

Community Children's Centre
All Day Care • Sessional Care • Kindergarten
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La Trobe University Community Children's Centre is an organisation started by the community that has retained its community base.

Memo

To	Centre Families	From	Children's Centre
CC	Centre Staff	Date	19 January 2009
Subject	Statement of Appropriate Food Handling Practices		

The Centre's Nutrition Statement (developed in conjunction with the Food Act 1984) states:

...“ Parents using our Centre when bringing in food that has not been purchased through a retail outlet must sign that the food has been prepared and stored appropriately. This is required under our legal responsibilities to comply with the Food Act 1984.....”

As you are aware the Centre is required to comply with the Food Act (1984) and, in support of the above statement, we have developed a form that you must complete when you bring food into the Centre.

A copy of the Statement of Appropriate Food Handling Practices is attached and should be used as your master copy. Further copies can be obtained from your Childs Section or Food Preparation Staff.

The Act requires the Centre to undertake a food safety audit annually. This is done by an approved Safety Auditor. The Centre's Food Safety Auditor has requested the implementation of the above practice. Any unauthorised food products will not be handled by Centre Staff or served to children.

Sue Barnett
Food Safety Supervisor

All profit is reinvested in children and the community - children always come first!

MILK HANDLING PROCEDURE

POLICY

To ensure compliance with the amended Victorian Food Act, 1984, and for maximum hygienic practices within the Centre, the following guidelines will be implemented in each section by all Personnel as required.

GUIDELINES

When Personnel are handling milk at the Centre the following information needs to be observed:

SAFETY NOTE:

All personnel must ensure that when children are receiving a bottle that it is of a safe temperature for children to consume.

COWS MILK:

It is the practice of the Centre to provide homogenized and pasteurized whole milk and /or water throughout the day. Bottles are provided by Clients.

- It is the parent's responsibility to ensure bottles are sterilised /cleaned appropriately on a daily basis.
- Bottles must be clearly labelled.

NOTE:

Cow's milk can be heated once only.

MILK FORMULA (powder or liquid milk formula's):

Parents are to provide prepared bottles of formula for their children if they require them to have milk formula during their time at the Centre.

- It is the parent's responsibility to ensure bottles are sterilised.
- Bottles must be clearly labelled.
- Parents are to place them in the refrigerator on arrival.
- Bottles of formula can be heated once only.
- Bottles of formula can be stored in the refrigerator for up to 24 hours only.
- Staff will use hot water in a jug to warm bottles.
- Staff will rinse bottles after use.

EXPRESSED BREAST MILK:

The following information has been accessed from the Nursing Mothers Association, and outlines the appropriate procedures we will be following in regard to the storing, thawing and discarding of expressed breast milk.

“Freezing breast milk:

- Label the container with the date; use the oldest milk first.
- Place the container (with the lid on) in refrigerator to cool.
- When cold, place in the coldest part of the freezer.
- Chilled milk can be added to frozen milk as long as the container is returned immediately to the freezer.

NB Frozen milk will expand in the container, so fill only 3/4 full otherwise the container may burst.

Thawing and warming breast milk:

Expressed milk will separate into several layers - this is normal, just give the container a shake. Milk freezes in these neat layers, but is readily mixed once thawed. Refer to the NMAA leaflet *A Caregivers Guide to the Breastfed Baby* for information.

- Frozen milk must be warmed QUICKLY, but not in boiling water, as the milk will curdle. Do NOT leave it stand at room temperature.
- Place the container under running cold water, gradually allowing the water to get warmer until the milk becomes liquid.
- Warm chilled or thawed breast milk in a jug or saucepan of hot water or in an electric drink heater, until milk reaches body temperature. Test temperature by dropping a little on to your wrist. Some mothers and babies are happy to use the milk thawed but not warmed.
- A microwave oven should not be used to thaw or heat milk as it heats unevenly and may cause burning of a baby's mouth. Research also suggests that micro waving changes the immunological and nutrient quality of breast milk.
- It is not necessary to boil your expressed breast milk if it is to be given to your baby.

Storage of breast milk for home use:

From: 'National Health and Medical Research Council Infant feeding guidelines for health workers.'

Breast milk	Room Temperature	Refrigerator	Freezer
Freshly expressed into a closed container	6–8 hrs (26°C or lower). If refrigeration is available store milk there	3–5 days (4°C or lower) Store in back of refrigerator where it is coldest	2 weeks in freezer compartment inside refrigerator. 3 months in freezer section of refrigerator with separate door. 6–12 months in deep freeze (-18°C or lower).
Previously frozen—thawed in refrigerator but not warmed	4 hours or less (ie the next feeding)	Store in refrigerator 24 hours	Do not refreeze
Thawed outside refrigerator in warm water	For completion of feeding	Hold for 4 hours or until next feeding	Do not refreeze
Infant has begun feeding	Only for completion of feeding, then discard	Discard	Discard

Revised :
12/03/01
25/02/03
11/03/03
20/07/06

STATEMENT OF APPROPRIATE FOOD HANDLING PRACTICES.

As part of the Victorian Food Act 1984, we need to inform you that it is *your responsibility* when bringing to the Centre:

(Please tick relevant box)

- your child’s milk
- food for lunch / snacks
- birthday party food, that it meets the stated food safety requirements
- any food supplied for children’s cooking experiences at the Centre.

You need to ensure that the food product has been:-

- **Stored at correct temperature,**
- **Has been handled appropriately,**
- **That there is no contamination or foreign matter in the product and that**
- **Bottles have been sterilized (if applicable)**

It is then *our* responsibility to store all food items appropriately (refrigerate if required) and to rinse out your bottles and containers after use.

Thank You

Section Head for the.....

Signature of Parent/s:.....

Parent’s name:.....

Date:

Please return this signed statement to your child/ren’s Section.