

Cooking and Food Handling Policy

Background

At Huntingdale Primary School students prepare and cook food to support a variety of curriculum areas, for example, Science (mixing and dissolving), Mathematics (Measurement), Health (e.g. preparing healthy meals) and Intercultural Understanding Weeks (e.g. preparing meals from different cultures). Food is also brought to school for a variety of reasons (e.g. Child's birthday, Intercultural Week). The school also organizes functions where cooking occurs, such as a sausage sizzle after a working bee.

Good personal hygiene is essential to ensure that food is not contaminated with food-poisoning bacteria or other matter such as foreign objects or chemicals and that hands and other parts of the body do not transfer food-poisoning bacteria to food. The school needs to ensure that it complies with food safety standards and that students use equipment correctly and in a safe manner.

Purpose

To ensure:

- Students cook foods in safe and hygienic environment.
- Parents understand food safety standards when bringing food to school.
- That Huntingdale Primary School complies with food safety standards (*Victorian Food Act 1984* amended in 1997 and 2001) and policies and procedures set out by the Department of Education and Training (DET).
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

Implementation

- The Principal has the overall responsibility of overseeing the implementation of this policy.
- Classroom teachers and support staff will be briefed on this policy each year so they understand their roles and responsibilities.

Personal Hygiene

- Personal hygiene practices include:
 - Hand washing - always wash hands thoroughly with soap and warm water:
 - Before handling food and after visiting the toilet
 - After coughing or sneezing
 - After handling garbage
 - After touching hair or other body parts or any other activity that may carry bacteria to food
- Personal cleanliness - when handling food:
 - Tie long hair back or cover it with a cap or other approved headwear
 - Wear limited jewelry
 - Wear clean protective clothing over normal clothing
 - Store personal items and spare clothes away from any areas involving food handling



- Personal behaviour - do not smoke, chew gum or undertake any other unhygienic practice in food handling areas.
- Illness and injuries - all wounds or cuts on hands or arms are to be completely covered with brightly coloured wound strip or bandage. If the wound is on the hands, disposable gloves must be worn over the top of the wound strip. Both the wound strip and gloves must be changed at least hourly or sooner if there is a change in tasks. Individuals suffering from diseases that can be transmitted through food must not handle food.

Student Allergies

- All classrooms will have an up to date list of students with allergies and a copy of their plan.
- Students who have food allergies must not consume foods that are triggers for them or be forced to try foods they are uncomfortable with.
- If a child has an allergic reaction when cooking in the classroom, follow the steps in their emergency management plan.

Food brought to school

- Any foods that are brought to school to share (e.g. for a child's birthday) must come with a list of ingredients. This could be the packet the food comes in or a handwritten list of ingredients.
- Fresh food (e.g. fruit) can be stored in the school fridge
- Other foods such as biscuits and cakes should be transported to school in a sealed plastic container or be wrapped or covered. They may be stored in the classroom until the food is ready to be consumed.

Temporary Food Stall (e.g. Sausage Sizzle)

- Any temporary food stalls such as a barbecue or sausage sizzle need to:
 - Be organised so that they can prevent the contamination of food, particularly by dust, insects and people.
 - Ensure all benches and tables have surfaces that are smooth and able to be cleaned.
 - Have facilities for hand washing and utensil washing facilities. If a sink connected to a water supply is not available near the stall, temporary facilities will need to be provided. (e.g. Sealed container or drum with clean water; water-heating device such as an urn, so that hot water is available; bucket to collect dirty water; detergent; and disposable paper towels.)
 - Ensure utensils are washed as soon as possible in clean, soapy water and rinsed in clean water.
 - Have adequate refrigeration and a rubbish receptacle.

Cooking at School

Teachers and Teaching Assistants should follow these guidelines:

Planning

- Ensure you advise other staff members when you are undertaking the activity so appropriate provisions can be made. For example, booking the staffroom and ensuring there is enough room in the fridge if needed.
- Invite parents or other adults to assist during the activity to help with supervision of students.
- Be aware of severe medical conditions, allergic reactions and cultural issues that may affect students' participation in cooking activities in your grade.
- Purchase of disposable items may be necessary. (e.g. cups, napkins)
- Ensure all cooking and electrical equipment is in good condition and is safe to use including being tagged and tested.



Food Preparation Practices

- Ensure all food being used is fresh and not past its use by date.
- Ensure all perishables are stored appropriately before, during and after the activity.
- Dry goods should be checked for packaging integrity. Look for blown or heavily dented cans, ripped or leaking packets, spillage from containers, cracked eggs and inadequately wrapped bread.
- Thoroughly wash all fruit and vegetables before use.
- Raw food is to be kept totally separate from cooked or ready-to-eat food to avoid bacteria transferring to food, called cross contamination.
- Use separate utensils, chopping boards and other equipment for raw, cooked and ready-to-eat foods to avoid cross contamination. If this is not possible, thoroughly wash and sanitise equipment between uses.
- Raw food that is to be cooked can be safely handled with bare **clean** hands.
- Cooked or ready-to-eat foods should be handled with utensils such as tongs, spoons, spatulas or disposable gloves.
- When using disposable gloves ensure you wash your hands first and change the gloves when you handle new food and check for tears. Never use gloves that have been used for cleaning.
- Thaw all frozen food before cooking. Thaw food in the bottom part of the refrigerator before cooking. Microwave ovens can be used to thaw food provided that the food is cooked immediately afterwards
- Never refreeze thawed out foods.
- Ensure all food is thoroughly cooked especially those of animal origin.
- If reheating food ensure that it is brought to the boil and simmered for at least five minutes.
- Any leftover ingredients should be stored properly e.g. dry foods in sealed containers, fresh foods covered and placed in fridge, food not to be stored in cans in the fridge.
- Ensure students are properly supervised during the activity, particularly if they are using electrical appliances or sharp utensils such as knives.
- Further information can be found at:
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/foodhandling.aspx>

Illnesses and Injuries

- Students should not participate in cooking activities if they have had vomiting or diarrhoea in the last 48 hours or they have an illness that is likely to be transmitted through food.
- If an injury occurs during a cooking session, follow the set procedures in the First Aid Policy.

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

Document Status

Reviewed	School Council Ratification	Next Review
August 2018	18 th September 2018	18 th September 2021