

Mawson Lakes School - OSHC

Policy Statement on Food Handling & Hygiene

HOW THE POLICY WILL BE IMPLEMENTED

Educators must follow the correct protocol to follow national standards of health and hygiene.

- All OSHC educators will complete an online Food Safety course prior to handling food.
- Educators are to wash their hands in the hand-washing sink using soap and warm water.
- Educators who are preparing food are also asked to use soap if necessary on their hands in the kitchen and to tie back their hair if it is long.
- Countertops are to be sprayed and wiped down with Solosan, or single-use surface wipes before and after use. Make sure you refer to the sponge colour chart when washing and wiping counters. Separate sponges are used for various cleaning and washing up.
- Refer to the food chopping boards when preparing food, and due to the multi-cultural make-up of our OSHC children, we ask that meats are kept separate on the cutting boards as well as platters in which they are served. Also, be aware of allergies in regards to food placement in bowls, platters and chopping boards.
- Food is served by educators to the children using tongs.
- Dishes and chopping boards are to be washed in the dishwasher on high heat for sanitizing, then air-dried. If dishes are washed in the sink, they must be rinsed in an anti-bacterial solution like Milton's then left to air dry.

HYGIENE

Hand washing is the most effective way of controlling infection and the spreading of germs in the service. Educators and children should wash their hands:

- Before handling, preparing and eating food.
- After going to the toilet
- After cleaning up blood and other body substances
- After handling animals

All educators must wear gloves (disposable rubber or vinyl) when:

- In contact with blood or other body substances or open sores
 - Cleaning up faeces, vomit or blood
 - When handling clothes, cloths or equipment which has been soiled by bodily fluids
 - When cleaning a contaminated area.
 - Dispose of all bodily fluids in a sealed plastic/zip lock bag, along with used gloves.
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- Educators must wear gloves when cleaning if they have a break in the skin of their hands, or if they have dermatitis or eczema.
 - Educators must wash their hands with soap and water after gloves are removed.
 - Surfaces will be cleaned after each activity and all surfaces cleaned thoroughly daily (using Solosan spray or single-use surface wipes). Areas contaminated with bodily fluids will be disinfected.
 - The service will ensure that toilets and hand-washing facilities are easily accessible to children. Children will be encouraged to flush toilets after use, and wash and dry their hands.
 - The service will ensure that girls and women have access to hygienic facilities for the appropriate disposal of sanitary pads and tampons.
 - Staff will use a new cloth or tissue if they are required to assist young children to wipe their faces and noses. Tissues will be disposed of immediately after wiping a child's nose.
 - Toys, dress-up clothes and other materials such as cushion covers will be washed regularly, and other equipment will be cleaned regularly. The criteria for selecting new toys, equipment, games, furnishings and other materials will include ease of cleaning.
 - Cleaning roster is used. Daily, weekly, monthly chores are specified and adhered to.
 - Each child will be provided with their own drinking and eating utensils for snacks and meals where appropriate. These utensils will be washed or discarded after each use.
 - An outdoor bubble or inside *Pura-Tap* provides fresh drinking water is available for all children, staff, etc. Children are encouraged to bring their own bottles for refilling.
 - Educators will encourage children to put leftover food and soiled food in the bin.
 - Food will be prepared, kept and served hygienically.
 - Bins for the temporary storage of refuse and garbage will be kept with lids on and will be emptied daily.
 - Hygiene practices and procedures consistent with up-to-date advice from relevant State health authorities will be observed at all times.
 - Children will be encouraged to follow good hygiene. Educators may discuss these subjects with groups and individual children if needed.

- Educators are expected to act in ways that do not endanger the health and safety of children, parents or other staff, and to encourage healthy and safe behaviour in children by setting a good example.

Information distribution about health and hygiene

- Employee and employer obligations in regard to WH&S are discussed with new staff and committee members as part of their induction. They are included in staff and committee handbooks.
- A training program is organised when needed to ensure educators and committee members can identify:
 - key elements of the WH&S Act
 - the service's health and safety procedures and policies
 - safe and healthy workplace practices
 - how to report hazards
 - how to contribute to safe work practices and procedures.
- Educators are encouraged to report incidents that lead to high stress levels to the management committee and/or WH&S representative. Positive steps will be taken to understand and minimise stress suffered by individual staff members.
- When there is a notifiable infectious disease in the service, information will be made available to parents in a manner that is not prejudicial to the rights of staff or children and which does not infringe State or Commonwealth legislation.
- Parents will be informed by notices about common infectious diseases in the service. Parents of children with immunity impairment will be advised about outbreaks of contagious diseases so that they may decide if it is in the best interest of the child not to attend the service for a period.
- Educators, parents and children will have access to current information provided by relevant government authorities on how to minimise health and safety risks to staff and children.