



Purpose

Direction and guidance on heating food that has been brought from home.

Audience and applicability

Staff, students, parents and carers.

Changes since previous update

Last updated	Description of changes	Approved by
1/10/2023	Procedure developed	Melanie Meers

About the policy

Policy requirements

This policy is to be implemented across multiple settings (school, excursions, outings, etc) with all students, unless an exemption is granted.

Definitions

Term	Definition
Dietetic Plan	A plan devised by the dietitian.

Roles and responsibilities

Principal

The principal is responsible for:

- communicating the policy to staff, students, parents and carers
- reviewing and updating policy
- providing training for staff.

Staff

The class staff are responsible for:

- implementing the policy
- developing and supporting a *Health Care Procedure – Mealtime* plan
- reporting any incidents to the hotline.

Parents/carers

Parents/carers are responsible for:

- providing appropriate food for their child that does not need heating or is in a food thermos
- acquiring a letter from a medical professional if their child's food needs to be heated at school
- discussing the plan with staff and/or school dietitian.

Students:

- are to follow the policy procedure.

Overview

Food from home will not be heated unless the student has a dietetic plan and *Health Care Procedure – Mealtime* plan.

What needs to be done

Step 1 - Parent/carer to contact school dietitian.

- Provide private dietetic plan, or
- Develop plan with school dietitian.

Step 2 – Teacher develops *Health Care Procedure – Mealtime* plan.

- If dietetic plan includes eating hot food at school, class teacher to collaborate with school dietitian to develop procedure and review. ^[OBJ]

Step 3 - If dietetic plan includes eating hot food at school, parent/carer to provide food.

Step 4 – School safe heating procedures to be applied.

- Food to be heated as per directions on packet and as outlined in *Health Care Procedure – Mealtime* plan.
- Reheat food to an internal temperature of at least 60°C to keep food safe and out of the 'temperature danger zone' as recommended by the NSW Food Authority. A food thermometer will be used to check temperature.

Record-keeping requirements

- The policy procedure is kept in the Anson Street School staff OneNote > content library > Policy Procedures
- The policy procedure will be reviewed every three (3) years.

Mandatory tools

- Food thermometer

Supporting tools and resources

- www.foodauthority.nsw.gov.au

Related policies and legislation

This policy relates to the NSW DoE Nutrition in Schools Policy and the Safe Food Australia: cooling and reheating food.

Contact

Principal

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Monitoring the policy

Implementation date	12 February 2024
Last updated	
Publicly available	Yes
Review Date	February 2025