



# Health, Hygiene, Safe Food, and Nutrition Policy & Procedures

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| National Quality Standard |  |   |
|---------------------------|--|---|
| QA2                       | 2.1.1  | Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation. |
|                           | 2.1.2  | Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.   |
|                           | 2.1.3  | Healthy lifestyle - Healthy eating and physical activity are promoted and appropriate for each child.   |
|                           | 2.2.1  | Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.   |
| National Regulations      |  |   |
| Regs                      | 77   | Health, hygiene and safe food practices   |
|                           | 78   | Food and beverages  |
|                           | 79   | Service providing food and beverages  |
|                           | 80   | Weekly menu   |
|                           | 90   | Medical conditions policy   |
|                           | 91   | Medical conditions policy to be provided to parents   |
|                           | 162  | Health information to be kept in enrolment record   |
|                           | 168  | Education and care service must have policies and procedures  |
| My Time, Our Place        |  |   |
| LO3                       | Children become strong in their social and emotional wellbeing.                      |   |
|                           | Children take increasing responsibility for their own health and physical wellbeing. |   |

## Aim

Our service aims to promote and protect the health, safety and wellbeing of all of children, educators and families using procedures and policies to maintain high standards of hygiene and provide safe food to children. We also aim to reduce the risk of infectious diseases and illnesses spreading and following appropriate OHS/WHs standards. Our service aims to promote good nutrition and healthy food habits and attitudes to all children and families at the service. We also aim to support and provide for children with food allergies, dietary requirements or restrictions, and specific cultural or religious practices.

## Related Policies

Additional Needs Policy  
 Enrolment Policy  
 Immunisation and Disease Prevention Policy  
 Incident, Injury, Trauma, Illness Policy  
 Medical Conditions Policy  
 Physical Activity Promotion Policy  
 Relationships with Children Policy



## Implementation

| Role              | Responsibilities  |
|-------------------|---|
| Approved Provider | <ul style="list-style-type: none"> <li>Will ensure that the Nominated Supervisor, educators, staff, and volunteers implement and maintain high standards of: <ul style="list-style-type: none"> <li><b>Hygiene practices</b>, including handwashing, cough and sneeze etiquette, and the hygienic use and cleaning of equipment and facilities.</li> <li><b>Safe and hygienic storage, handling, preparation, and service of food and beverages</b>, including those brought from home.</li> <li><b>Education and engagement with children</b> to promote personal hygiene and self-care practices such as handwashing, dental hygiene, and ear care, within the daily program.</li> <li><b>Toileting and cleaning procedures</b> that maintain privacy, dignity, and a hygienic environment for every child.</li> <li><b>Regular cleaning and sanitising of toys, equipment, and surfaces</b>, with environmental planning and grouping of children that supports hygiene and safety.</li> <li><b>Responding promptly to illness or injury</b> in line with the <i>Incident, injury, trauma, and illness policy</i>, and recording all incidents appropriately.</li> <li><b>Maintaining a tobacco, drug, and alcohol-free environment</b> always.</li> <li><b>Communicating health and hygiene information to families</b> through displays, discussions, and updates, encouraging consistent practices between home and the service.</li> </ul> </li> </ul> |
| Educators         | <ul style="list-style-type: none"> <li>Provide nutritious food and drinks that meet each child's individual needs and respects family, culture, and medical requirements.</li> <li>Create relaxed, positive mealtime environments.</li> <li>Model healthy eating and hygiene practices.</li> <li>Offer information and promote healthy food options to families.</li> <li>Never use food as punishment, reward, or bribe.</li> <li>Follow food handling and hygiene procedures.</li> <li>Communicate with families about children's eating habits, preferences, and</li> </ul>  |



| Role                 | Responsibilities  |
|----------------------|---|
|                      | needs.  |
| Nominated Supervisor | <ul style="list-style-type: none"> <li>• Ensure that the food or beverage provided is nutritious and adequate in quantity.</li> <li>• Ensure staff receive training in nutrition, food safety, and cultural awareness.</li> <li>• Oversee menu planning and ensure compliance with the <b>Australian Dietary Guidelines</b>.</li> <li>• Ensure children have regular access to water and suitable meals/snacks.</li> <li>• Display menus and nutritional information for families and accurately describes the food and beverages to be provided each day.</li> <li>• Incorporate food and nutrition learning experiences into the program.</li> <li>• Ensure educators are informed of all children's allergies and dietary requirements, considering each child's growth and developmental needs.</li> <li>• Communicate and collaborate with families to encourage consistent health and hygiene habits between home and the service.</li> </ul> |
| Kitchen Staff        | <ul style="list-style-type: none"> <li>• Prepare food safely and hygienically (see <i>Health, Hygiene and Safe Food Policy</i>).</li> <li>• Provide weekly menus consistent with the Australian Dietary Guidelines.</li> <li>• Minimise choking risks by following age-appropriate serving practices.</li> </ul>  |
| Families             | <ul style="list-style-type: none"> <li>• Provide accurate and updated information on children's dietary needs, cultural or religious food practices, and preferences.</li> <li>• Support healthy eating and hygiene messages shared by the Service.</li> </ul>  |



## Procedures

### Handwashing

The service will provide handwashing facilities suitable for both children and adults, including liquid soap and single-use paper towels or an automatic dryer. Soap allergies will be identified through enrolment records and catered for appropriately.

#### All individuals must wash their hands:

- Upon arrival and before going home
- Before and after handling food
- After cleaning or removing gloves
- After toileting or assisting a child with toileting
- After giving first aid or administering medication
- After wiping a child's nose or contact with body fluids

#### Handwashing steps (displayed at every sink):

1. Wet hands with running water and apply soap.
2. Rub hands together for about 20 seconds, cleaning between fingers and under nails.
3. Rinse thoroughly under running water.
4. Turn off tap using paper towel.
5. Dry hands completely with a clean paper towel or dryer.

### Hygienic Toileting

- Toilets and basins are easily accessible and provide privacy.
- Children are encouraged to flush and wash hands after use.
- Educators wear disposable gloves when assisting children, removing soiled clothing, or cleaning spills.
- Soiled clothes are double-bagged for family collection.
- Contaminated areas are cleaned and disinfected immediately following body-fluid spill procedures.
- Visual toileting and handwashing posters are displayed in bathrooms.



## Body Fluid Spills

Educators will use the service spill kit to clean blood, urine, faeces, or vomit safely.

**Spill kit includes:** gloves, paper towel, detergent, disposable cloths/scrapper, and fresh bleach solution (changed daily).

### General procedure:

1. Put on gloves.
2. Cover spill with paper towel to absorb.
3. Dispose of waste in sealed plastic bag.
4. Clean surface with warm water and detergent, then disinfect.
5. Remove gloves and wash hands thoroughly.

*(For large or infectious spills, use absorbent material such as sand, then clean and disinfect as above.)*

## Nasal Hygiene

- Dispose of used tissues immediately.
- Wash or sanitise hands after each nose wipe (or after glove removal).

## Dental Hygiene and Care

- Educators model good dental practices, promote tooth-friendly snacks, and encourage water as the main drink.
- Children rinse mouths with water after meals.
- Families are informed of any dental injuries or concerns.
- Dental incidents are treated as emergencies and recorded.
  - **Baby teeth:** Do not replace; store in milk or saline and seek dental care immediately.
  - **Permanent teeth:** Rinse gently in milk or saline; reinsert or store and seek dental care within 30 minutes.



## Food Preparation and Hygiene

All food preparation follows *Food Standards Australia New Zealand* and *NSW Food Authority* guidelines.

- Wash hands before food handling.
- Clean and sanitise food areas and equipment before and after use.
- Use colour-coded boards and utensils to prevent cross-contamination.
- Keep hair tied back, cover cuts, and avoid jewellery.
- Use gloves or utensils when serving food.
- Provide each child with clean, individual eating utensils.
- Educators supervise children during any cooking experiences and follow the same hygiene practices.

## Food Storage and Temperature Control

- Store cold food below 5 °C and hot food above 60 °C.
- Use the **FIFO** rule (first in, first out) for all stock.
- Label, date and cover all food.
- Keep raw and cooked foods separate.
- Refrigerate leftovers within 2 hours.
- Check and record fridge/freezer temperatures regularly.
- Clean food storage areas, fridges and freezers regularly.

## Birthday Cakes and Playdough

- Use individual cupcakes or a separate candle cake to reduce germ spread.
- Make new playdough daily or weekly, storing it in an airtight container.
- Children and educators wash hands before and after playdough use.



## Training and Monitoring

- All educators receive induction and refresher training in hygiene, food safety and infection control.
- The Nominated Supervisor monitors daily hygiene practices and reviews this procedure annually.

## Sources

- Education and Care Services National Regulations (Regs 78–80)
- National Quality Standard – Element 2.1.3
- Australian Dietary Guidelines (2013), NHMRC
- Get Up & Grow | Staying Healthy (5th ed.) | Safe Food Australia
- Food Act 2003 (NSW) | Work Health and Safety Act 2011
- Dental Injury: Healthdirect Australia

## Review & Approval

| Approved   | Next Review | Approved By      |
|------------|-------------|------------------|
| 01/04/2025 | 01/04/2026  | Parent Committee |