



Policy Name:	Health, Hygiene & Safe Food Policy	Policy No:	FCP-009
Date Approved:	9 May 2017	Approved By:	Board of Management
Date Issued:	12 May 2017	Review Date:	May 2020
Version 1.5	This version of the policy was approved 9 May 2017 and replaces the version approved 5 th March 2015.		

1. Aim

Firstchance is committed to promoting and protecting the health, safety and wellbeing of all children, workers and families by using procedures to maintain hygiene standards and provision of safe food.

We also aim to reduce the risk of spreading infectious diseases and illnesses and following appropriate WHS standards.

The purpose of this document is to ensure that Firstchance practice aligns with best practice, which state that:

- Each child's health is promoted
- Each child's health needs are supported
- Effective hygiene practices are promoted and implemented
- Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines
- Healthy eating is promoted and where food and drinks are provided by Firstchance they are nutritious and appropriate for each child
- Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

The supporting systems and procedures will ensure that there are guidelines and consistency around how Firstchance protects the health, safety and wellbeing of all of children/young people, staff and families.

2. Scope

This policy applies to children, young people, employees, volunteers and families supported by Firstchance.

3. Policy

Firstchance aims to ensure that workers implement adequate health and hygiene practices and safe practices for handling, preparing and storing food.

This policy, and related policies and procedures will be followed by workers (where relevant to the setting they are offering support in) in relation to:

- a) Safe and hygienic storage, handling and preparation of all food and drinks, including foods and drinks provided by the child/young person's home
- b) Working with children/young people to support the promotion of hygiene practices, including hand washing, coughing, dental hygiene and ear care
- c) Toileting and nappy changing
- d) Cleaning of equipment

In any instances where children/young people display any signs of illness or injury, workers will refer to the Child, Parent/Carer and Staff Illness & Infectious Disease Policy and complete an Incident Report where required.

To uphold the general health and safety of all children using the service, all workers and visitors will follow the Tobacco, Drug and Alcohol Policy.

3.1 Equipment and Environment

- The service will wash any mouthed toys daily using warm water and soap.
- Books will be cleaned by wiping with a moist cloth and drying after each use.
- Surfaces will be cleaned with detergent after each activity.
- Areas contaminated with body fluids will be disinfected after washing.

Workers that take equipment to a home/community visit are responsible to ensure that it is clean before it is returned to storage areas.

Workers that use equipment in the play/therapy rooms at the Firstchance office are responsible for ensuring that it is put in the designated area for sterilisation or cleaned before it is returned to storage areas.

3.2 Hand Washing Procedure

Liquid soap/Aqium gel will be provided to all individuals to wash their hands and paper towel or an automatic dryer for people to dry their hands.

3.2.1 All individuals should wash their hands:

- Upon arrival to reduce the introduction of germs
- Before and after handling food
- After nose wiping
- After doing any dirty tasks such as cleaning
- After removing gloves
- After going to the toilet
- Before and after nappy change procedures
- Before and after applying first aid
- Before and after giving each individual child/young person medication. (If giving medication to more than one child/young person staff will wash their hands between administration to each child)
- Before going home to prevent taking germs home

3.3 Hygienic Nappy Change & Toileting (playgroup/group programs)

- Firstchance accepts enrolments of children who have not yet been toilet trained.
- Parents/carers are responsible for changing the nappy of their child (including the provision of nappies and associated hygiene products) and/or taking the child to the toilet.
- Parent/carers are not permitted to change the nappy or toilet a child that is not part of their family.
- Toileting is encouraged at any time and is specific to individual needs.
- Clean toilets and hand washing facilities will be easily accessible
- Workers must be aware of and consider any special requirements related to culture, religion or privacy needs.

3.4 Dental Hygiene and Care

- 3.4.1 Workers will aim to form positive relationships with family members and children to discuss and encourage good dental health practices
- 3.4.2 Children will be encouraged to drink water to quench their thirst and remain hydrated.
- 3.4.3 Family members will be informed without undue delay about any incident or suspected injury or issue with their child's dental health
- 3.4.4 Workers will be aware of dental first aid and receive appropriate professional development opportunities where appropriate.

3.5 Dental Accidents

If a dental accident occurs at a program operated by Firstchance, the following will occur:

For children (0-8 years):

- The accident will be managed as an emergency.
- Do not insert the tooth into the socket, but place into clean container with milk in it to give to the child's parent/carer to give to the dentist.
- Support the family to seek dental advice as soon as possible
- Incident report will be completed

For older children or adults:

- The accident will be managed as an emergency.
- Gently rinse the tooth fragments in clean milk or clean water 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
- For 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 person to hold the tooth inside the mouth next to the cheek or place the tooth in clean milk, sterile saline, or clean water. Place a firm pad of gauze over the socket and have the casualty bite gently on the gauze
- Support the person/family to seek dental advice as soon as possible and ensure 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
- Incident report will be completed

3.6 Food Preparation and Hygiene

Firstchance will follow appropriate food preparation hygiene techniques to meet the requirements of the *Food Standards Australia New Zealand* such as:

- Washing 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/continence aids before preparing food
- Avoiding the contamination of one work area to another by using the colour-coded wash cloths system and restricting the movement of contaminated items (such as gloves and cleaning implements) from one area to another.
- Tables will be cleaned with a neutral detergent and dried before and after serving food.
- Using tongs and gloves when handling food.
- In a playgroup/group, workers will actively encourage and monitor children so they do not to use drinking or eating utensils which have been used by another child/young person or dropped on the floor.
- Showing and discussing with children/young people the need for food hygiene in both planned and spontaneous experiences.

3.7 Cooking with children and/or parent/carers (playgroup/group setting)

Firstchance sometimes includes cooking experiences in planning/programming. When these experiences are carried out, workers will be vigilant to ensure food preparation remains a hygienic and safe experience.

Examples of the type of activities children and/or parent/carers 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

3.8 Food Safety (playgroup/group setting)

Workers are aware that bacteria that commonly causes food poisoning grows rapidly between 5°C and 60°C and that this is commonly referred to as the “temperature danger zone”. To keep food safe:

- All food brought from home to a playgroup/group will be immediately placed in a refrigerator.
- In a playgroup/group setting operated by Firstchance, children’s leftover food will be placed in the bin once the package has been opened or the item has been cut eg. fruit, yoghurt, sandwiches. The right of the parent/carer to take home the food that they brought with their child to the centre will be respected. Workers will advise parents/carers about food safety as required.
- Perishable foods will not be kept in the temperature danger zone for longer than 2 hours
- Cold food will be kept in a fridge, freezer, below 5°C until it is time to cook or serve it
- Where relevant hot food will be kept in an oven or on a stove, above 60°C until ready to serve

- A thermometer will be used to make sure the fridge is below 5°C.
- Any dry foods will be stored in sealed, air-tight containers
- Fridges and freezers will be cleaned regularly and fridge door seals checked to be in good repair

3.8.2 Food Transport (playgroup/group setting)

When transporting food for playgroups/groups, all factors relating to food hygiene and safety will be considered, and precautions will be taken to prevent contamination and ensuring that food is maintained at appropriate temperatures to prevent the food being spoiled.

The following will be considered when transporting food:

- Containers of cool food will be placed in the coolest part of the vehicle. 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
- If the inside of the vehicle is air-conditioned, cold food will be transported there 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 packed in the vehicle
- 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

This policy must be read in conjunction with the following policies and procedure which support this policy:

Entry Policy

Child and Staff Illness & Infectious Disease Policy

Medical Conditions Policy

Relationships with Children Policy

4 References

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

Dietary Guidelines for Children and Adolescents in Australia incorporating the Infant Feeding National Health and Medical Research Council. (2005).

Staying Healthy in Child Care Preventing Infectious Diseases in Child Care (4th Edition).

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

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Dental Association Australia

Get Up & Grow, Healthy Eating for Physical Activity for Early Childhood program. A copy of the program can be found at the below web address:

[http://www.health.gov.au/internet/main/publishing.nsf/Content/EDFEDB588460BCE3CA25762B00232A13/\\$File/gug-directorscoord.pdf](http://www.health.gov.au/internet/main/publishing.nsf/Content/EDFEDB588460BCE3CA25762B00232A13/$File/gug-directorscoord.pdf)

Disability Inclusion Act 2014

NSW Disability Service Standards

Standard 1 – Rights

Standard 6 – Service Management

5 Persons Responsible

All parent/carers are responsible for:

- Complying with this policy when they are at a playgroup/group operated by Firstchance
- Bringing/packing food for their child/young person that is fresh, within date and appropriately packaged

All workers are responsible for:

- Familiarising themselves with this policy and relevant procedures
- Act as role models to children, families and other staff, promoting healthy eating and appropriate health and hygiene practices as outlined in this policy

Health and Safety Representative (HSR) is responsible for:

- Advising Firstchance/workers on safe practices and procedures
- Developing and reviewing procedures as required

The Program Manager is responsible for:

- Implementation of this policy
- Regular review of legislation and amendments to policy

Board of Management are responsible for:

- Review and approval of this policy

6 Definitions

Board of Management – the governing body of Firstchance, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation

Family – refers to the parents/caregivers of the children or young people that receive support from Firstchance

Firstchance – all Firstchance Incorporated services and programs

Health and Safety Representative (HSR) – is the person elected by members of a work group within Firstchance to represent the group during consultation on work health and safety issues

Manager – refers to the General Manager or Program Manager, whichever is relevant in the context of the situation

Supervisor – refers to all senior staff who are responsible for supervising one or more staff members

Visitor – any person who is visiting a Firstchance service who is not a staff member, client or family

Workers – refers to employees and volunteers of the organisation

Document review history

Date	Section	Change
April 2013	Relevant policies	Changed name in Related Policies from Food nutrition and beverage policy to Nutrition/Food/Beverages/Dietary Requirements Policy
	4	Additional reference to NSW Disability Service Standards
March 2015	4	Additional reference to Disability Inclusion Act
May 2017	1 & 3.7	Removed reference to Teen Time
	1	Paragraph 1 - changed the word “educator” to “staff”
	3	Second paragraph removed reference to nominated supervisors, educators
		Last paragraph changed the word “educator” to “staff”
		Removal of reference to classrooms
		Removal of Food Safety, Temperature Control and Transport Procedure as no longer relevant
	3.1	Inclusion of responsibilities for workers using equipment in the play/therapy rooms and taking equipment into the family home/community.
	3.2	Added references to workers taking equipment to homes and using it in the Firstchance centre
	3.3	Removal of detailed nappy change procedure as staff no longer undertake this duty.
	3.8	Food safety – information specific to licensed centre based setting removed.
	3.10	Food Storage deleted as no longer relevant
	4	Removal of reference to NQS, EYLF and National Regulations as Firstchance is no longer a licenced service
	5	Changed words “Nominated Supervisors” to “Supervisors”.
		Removed the words “and volunteers” in Supervisors responsible for: as the definition of staff in section 6 includes volunteers
6	Removed reference to Educational Leader, Nominated Supervisor, Certified Supervisor & Educator	
Relevant policies	Removed Nutrition/Food/Beverage/Dietary Requirements Policy Immunisation and Disease Prevention Policy, Enrolment Policy	