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<b>POLICY NO:</b>	<b>RPC003</b>
<b>POLICY:</b>	<b>Food Safety &amp; Allergy Awareness Policy</b>
<b>ORIGINAL POLICY:</b>	<b>February 2020</b>
<b>LAST REVIEW DATE:</b>	<b>February 2020</b>
<b>REVIEW DATE:</b>	<b>February 2023</b>

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## 1. INTRODUCTION AND PURPOSE

This document sets out the Rosalie P&C policy and guidelines on how Food Safety and Allergy Awareness at Rosalie P&C events.

### 1.1 Background

The objective of the P&C is to promote the interests of the school, through cooperation between parents, teachers, students and members of the general community; assisting in the provision of resources, facilities and amenities for the school; and the fostering of community interest in educational matters. Rosalie P&C events should align with the values of the Rosalie P&C including health, wellbeing, safety and sustainability of the school community.

Rosalie P&C conducts a number of events throughout the school year. This policy is designed to provide a simple and clear framework to ensure that Rosalie P&C events comply with food safety standards and consider allergy awareness.

With reference to the World Health Organization's Health Promoting Schools Framework, Rosalie P&C acknowledges that it has a key role to play in being a supportive partner of Rosalie Primary School, and provide a safe and supportive environment for the children and broader community of Rosalie Primary School.



Figure 1: WHO Health



Promoting Schools Framework)

## 2. SCOPE

This policy applies to all P&C events where food is being provided and served by the P&C.

## 3. RATIONALE

All P&C events should align with the values of the Rosalie P&C including health, wellbeing, safety and sustainability of the school community. Food safety and allergy awareness contribute to safety, health and wellbeing.

## 4. PROCEDURES

### FOOD SAFETY

Please see the following resources for food safety, this is a long document but is important to be linked here.

<https://www.foodstandards.gov.au/consumer/information/Documents/Looking%20After%20Our%20Kids.pdf>

Posters for food safety

[https://www.waschoolcanteens.org.au/wp-content/uploads/2013/06/handle\\_with\\_care\\_a3\\_poster.cdr-Handle\\_with\\_Care.pdf](https://www.waschoolcanteens.org.au/wp-content/uploads/2013/06/handle_with_care_a3_poster.cdr-Handle_with_Care.pdf)

### FOOD SAFETY GUIDELINES

#### *Responsible person*

Have a person responsible for food service at P&C events, this allows continuity of food safety throughout the event.

#### *Facilities*

Ensure facilities are appropriate to maintain a good level of food hygiene.

#### *Water Supply*

Ensure there is water supply available in the area for washing hands and dishes as required. Also provide soap and hand towels.

#### *Waste*

Rubbish should be kept well away from food service areas.

#### *Refrigeration*

If perishable items are being served or cooked, refrigeration must be available to keep it at the appropriate temperature

#### *Hand Washing and Gloves*

Provide gloves for food



handling. Hand washing is

important while preparing food, ensure there is a designated place for washing hands.

#### *Utensils*

Provide relevant utensils for preparing food such as tongs, salad servers, plates, cutlery, glad wrap etc. Ensure they are clean and there is a place to clean them as required.

### **ALLERGY AWARENESS**

The Education Department allergy and anaphylaxis guidelines for P&Cs are attached to this document.

#### *Nut Aware – no nuts please*

Rosalie is a nut aware school and asks that where possible nuts are not brought to school. Rosalie P&C supports this policy and asks that nuts and nut products are not supplied at P&C Events.

### **ALLERGY AWARENESS IN FOOD PREPARATION AND SERVICE**

Peanuts are a common allergen; however, a person can be allergic the protein from any food. The top 8 allergens, dairy, eggs, peanuts, tree nuts, wheat, soy, fish and shellfish are responsible for 90% of allergic reactions. Banning all allergenic food is not possible, instead Rosalie P&C will practice allergy awareness at events. Allergy awareness is not a guarantee, rather a **risk minimisation strategy**.

#### *Cross contamination and Serving allergy friendly foods*

If you are serving allergy friendly foods, for example gluten-free, peanut-free, egg-free or dairy-free, it is vital that these foods are not only free from the allergens they state but also that there has been no cross contamination with the allergen during food preparation and service.

To achieve this separate preparation stations and serving areas are required. If baked foods are being brought in from outside you need to specify they can only be labelled allergen free if there has been no cross contamination (see appendix A&B for email examples).

Hand washing stations must be available. Washing with soap and water and drying is the only way to remove allergens. See the info sheet in the attachment for details on cross-contamination.

<https://www.foodallergy.org/resources/avoiding-cross-contact>

#### **Top Tip**

Print this poster and have it up in food service areas at P&C events

*Allergy Aware*



The risk of allergy exposure at P&C events can be lowered through the following steps. These are not possible to enforce, education and encouragement are the best ways to promote allergy awareness.

- Encourage attendees to wash hands before or after eating
  - A washing station with water and/or wipes could encourage this
- Encourage food to be eaten in one spot
- Remind attendees if they see someone experiencing an allergic reaction to seek help immediately
- If there are known allergens consider not serving messy foods containing these allergens, e.g. ice cream where there are known dairy allergies, messy egg sandwiches where there are people with egg allergies, floury items if there are people with coeliac
- Consider non-food events on occasion to promote inclusion

### **Top Tip**

Put up the P&C allergy awareness posters at P&C events. These are located with the P&C resources.

- Department of Education: Incoming Sponsorship to Schools Policy  
<http://det.wa.edu.au/intranet/ccm/detcms/navigation/category.jsp?categoryID=10573013>  
The policy is based on the requirements of the School Education Act 1999 and School Education Regulations 2000 WACSSO Policy as amended at the 2011 conference
- WACSSO P&C Handbook

<https://www.wacssso.wa.edu.au/media/1612/pc-handbook-2019-web-version.pdf>

- WACSSO - Process to spend P&C funds (flowchart)

<https://www.wacssso.wa.edu.au/>

- Rosalie Parents and Citizens' Association Incorporated CONSTITUTION AND RULES
- P&C Information Sheets, ACT Council of Parent & Citizens Association

### Policies

Australia food safety standards

<https://www.foodstandards.gov.au/consumer/information/Documents/Looking%20After%20Our%20Kids.pdf>

Anaphylaxis Management Guidelines for WA schools

[https://ww2.health.wa.gov.au/~/\\_media/Files/Corporate/general%20documents/Schools/An](https://ww2.health.wa.gov.au/~/_media/Files/Corporate/general%20documents/Schools/An)



[aphlyaxis/PDF/Anaphylaxis%20Management%20Guidelines.pdf](#)

Food Allergies – City of Subiaco Guide

<https://www.subiaco.wa.gov.au/CityofSubiaco/media/City-of-Subiaco/Your-business/Food-businesses/Food-Allergies-Aware-Prepare-Declare,-information-booklet-produced-by-the-City-of-Subiaco.pdf>

