

# Food & Drink Safety and serving Policy

## Rationale

At the TreasureTree, we are committed to ensuring that the kitchen is kept clean and tidy at all times and food is served safely to all children attending the service.

## Guidelines

- At the home-based facility, there is a safe and hygienic place for children attending to sit when eating (Reg 45/PF12)
- (Reg 45/PF13) At the home-based facility, there are facilities for the hygienic preparation, storage and/or serving food and drink that contains:
  - a) A means of keeping perishable food at a temperature at or below 4C and protected from vermin and insects
  - b) A means of cooking and/or heating food
  - c) A means of hygienically washing dishes
  - d) A sink connected to a hot water supply
  - e) Storage and
  - f) Food preparation surfaces that are impervious to moisture and can be easily maintained in a hygienic condition
- Food is served at appropriate times to meet the nutritional needs of each child while they are attending. When the food is provided by the educator, it is of sufficient variety, quantity, and quality to meet the nutritional needs of each child and the food that is given to the children is recorded daily on the menu chart. The record will need to be kept for at least 3 months (Reg 46/HS16)
- Educator can access 5aday website for educational resources encouraging children healthy eating habits. The website is <http://www.5aday.co.nz/> and the link for the educational resources is <http://www.5aday.co.nz/resources/early-childhood-centres.aspx>
- When food is provided by parents, TreasureTree encourages and promotes healthy eating guidelines. Parents are encouraged to access 5aday website for healthy food eating ideas, the link for the recipes is <http://www.5aday.co.nz/recipes.aspx> (Reg 46/HS16)
- (Reg 46/HS17) Stringent hygiene standards will apply and the following are the key points to focus on:
  - Educator thoroughly wash their hands, before and during the preparation of any food.
  - Educator, parents and children who are suffering from an illness, which maybe communicable do not involve in food handling activities.
  - Cover cuts and sores with clean plaster, then use disposable gloves as an extra precaution. Wash or change the gloves as often as hands would be washed.

- Make sure that the kitchen and all equipment used are kept clean (refer to cleaning and disinfection policy)
  - Make sure the utensils and containers used to prepare or store food are only used for that purpose.
  - Use separate containers, separate chopping boards and utensils to prepare raw meat and other foods or wash them thoroughly in hot soapy water between uses. Wipe chopping boards dry with a disposable towel.
  - Wash and rinse dishes and utensils in the dishwasher and the sterilised in boiled water (refer to cleaning and disinfection policy).
  - Frozen food is thawed in the fridge or using a microwave oven.
  - Raw food is thawed so that it cannot contaminate cooked food or food that will not receive further cooking.
  - Steps are taken to ensure that the internal temperature of high-risk foods such as meat and poultry reaches at least 75°C during cooking.
  - Readily perishable food is not stored for more than an accumulative two-hour period in the temperature danger zone (between 4-60°C).
  - Cooked food is not stored in the refrigerator for more than two days.
  - Food is not reheated more than once.
  - Re-freezing of food is to be avoided.
  - Cooked foods are stored above uncooked meats in the refrigerator.
  - All food is stored in covered containers.
  - Foods prepared at home and intended for onsite consumption are stored in the refrigerator prior to consumption.
  - All fresh fruit is washed in clean water prior to eating and preparation.
- Fresh water will be available at all time and educator will assist children as necessary to this. (Reg 46/HS18)
  - All dishes will be washed in the dishwasher after each use and all babies bottles, teats and medicine spoons will be rinsed then sterilised at the end of the day.
  - Tongs will be used when serving food directly to the children and junior tongs are provided for the children to serve themselves.

### **Rubbish**

- Wrap food scraps and waste.
- Remove rubbish from the kitchen and serving areas as soon as the bag or bin becomes full.
- Store rubbish in a strong container with a lid.
- Clean and disinfect the rubbish container often.
- Remove all rubbish from the service each day or store it in a separate area that children cannot reach and insects cannot get at.

## **Children are supervised by educator while eating. (Reg 46/HS19)**

All babies and children must be closely supervised when eating. In addition, they must eat only when seated, and have minimal distraction during food times. Eating on the move and when distracted increases the risk of choking.

Supervising children while eating provides an ideal opportunity to help children to learn appropriate eating behaviour and for those old enough, to understand why being seated to eat food promotes safe behaviour. Life skills such as healthy food choices and good hygiene could also be encouraged.

From birth a baby's ability to drink, and from around six months, to manage solids, develops slowly over time. Children's abilities vary and selecting appropriate food for individual children is very important in minimising choking risk. It is important to discuss with a parent or caregiver the foods children can manage safely rather than relying on age alone as the indicator.

Young children can choke on food quite easily. This is because they have small air and food passages, are still learning to move food around in their mouths and their biting, chewing and food-grinding skills are still developing. Offer food that matches young children's chewing and grinding abilities.

Be aware of foods which are more likely to cause choking:

- small hard foods that are difficult for children to bite or chew (eg, nuts, large seeds, popcorn husks, raw carrot, apple, celery)
- small round foods that can get stuck in children's throats (eg, grapes, berries, raisins, sultanas, peas, watermelon seeds, lollies)
- foods with skins or leaves that are difficult to chew (eg, sausages, chicken, lettuce, nectaries)
- compressible food which can squash into the shape of a child's throat and get stuck there (eg, hot dogs, sausages, pieces of cooked meat, popcorn)
- thick pastes that can get stuck in children's throats (eg, chocolate spreads, peanut butter)
- fibrous or stringy foods that are difficult for children to chew (celery, rhubarb, raw pineapple)

To reduce the risk of choking on these foods you can:

- alter the food texture – grate, cook, finely chop or mash the food
- remove the high-risk parts of the food – peel off the skin, or remove the strong fibers
- avoid giving small hard foods, such as whole nuts and large seeds, until children are at least five years old.

The person supervising an infant or toddler needs to know how to respond if a child chokes and then how to get appropriate assistance if required.

**Infant under the age of 6 months and other children unable to drink independently are held semi-upright when being fed. Infant milk food given to a child under the age of 12 months needs to be provided by the child's parent and children's name needs to be wrote or printed on the bottle or container. (Reg 46/HS20)**

- To maintain the safety and wellbeing of children, it is important they are not "propped up" and left unattended with a bottle. This also provides an opportunity for the child to have one-on-one time with an adult. If parents request that the educator 'props' the bottle, it will need to be explained why that is not permitted in the home setting.
- For any child under 12 months of age who requires infant formula, the educator will need to ensure that parental consent has been obtained and they are using the formula agreed by the parents.
- Infant formula is not a sterile product. As a result, strict food safety measures must be practiced if infant formula is used.
- If using infant formula prepare it as close as possible to feeding time. If storing made-up formula is unavoidable it should be kept in the refrigerator for a maximum of four hours past the time it is made up. If it has been in the fridge for more than four hours it must be discarded.
- For more key information on the appropriate preparation and use of infant formula for healthy full-term babies, refer to the Ministry of Health's Food and Nutrition Guidelines for Healthy Infants and Toddlers (Aged 0-2): A background paper.
- The Ministry of Health's health education resource - Feeding your baby infant formula also contains very useful information.