



## Food Hygiene and Preparation Policy

### RATIONALE:

To ensure all children receive their food/drink in a hygienic manner that promotes healthy, hygienic practices.

### GUIDELINES:

- All persons handling foods must be wearing gloves. If unwell within themselves, they are not to handle food. Kitchen staff are then required to have time off until well.
- All food prepared from children's lunch boxes are to be prepared in the kitchen
- All yoghurts are to be put back into lunch boxes before leaving the kitchen for lunch.
- All food is to be covered while waiting to be served with the net cloth that is in the kitchen
- No open tins are to be put into the fridge.
- Infant's formula bottles are to be labelled and kept in the fridge until required. Any leftover formula is to be discarded after being heated twice.
- Formula bottles may be heated in the microwave providing parents are accepting of this
- Any left over lunch foods that have been opened (eg. tin or jar) are to be discarded after each meal.
- All cutlery, bowls etc are to be rinsed and placed in the dishwasher by kitchen staff
- Water is provided as and when needed through the day
- All dining room floors, tables and chairs are to be cleaned after each meal time
- The fridge in the kitchen for keeping perishable foods is to be maintained at a temperature of 4 degrees Celsius at all times.

### CONSULTATION

With who? How? By when? Consultation:

- Who? Families/whanau
- How? Written and discussion
- When?

Date: April 2018

Review: April 2019