

D-2: HYGIENE AND FOOD HANDLING

POLICY STATEMENT

We aim to provide a healthy and hygienic environment that will promote the health of the children, staff and parents. All people in the centre will follow preventative measures in infection control.

The centre will provide a SMOKE-FREE environment as research indicates that the risk to passive smokers is considerable. In the interest of the health of staff & children both in the long term and the immediate consequence to staff & children who suffer from lung sensitive conditions it is necessary that staff & children are not exposed to this risk.

All people in the centre will follow preventative measures in infection control. Staff will ensure that they maintain and model appropriate hygiene practises.

CONSIDERATIONS

National Standards Section 1.3 (Toilets and hand basins)

National Standards Section 1.2 (Food preparation facilities)

National Standards Section 2.3 (Infectious diseases)

National Standards Section 2.10 (Health of staff and children)

PROCEDURE

- All toilet facilities will have access to a basin and running water.
- All toilet facilities will have soap and paper towel for washing and drying hands.
- Women and girls will have access to proper feminine hygiene disposal.
- Soap and paper towel will also be available in the kitchen area.
- Toilets, hand basins and kitchen facilities will be cleaned and disinfected daily.
- Hand washing should be practised by staff and children before preparing or eating food and after all dirty tasks such as toileting, cleaning up any items, wiping a nose, before and after administering first aid, playing outside or handling an animal.
- Staff should maintain and model appropriate behaviour and encourage the children to adopt hygiene practises.
- All staff must wear disposable gloves when in contact with blood, open sores or other bodily substances, clothes contaminated with bodily fluids or cleaning up a contaminated area. Staff must wash hands with soap and water after removing gloves.
- Staff with cuts, open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely.
- All surfaces will be cleaned and sanitised before and/or after food preparation and after each activity and at the end of the day.
- All contaminated surfaces will be disinfected.
- All toys will be washed, cleaned and disinfected each term.
- All material items such as towels, dress-ups and cushion covers will be laundered regularly.
- Children should not share hats.
- Each child will be provided with their own drinking and eating facilities.
- Children will be reminded not to share drinks, utensils or use items that have been dropped on the floor.
- All cups, plates and utensils will be washed in hot, soapy water.
- All rubbish or leftover food is to be disposed of immediately.
- Lids must remain on the bins at all times and bins should be emptied daily.

- Bins will be wiped down with disinfectant daily.

FOOD HANDLING

- All food is to be tested with a thermometer during cooking and heating of food, (all hot food must be cooked and heated to 75 degrees).
- Leftover food must be discarded and not reheated.
- Staff are not to take leftover food home.
- All frozen, ready to eat (dry food) and hot food must be kept in an air tight containers clearly labelled with the date and type of food, (use black waterproof marker and masking tape).
- All dry cooking ingredients must be stored in cupboards in its original packaging and then can be placed in a clear air tight container once opened.
- All staff preparing, cooking and serving food must have clean trimmed nails and gloves are to be worn at all times.
- All staff preparing, cooking and serving food must wear hair nets.
- Gloves are to be changed between different foods. E.g. 1 pair for meat, 1 pair for fruit, 1 pair for vegetables & 1 pair for dry foods.
- Hands are to be washed before and after each glove change.
- All frozen foods are to be thawed on the bottom shelve of the fridge.
- Cooked and raw food cannot be in the same fridge.
- All kitchen utensils, cookware, serving ware must be inspected regularly and replaced immediately if it is broken, does not function correctly, is damaged.
- No wooden kitchen utensils or knives are to be used.
- Coloured chopping boards must be used at all times.
- All chopping boards and kitchen utensils must be placed in the dishwasher after use to be sanitised. (If not appropriate, submerge in 75 degree water for a period of 60 seconds).
- The fast cycle on the dishwasher is not to be used. Only normal or heavy duty wash is to be used as to ensure that the water temperature is above 75 degrees.
- All incident report forms are to be kept for a period of 21 years.