enough cooled boiled water per bottle for staff to add the formula supplied by families. Families need to supply in small containers individual amounts of formula for each bottle. They are not to be made previous to coming into care.
- Bottle warmers/hot water are to be used for the warming of bottles
- Microwaves are not used for the warming of bottles
- Infants and babies who cannot hold their own bottles are held and cuddled during feeds (or placed in a rocker if needed)
- For children in the infants and babies' rooms, tap water is boiled and cooled for all drinks
- Bottles are stored in fridges, as close to the back of the fridge as possible- not in doors
- If formula or breast milk is not used while in care, it is sent home again and is always used within 24 hours or discarded
- Water is the main drink available to children at all times throughout the day and is also offered at regular intervals including at the end of mealtimes to encourage dental hygiene

Communication about food, allergies and preferences

- Our weekly menu including morning tea, lunch, dessert and afternoon tea is displayed outside the kitchen
- Children's individual food requirements are established at enrolment (or on diagnosis), and are kept on file
- Please refer to the 'Medical conditions and health administration policy'
- The service will provide current and updated information from leading authorities on Nutrition for families. Nutrition information is available in appropriate languages if needed and when possible
- Educators communicate with families about the food and nutritional needs of children including when a child is first introduced to solids. Parents are advised daily of their child's eating patterns throughout the day
- Families are encouraged to provide feedback and suggestions on menu choices for children
- A positive relationship is encouraged with the service cook and they are available to talk to families

This policy is reviewed annually with input from recognized authorities, management, educators and families. Please read this policy in conjunction with:

- Medical conditions and health administration policy,
- Accident, incident, illness, medication and first aid policy
- Infant feeding policy
- Handwashing and use of gloves procedure
- Kozy Kids Food safety plan

Reference

- Government of South Australia (Department of Health) - Food Safety Program
- Australia New Zealand Food Authority 'Safe Food Australia' STANDARD 3.2.2 "*A guide to the food safety standards*", 2nd Edition, January 2001
- Friths, J. Kambouris, N. O'Grady, O. (2003) Health and Safety in Children's Services Model Policies and Practices – 2nd Ed. revised accessed online at www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf
- Australian Children's Education and Care Quality Authority (2013) *Guide to the National Quality Standard* accessed online at <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF03-Guide-to-NQS-130902.pdf>