

# Oakfield School

## 24. Food Safety and Nutrition Policy



	Date
Agreed by School Governors:	February 2013
To be Reviewed:	September 2017

## **POLICY STATEMENT**

Food is an essential and vitally important aspect of life. Pupils' personal preferences, cultural and religious factors should be accommodated and encouraged with the food regime. There should be no restrictions on pupils' access to food preparation areas (other than those imposed by statutory rules and regulations or risk management plans) and they should be encouraged to participate in the preparation of snacks, drinks and so on.

Meal times should be flexible to accommodate pupils' needs and they should be relaxed and not rushed. Care should be taken to ensure a balanced diet is available.

Any weight control or special diets should only be initiated after consultation with medical advisors and parents/carers.

## **PROCEDURE**

### **Mealtimes**

Menus are planned on a weekly basis and are designed to provide a varied and nutritionally balanced diet. Menus are provided in a format appropriate to individual need.

Pupils' personal and cultural preferences are catered for by direct consultation and/or naturalistic observation on a daily basis by the staff responsible for meal preparation.

Meals are normally taken in the dining area on a communal basis but provision is made for pupils to eat in another room should they choose to. Food is presented in an appetising way to encourage enjoyment.

A record of diet and variations is maintained on the menu records.

Food purchasing is undertaken on a weekly or as required basis using normal retail outlets. Pupils are encouraged to participate fully in this activity.

Special diets and/or weight reduction/gain diets are only introduced after consultation and agreement with the pupils' medical representative and parents/carers. Where appropriate recording systems are put in place, and monitored by the House Leader.

Pupils, where appropriate, will be assessed in terms of any supportive equipment to enable them to eat and drink independently. If required, Pupils will be enabled and helped into an appropriate and safe position to eat

Where Pupils have issues with hydration and swallowing difficulties or nutrition Risk Assessments are put in place and reviewed on a regular basis and nutritional screening will be completed.

## **Food Preparation**

Staff with skin, nose, throat or bowel trouble must not handle food. If any diarrhoea, vomiting Staff/Pupil must have had 48hrs symptom free before preparing food.

Cuts, burns and sores must be covered with blue waterproof dressings

On entering the kitchen to prepare food, staff and pupils should wash and thoroughly dry their hands. Hands must also be washed after visiting the toilet, handling raw food, blowing their nose, handling refuse, eating and smoking and any other cross contamination risk.

The mouth, nose or hair must not be touched during food preparation. Sneezing or coughing over food must be avoided. Long hair must be tied back and covered.

All equipment, fixtures and fittings must be sanitised before preparation begins.

Raw food must always be kept separate from high-risk food at all stages of storage and preparation. Use correct colour coded chopping boards and knives, as well as specific cleaning cloths, mops and buckets.

Frozen meat must be completely thawed out before cooking. Thawing must be carried out separately from other processes. The liquid from defrosting poultry must not come into contact with other food directly or indirectly.

All meat must be cooked thoroughly. All reheated foods, including meat, soup and gravy, must be thoroughly reheated to 75° centigrade for a minimum of 2 minutes and consumed immediately.

All hot foods should be cooked at no less than 63° centigrade prior to being consumed. Cooked food must be kept above 63° centigrade for a maximum of 2 hours during serving. Food temperature probes must be used with the result recorded on the appropriate form.

If hot meat is not eaten immediately, it must be cooled quickly and placed in a refrigerator within 1-1½ hours. Cooked food must be protected from contamination at all times and kept out of the danger zone of temperature i.e. 8° centigrade to 63° centigrade. Food probes should be cleaned after each use with correct supplied wipes.

Food must not be removed from the refrigerator until required for serving or preparation.

Best before food and damaged canned or packaged food must not be used.

Dirty pans, cutlery, crockery and other equipment should be cleaned, dried and put away.

The use of drying cloths is unavoidable, use only clean laundered drying cloths.

Dirty wiping cloths must not be used. Use coloured cloths as indicated on notice board.

Spillages must be cleaned up promptly and food debris should not be allowed to accumulate.

Polythene sacks should be used for the disposal of waste.

Animals must not be allowed in kitchens, evidence of insects or rodents must be reported immediately to the House Leader.

'Open' cool food action:-

- Cover all foods to prevent drying out and cross contamination
- Transfer contents of open cans to closable non-metal container
- Label with date and contents, refrigerate and throw away if not used with 48 hours.

'Open' hot food action:-

- Cool within 1½ hours, cover and place in refrigerator above raw meats, label and date, throw away if not used within 48 hours.

Preparation of food:-

- Prepare raw and cooked foods in separate areas

This Policy was reviewed July 2015.

Signed: .....

Lee Morfitt (Chair of Governors)