



Food Handling and Storage Policy

National Quality Standards

QA 2	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
------	-------	--

Aim:

To ensure that all food handling operations are conducted in a safe and hygienic manner

Implementation:

- Because all educators will be food handlers and handle food regardless of who has prepared the food it is paramount that the following steps are followed by all staff:

Leadership will:

- Conduct monthly kitchen audits.
- Conduct termly audits to check that allergy and food safety procedures are effective and current.
- Oversee the review and implementation of this policy.

Food handlers will:

- Ensure they are free from illness.
- Cover sores /cuts with a coloured band aid.
- Ensure jewellery is secure.
- Have neatly trimmed, polish free nails.
- Have hair tied back when preparing or serving food.
- Use provided tongs or spoons to serve and handle food wherever possible.
- Ensure utensils and equipment is clean and free from vermin.
- Use thermometers to check temperatures if reheating food.
- Sanitise preparation benches and dining tables.
- Be aware of cross contamination and not use utensils between dishes.
- Pass on allergy information daily to the chef and notify the chef when children with allergies are absent.
- Supervise children while they wash their hands before mealtimes or washing younger children's hands with flannels or wipes.
- Complete food handling training (Bug Busters) (I'm Alert) annually.
- Discuss hygiene practices with the children and families.
- Ensure their hands are washed after:
 - Eating.
 - Toileting.
 - Wiping their nose or coughing into their hand (It is recommended that educators cough into their upper arm)
 - Handling rubbish.

- Handling soiled utensils.
- Handling raw foods.
- Between raw and cooked food preparation.
- Before handling and/or serving food.
- Before setting tables and handling utensils.

The Chef will also:

- Ensure fridge and freezer temperatures are taken at the beginning of each shift working in compliance with the National Food Authority.
- Regularly clean the kitchen bins.
- Provide clean utensils for each meal.
- Wash all food utensils.
- Use colour coded chopping boards to prevent cross contamination of raw food.
- Clean fridge/freezer/dishwasher once a week with old food discarded and dates recorded.
- Document and maintain a cleaning schedule with duties to be completed daily/ weekly/fortnightly/ monthly.
- Defrost meat at the bottom of the fridge or in the microwave on “defrost” mode .
- Cover any food that is immediately not served
- Store food correctly (fridge, freezer, pantry, sealed containers etc) and in the correct temperature zones of between 5degrees Celsius or above 60 degrees Celsius.
- Use thermometers before serving food and record the reading.
- Use thermometers to check any incoming cold deliveries.
- Use correct thawing procedures
- Reheat food so that it is above 60 degrees Celsius and record the temperature.
- Ensure allergy information is displayed.
- Discard any chipped, broken or cracked crockery.
- Wear a clean apron daily that is removed when leaving the kitchen for breaks or toileting.
- Ensure they have completed Food Safety First Training

Procedure for handling food for children with allergies

- Kitchen staff will ensure all hygiene practices are followed when handling food for children with allergies.
- Kitchen staff will take all precautions while preparing the food to ensure no cross contamination.
- Children with allergies, intolerances will receive their meal in a separate container that is labelled and contains the appropriate food for them to consume. The containers will always be cross checked when preparing to ensure the child is getting the correct meal, this is to be done using the wall list and the room leader who collects the food.
- The labels will have a picture of the child, the child's name and a list of the allergies.
- A list of children with allergies and intolerances including the room name and child's name will be displayed on the wall in the kitchen for cross checking. This will indicate the days the child attends.
- Any contaminated food will be discarded immediately.

Families will:

- Ensure that all information regarding food allergies or cultural preferences is communicated with the chef.
- Follow up dietary plans annually with GP and provide the centre with this paperwork.

Evaluation:

This policy is viewed to be working effectively when:

- Food is prepared, handled, stored and served in a safe and hygienic way.

Sources: Australia New Zealand Food Standards Act 1991

Australia New Zealand Food Standard 3.2.2 Food Safety Practices and General Requirements

www.foodstandards.gov.au

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	February 2018	Policy developed	Trish Cook	February 2020
1.1	February 2020	Changed the Bug Busters to be completed annually rather than 2 yearly, Microwave to defrost food & using thermometers to check temperature of food if reheating added to original policy		February 2022
1.2	November 2022		Lori Hay Poornima Radhakrishnan	June 2023
1.3	31/7/23	Regulations on top and acknowledgement. Added procedure of food handling with children with allergies	Michelle and Pamela	December 2024
1.4	Sept 2024	Added Chef to complete Food Safety First Training	Lori Hay	Sept 2025