



PANORAMA HEIGHTS PRESCHOOL

HYGIENE AND FOOD SAFETY POLICY

Version 1.0
Quality Area 2

PURPOSE

This policy will provide guidelines and procedures to be implemented at Panorama Heights Preschool to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic
- effective food safety practices that comply with legislative requirements and meet best practice standards
- minimising the risk to children of scalds and burns from hot drinks

This policy should be read in conjunction with *Nutrition, Oral Health and Active Play Policy*.

POLICY STATEMENT

VALUES

Panorama Heights Preschool is committed to protecting all persons from disease and illness by minimising infection through:

- implementing and following effective hygiene practices that reflect advice from recognised health authorities
- implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff and any other persons in attendance at the service
- fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved with the service are protected from harm

- informing educators, staff, volunteers, children and families about the importance of adhering to the *Hygiene and Food Safety Policy* to maintain a safe environment for all users and communicating the shared responsibility between all involved in the operation of the service.

Panorama Heights Preschool is committed to providing a hygienic environment and meeting food safety requirement by:

- ensuring the safety of all children and adults attending the service
- taking all reasonable precautions to reduce potential hazards and harm to children attending the service
- ensuring adequate health and hygiene procedures are implemented at the service, including safe practices for handling, preparing, storing and serving food
- promoting safe practices in relation to the handling of hot drinks at the service
- educating all service users in the prevention of scalds and burns that can result from handling hot drinks
- complying with all relevant legislation and standards, including the *Food Act 1984 and the Australia New Zealand Food Standards Code*.

This policy relates to hygiene and food safety practices during preschool hours; however, it is noted that there are requirements under the *Food Act 1984* relating to the selling of food and which may require application to Banyule City Council prior to the fundraising event. It is recommended that persons responsible for the fundraising event consult with the Department of Health and Human Services Community Groups Fundraising Events Food Safety Events online resource at <https://www.banyule.vic.gov.au/Community-services/Public-health-and-safety/Community-groups-and-food-fundraisers> to ensure that the event is run in compliance with legislative obligations.

SCOPE

This policy applies to all individuals involved in handling, preparing, storing and serving food for consumption at Panorama Heights Preschool, and to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of the service.

RESPONSIBILITIES

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
In relation to hygiene:					
Ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within	✓	✓	✓		
Ensuring the nominated supervisor, early childhood teachers, educators, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food (<i>Regulation 77(1)</i>)	✓				
Establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy (<i>National Law: Section 167, Regulation 77</i>)	✓	✓			
Developing an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities (<i>National Law: Section 167, Regulation 77</i>)	✓	✓	✓		
Arranging for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule (<i>National Law: Section 167, Regulation 77</i>)	✓	✓			
Contacting the local council's Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use, if required.	✓	✓			
Ensuring the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering (<i>Regulation 106(1)</i>)	✓	✓			
Ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children (<i>Regulation 106(2)</i>)	✓	✓	✓		✓
Ensuring that there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained	✓	✓			

in such a way that prevents unsupervised access by children (<i>Regulations 112(2)&(4)</i>)					
Ensuring that adequate, developmental and age-appropriate toilet, hand washing, and hand drying facilities are provided for use by children, and that these are safe and accessible (<i>Regulation 109</i>)	✓	✓			
Reviewing staff training needs in relation to understanding and implementing effective include hygiene practices in relation to hand washing, toileting, nappy changing and cleaning of equipment	✓	✓			
Providing a copy of the NHMRC guidelines for the prevention of infectious diseases in child care for the service (<i>refer to Sources</i>)	✓	✓	✓		
Providing hand washing guidelines for display at each hand washing location (<i>refer to Procedures</i>)	✓	✓	✓	✓	✓
Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times	✓	✓			
Developing effective hygienic systems for cleaning, such as using colour-coded cloths in each area	✓	✓	✓		
Ensuring cloths are cleaned, rinsed and stored separately, and replaced regularly	✓	✓	✓		✓
Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills	✓	✓	✓		✓
Ensuring that an inspection of the outdoor areas, in particular the sand and soft-fall areas, are conducted daily to ensure they are maintained in a safe and hygienic manner	✓	✓	✓		✓
Informing the approved provider and committee of any issues that impact on the implementation of this policy		✓	✓		✓
Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators	✓	✓	✓	✓	✓
Encourage parents/guardians to inform the service if their child has an infectious disease	✓	✓	✓	✓	✓
Storing or presenting items, such as beds, bedding and sunhats, in such a way as to prevent cross-contamination	✓	✓	✓		✓
Ensuring that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys	✓	✓	✓		✓
Ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children	✓	✓	✓		✓

Ensuring that all educators/staff wear disposable gloves when changing nappies or dealing with open wounds or other body fluids, and dispose of those gloves and soiled materials in a sealed container or plastic bag	✓	✓	✓		✓
Actively encouraging educators and staff who have or are suspected of having an infectious disease to not attend the service in order to prevent the spread of infection to others attending the service.	✓	✓	✓		✓
In relation to changing nappies for children:					
Attending to the individual personal hygiene needs of each child as soon as is practicable		✓	✓		✓
Changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures <i>(refer to Procedures)</i>		✓	✓		✓
Disposing of soiled nappies in a safe and hygienic manner in line with this policy.		✓	✓		✓
Ensuring that current nappy-changing procedures are displayed in toilet and nappy-changing areas <i>(refer to Procedures)</i>	✓	✓			
In relation to the toileting of children:					
Support and encourage children to manage their own toileting. If a child is not fully toilet trained, parents/guardians and staff will discuss appropriate supports for the child.		✓	✓	✓	
Ensuring soap and drying facilities are available at all times when children are in attendance at the service, providing an alternative if hand-dryers are not working/available.	✓	✓	✓		✓
Ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes	✓	✓	✓		✓
Encouraging children to flush the toilet after use		✓	✓		✓
Ensuring that information about correct hand-washing procedures is displayed in relevant areas of the service including food preparation areas <i>(refer to Procedures)</i> , including visual aids for children	✓	✓			
Encouraging and assisting (where required) children to wash their hands according to hand washing guidelines <i>(refer to Procedures)</i> after toileting		✓	✓		✓
Encouraging children to tell a staff member if they have had a toileting accident		✓	✓		✓
Monitoring and maintaining toileting facilities in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area		✓	✓		✓
Respecting diverse styles of toileting children due to cultural or religious practices		✓	✓		✓

Respecting the possible need to maintain privacy of toileting and dressing		✓	✓		✓
In relation to cleaning toys, clothing and the service in general:					
Removing equipment/resources that a child has sneezed or coughed on (place in a 'equipment-to-be-cleaned' box)		✓	✓		✓
Wearing gloves when cleaning (general purpose gloves are sufficient; wash and hang outside to dry when finished)		✓	✓		✓
Washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun		✓	✓		✓
Wiping over books with a moist cloth treated with detergent		✓	✓		✓
Ensuring washable toys and equipment are cleaned term by term or annually, as required		✓	✓		✓
Washing and disinfecting mattress covers and linen, where applicable		✓	✓		✓
In relation to children's contact with one another:					
Educating and encouraging children in good personal hygiene practices, such as: <ul style="list-style-type: none"> • washing their hands upon arrival • washing their hands after blowing and wiping their nose • not touching one another when they are cut or bleeding • disposing of used tissues promptly and appropriately, and not lending them to other children • using their own equipment for personal care, such as toothbrushes, hats, brushes and combs • only touching food they are going to eat • using their own drink bottles or cups. 		✓	✓		✓
In relation to indoor and outdoor environments:					
Keeping the indoor and outdoor environments as clean and hygienic as possible at all times, including the safe disposal of discarded needles/syringes/sharps		✓	✓		✓
Promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures		✓	✓		✓
Covering the sandpit when not in use to prevent contamination		✓	✓		✓
Emptying water containers, such as water trays, each day (refer to Water Safety Policy)		✓	✓		✓
Disposing of any dead animals/insects found on the premises in an appropriate manner.		✓	✓		✓
In relation to the safe handling of body fluids or materials in contact with body fluids:					

Avoid direct contact with blood or other fluids		✓	✓		✓
Not be at eye level when cleaning/treating a child's face that has blood on it, as a child's blood can enter the mouth/nose of a staff member when a child cries or coughs		✓	✓		✓
Wear gloves wherever possible		✓	✓		✓
Cover any cuts/abrasions on their own hands with a waterproof dressing.		✓	✓		✓
In relation to effective environmental cleaning:					
<p>Clean with detergent and warm water followed by rinsing and drying to remove the bulk of infectious organisms from a surface. Particular attention should be paid to the following:</p> <ul style="list-style-type: none"> • toilets/sinks must be cleaned daily, and separate cleaning cloths/sponges must be used for each task • mouthed toys must be washed immediately or placed in a separate container for washing at a later time • all bench tops and floors must be washed regularly • children's cups/drink bottles used for water must be washed daily • when washing at the child care premises, staff are to consider washing items separately to minimise cross-contamination, for example, tea towels washed separately from sheets, face washers washed separately to play mats/rugs • nappy change areas/mats must be washed with detergent and warm water after each use 		✓	✓		✓
In relation to food safety:					
Ensuring that the nominated supervisor, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77(1)(2))	✓				
Contacting the local council in the service's area of operation to determine the service's food safety risk classification and requirements under the Food Act 1984	✓	✓			
Complying with all requirements of the service's food safety risk classification under the Food Act 1984 , as outlined by local council, including implementing a food safety program and employing a food safety supervisor if required (refer to Background and Sources)	✓	✓	✓		✓
Providing parents/guardians with a copy of this policy, and with up-to-date information on the safe provision of food for their children (refer to Sources)	✓	✓			

Ensuring that the nominated supervisor and all staff are provided with a copy of this policy and are kept up-to-date with current legislation, standards, policies, information and resources relating to food safety	✓				
Ensuring students, volunteers, and casual and relief staff at the service are informed of this policy.	✓	✓			✓
Ensuring that staff undergo training in safe food handling, as required	✓	✓	✓		✓
Monitoring staff compliance with food safety practices (<i>refer to Sources</i>)	✓	✓			
Encouraging volunteers to complete training in safe food handling techniques as required (<i>refer to Sources</i>)	✓	✓			✓
Ensuring that good hygiene practices are maintained at the service (<i>refer to Sources</i>)	✓	✓	✓		✓
Being aware of safe food practices and good hygiene practices (<i>refer to Sources</i>), and undergoing training if required	✓	✓	✓		✓
Displaying hygiene guidelines/posters and food safety guidelines/posters in the food areas of the service for the reference of staff and families involved in the preparation and distribution of food to children (<i>refer to Sources</i>)	✓	✓			
Ensuring that this policy is referred to when undertaking risk assessments for excursions and other service events	✓	✓	✓		✓
Ensuring families are aware that the service is a 'Nut Free' organisation (<i>refer to Anaphylaxis Policy</i>)	✓	✓	✓	✓	✓
Ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies (<i>refer to Anaphylaxis Policy and Asthma Policy</i>)	✓	✓	✓		✓
Identifying potential hazards that may reasonably be expected to occur at each stage of the food-handling and preparation cycle and developing procedures to minimise these hazards. Stages of the cycle include ordering, delivery, storage, thawing, preparation, cooking, cooling, handling post-cooking, reheating and serving	✓	✓	✓		✓
Ensuring that all facilities and equipment for food preparation and storage are clean, and in good repair and working order	✓	✓	✓		✓
Ensuring that children's lunchboxes are kept indoors, away from heat sources (including direct sunlight) and refrigerated if necessary	✓	✓	✓		✓
Packing a cold item, such as a frozen water bottle, with perishable foods in a child's lunchbox, or using an insulated lunchbox or cooler				✓	
Providing a calibrated thermometer in good working order, suitable for monitoring the temperature of the fridge/freezer in food preparation	✓	✓			

areas. Glass thermometers containing mercury are not recommended in or near food preparation areas					
Contacting local council to determine requirements prior to selling food at a fête, food stall or other service event. Such requirements may include completing a Food Act notification form and/or a statement of trade form	✓	✓			
Monitoring pests and vermin from the premises	✓	✓			
Contacting the Communicable Disease Section, DH (<i>refer to Definitions</i>) if there is an outbreak of two or more cases of gastrointestinal illness in a 48-hour period (<i>refer to Sources</i>)	✓	✓			
Informing DET and parents/guardians if an outbreak of gastroenteritis or possible food poisoning occurs at the service	✓	✓			
Informing families of the availability of cold storage facilities at the service to ensure parents/guardians make suitable food choices when supplying food for their own child, or for children to share	✓	✓	✓		
Ensuring staff, parents/guardians and others attending the service are aware of the acceptable and responsible practices for the consumption of hot drinks (<i>refer to Attachment 1</i>).	✓	✓	✓	✓	✓
Ensuring parents/guardians provide details of their child's specific nutritional requirements (including allergies) on the enrolment form, and discussing these prior to the child commencing at the service and whenever these requirements change	✓	✓	✓	✓	✓
Keeping up-to-date with current legislation, standards, policy, information and resources relating to food safety	✓	✓	✓		✓
Discussing food safety with children to increase awareness and assist in developing safe practices		✓	✓		✓
Discouraging children from sharing drink bottles or cups at the service		✓	✓		✓
Ensuring that children do not share lunches to minimise risks in relation to children with food allergies		✓	✓		✓
Providing adequate supervision of children while they are eating (<i>refer to Supervision of Children Policy</i>)		✓	✓	✓	✓
Teaching children to wash and dry their hands (<i>refer to Hygiene Policy</i>): <ul style="list-style-type: none"> • before touching or eating food • after touching chicken or raw meat • after using the toilet • after blowing their nose, coughing or sneezing • after playing with an animal/pet 		✓	✓	✓	✓

Encouraging parents/guardians to discuss a child's nutritional requirements, food allergies or food sensitivities, and informing the nominated supervisor where necessary		✓	✓	✓	✓
Seeking input from parents/guardians on cultural values or religious expectations regarding food handling, provision and consumption		✓	✓	✓	✓
Informing the nominated supervisor or approved provider of any outbreaks of gastroenteritis or possible food poisoning at the service (refer to <i>Dealing with Infectious Diseases Policy</i>)		✓	✓		✓
Removing hazardous food (refer to <i>Definitions</i>), including food that has fallen on the floor, and providing alternative food items		✓	✓		✓
Documenting and implementing a food safety program (refer to <i>Definitions</i>), if required	✓	✓	✓		
Maintaining good personal and kitchen hygiene (refer to <i>Sources</i> and <i>Hygiene Policy</i>)	✓	✓	✓	✓	✓
Washing hands prior to participating in food preparation and cooking activities		✓	✓		✓
Washing all fruits and vegetables thoroughly (if provided by the service)		✓	✓		✓
Covering all wounds/cuts on hands or arms with wound strips or bandages		✓	✓		✓
Wearing disposable gloves when handling food		✓	✓		✓
✓ Bold tick indicates legislation requirement, and should not be deleted					

PROCEDURES

NAPPY CHANGE

Download and attach the poster: Changing a nappy without spreading germs, from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

<https://www.nhmrc.gov.au/file/5131/download?token=M7dUSsl->

HANDWASHING GUIDELINES

Download and attach the poster: *How to wash hands* from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

BACKGROUND AND LEGISLATION

BACKGROUND

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

An infection can be spread when an infected person attends the service premises and contamination occurs. A service can contribute to the spread of an infection through poor hygiene practices that allow infectious organisms to survive or thrive in the service environment.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- immunisation.

Other strategies to prevent infection include:

- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment

Food safety is very important in early childhood service environments. Young children are often more susceptible to the effects of foodborne illness than other members of the community. Foodborne illness (including gastrointestinal illness) can be caused by bacteria, parasites, viruses, chemicals or foreign objects that are present in food. Food provided by a children's service:

- must be fit for human consumption
- must not be adulterated or contaminated
- must not have deteriorated or perished.

Safe food practices can also assist in reducing the risk of a severe allergic reaction (e.g. anaphylaxis) by preventing cross-contamination of any food given to children with diagnosed food allergies (*refer to Anaphylaxis Policy and Asthma Policy*).

Organisations that provide food to children have a duty of care (*refer to Definitions*) to protect children from all hazards and harm. Employers are also required, under the *Occupational Health and Safety Act 2004*, to provide a healthy and safe working environment for employees and contractors, and to ensure

that other individuals, including children, parents/guardians, visitors and the general public, are not endangered when attending the workplace. In addition, employees, visitors and contractors are responsible for complying with appropriate workplace standards and procedures that have been implemented to protect their own health and safety, and that of others.

The [Food Act 1984](#) aims to reduce the incidence of foodborne illness by ensuring that food manufactured, transported, sold, prepared and stored is safe, unadulterated, fit for human consumption and will not cause food poisoning. Under the Act, local councils in Victoria are required to classify every food premises in their municipality according to its food safety risk.

Early childhood services should confirm their food safety risk classification and related requirements with the local council in the area in which they operate.

Class 1 food premises describes those that predominantly handle potentially hazardous food that is served to vulnerable people. Early childhood services that provide long day care are included in the Class 1 category. Class 4 food premises describes those whose food handling activities pose low risk to public health. Sessional kindergartens such as Panorama Heights Preschool are included in the Class 4 category.

Sessional kindergartens supplying low risk snacks such as cut fruit, milk, bread and cereals are classified as Class 4 (low risk). Class 4 services are not required to have:

- a food safety program
- a food safety supervisor
- an annual council inspection.

However, Class 4 services must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles. Council may also, at its discretion, inspect a premises under the [Food Act 1984](#) (e.g., to investigate complaints or conduct a spot check). Individual councils may also require services to complete a food safety audit or plan, especially when the service is operating a special event such as a sausage sizzle. For more information about Class 4 food premises, services should contact their local council and refer to: <https://www.health.vic.gov.au/food-safety/food-business-classifications>

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Australia New Zealand Food Standards Code
- Child Wellbeing and Safety Act 2005
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Food Act 1984 (Vic)
- Food Act 1990
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Cleaning: A process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. During this process, micro-organisms will be removed but not destroyed

Communicable disease: A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly

Communicable Disease Section: Responsibility for communication and advice in relation to infectious diseases on behalf of the Secretary of the Victorian DH.

Cough etiquette: The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either soap and water or a disinfectant hand rub

Department of Health: The State Government department responsible for the health and wellbeing of Victorians, and with oversight of the administration of the *Food Act 1984*.

Food allergies: Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis (*refer to Anaphylaxis Policy*). Less common symptoms of food allergy include infantile colic, reflux of stomach contents, eczema, chronic diarrhoea and failure to thrive in infants. Food allergies are often caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. For more information on food allergies, visit: www.allergyfacts.org.au

Food safety: (In relation to this policy) Ensuring food provided by the service is fit for human consumption.

Food safety program: A written plan that details what an individual business does to ensure that the food it sells or handles is safe for human consumption. A food safety program is an important tool for businesses that handle, process or sell potentially hazardous foods, as it helps to maintain safe food handling practices and protect public health. It should identify potential hazards in all aspects of food handling, describe how such hazards can be controlled/monitored, and define appropriate corrective action to be taken when a hazard is found to be under-managed. A food safety program must also include the requirements for appropriate record keeping. Class 4 services are not required to have a food safety program (*refer to Background*).

Food safety supervisor: A person who:

- can recognise, prevent and alleviate food handling hazards at a premises
- has a Statement of Attainment from a Registered Training Organisation (RTO) that confirms competency in the required food safety standards
- has the ability and authority to supervise other individuals who handle food at the premises to ensure safe food handling at all times.

Class 4 food premises do not need a food safety supervisor (*refer to Background*). However, they must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles.

Food Standards Australia New Zealand (FSANZ): A bi-national Government agency with the responsibility to develop and administer the *Australia New Zealand Food Standards Code* (the Code), which details standards and requirements in areas such as food additives, food safety, labelling and genetically modified (GM) foods. Enforcement and interpretation of the Code is the responsibility of State/Territory departments and food agencies within Australia and New Zealand.

Hazardous food: Food containing dangerous biological, chemical or physical agents, or food in a condition that has the potential to cause adverse health effects in humans.

High-risk foods: Bacteria that has the potential to cause food-poisoning can grow and multiply on some foods more easily than others. High-risk foods include meat, seafood, poultry, eggs, dairy products, small goods, cooked rice/pasta and prepared salads (such as coleslaw, pasta salads, rice salads and fruit salads). Food that is contained in packages, cans or jars can become high-risk once opened, and should be handled and stored appropriately.

Hot drink: Any container holding a liquid that has been heated or boiled, and that remains above room temperature (25°C) for any period of time.

Hygiene: The principle of maintaining health and the practices put in place to achieve this.

Infectious disease: A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service (*refer to Dealing with Infectious Diseases Policy*)

Neutral detergent: A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'

Sanitising: A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.

Scalds: Burns by hot fluids, steam and other hot vapours.

SOURCES AND RELATED POLICIES

SOURCES

- *Australia New Zealand Food Standards Code:* <https://www.foodstandards.gov.au/code/Pages/default.aspx>

- Communicable Disease Section, Victorian Department of Health & Human Services (2019), A guide to the management and control of gastroenteritis outbreaks in children's centres. Victorian Government, Melbourne: <https://www2.health.vic.gov.au/about/publications/researchandreports/A-guide-to-the-management-and-control-of-gastroenteritis-outbreaks-in-childrens-centres>
- Department of Health – Food Safety. Contact the Department of Health if your inquiry relates to general food compliance issues (and you don't know where to start) or you are looking for publications on food safety or information on legislation.
- Department of Health, Diseases information and advice, A-Z list of blue book diseases: <https://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice>
- Department of Health, Victoria, Food Safety: www.health.vic.gov.au/public-health/food-safety
- Department of Health: <https://www.health.vic.gov.au/public-health/infectious-diseases>
- dofoodsafely – a free online food safety program: <http://dofoodsafely.health.vic.gov.au/>
- Food safety library: <https://www2.health.vic.gov.au/public-health/food-safety/publications-guides-resources>
- Keeping food safe: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-how-to-keep-it-safe>
- Kidsafe Australia: telephone (03) 9036 2306 or email: info@kidsafevic.com.au. For a fact sheet on scalds and burns, visit their website: www.kidsafevic.com.au/images/stories/pdfs/Burns_Scalds.pdf
- National Health and Medical Research Council (2013) Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition): <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>
- Telephone: 1300 364 352 (free call within Australia)
Email: foodsafety@health.vic.gov.au
Website: <https://www.health.vic.gov.au/public-health/food-safety>
- The Royal Children's Hospital Melbourne – Kids Health Info: <https://www.rch.org.au/kidsinfo/>

RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Anaphylaxis
- Asthma
- Child Safe Environment and Wellbeing
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Diabetes
- Excursions and Service Events
- Food Safety

- Hygiene
- Incident, Injury, Trauma and Illness
- Interactions with Children
- Nutrition, Oral Health and Active Play
- Occupational Health and Safety
- Privacy and Confidentiality
- Staffing

EVALUATION

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- monitor and investigate any issues related to food safety, such as reports of gastroenteritis or food poisoning
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

ATTACHMENTS

- Attachment 1: Responsible consumption of hot drinks at the service
- Attachment 2: Cleaning and disinfecting schedule for toys

AUTHORISATION

This policy was adopted by the approved provider of Panorama Heights Preschool on 11th June 2024.

REVIEW DATE: 11th June 2027

ATTACHMENT 1. RESPONSIBLE CONSUMPTION OF HOT DRINKS AT THE SERVICE

Services should adapt this attachment and its procedures to suit their specific circumstances.

Scalds and burns from hot liquids are a common cause of hospital admission in 0- to 4-year-olds. A child's skin is thinner and more sensitive than an adult's and will therefore experience a more severe burn (*refer to Sources: Kidsafe Australia*). Children's natural curiosity, impulsiveness, mode of reaction and lack of experience in assessing danger are contributing factors to the vulnerability of children at this age. Common scenarios that can lead to a child being scalded include when a child pulls a cup of tea, coffee or hot water from a table or bench, or when a child runs into a person holding a hot drink resulting in the hot drink spilling over the child's body.

The consumption of lukewarm drinks or the use of lidded cups/mugs in areas accessed by children should be considered with caution, as this is not necessarily a safe practice and might give the impression that it is acceptable to consume hot drinks around children.

GENERAL GUIDELINES

The approved provider, nominated supervisor and all staff are responsible for:

- ensuring that hot drinks are only prepared and consumed in areas inaccessible to children, such as the kitchen, staffroom and office
- ensuring that hot drinks are not consumed in, or taken into or through, children's rooms, outdoor areas or any other area where children are in attendance or participating in the program
- informing parents/guardians on duty, visitors to the service, students, volunteers and any other person participating in the program of the service's hot drink procedures and the reasons for such procedures
- ensuring that children enrolled and participating in the program do not have access to areas of the building that are likely to be hazardous, including the kitchen, staffroom and office
- ensuring that parents/guardians attending the service actively supervise children in their care who are not enrolled in the program, including siblings
- ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service
- educating service users about the prevention of burns and scalds by providing relevant information (*refer to Sources: Kidsafe Australia*), including appropriate first aid for scalds
- implementing safety procedures in relation to hot drinks at service events occurring outside operational hours, including:
 - offering alternative drinks for adults e.g., juice, water or iced coffee
 - safely locating urns, kettles and power cords out of reach of children
 - preparing and consuming hot drinks in an area inaccessible to children
 - ensuring a person with current approved first aid qualifications is in attendance for social events held outside operational hours.

ATTACHMENT 2. CLEANING AND DISINFECTING SCHEDULE FOR TOYS

This policy requires a cleaning and disinfecting schedule. Panorama Heights Preschool undertakes the following:

- clean all toys and equipment at the end of each term.
- Clean toys every time they are rotated into the classroom, based on learning (fortnightly).