



Department of
Education

Healthy Food and Drink in Public Schools Procedures

Effective date: 4 February 2014

Version: 2.8

These procedures must be read in conjunction with the Healthy Food and Drink in Public Schools Policy.

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These procedures must be read in conjunction with the Healthy Food and Drink in Public Schools Policy.

1. Policy supported

Healthy Food and Drink in Public Schools Policy

2. Scope

These procedures apply to principals in public schools.

3. Procedures

3.1 School-based healthy food and drinks

Principals will:

- promote healthy eating within the school community; and
- develop and implement a school-based policy for the provision of healthy food and drinks which meets, or preferably exceeds, the minimum standard for 'green' food and drinks mandated in these procedures and which incorporates the following:
 - Students will be supplied 'green' and 'amber' foods in school settings, including classroom rewards, classroom cooking activities, school camps and excursions.
 - Students will only be supplied 'red' foods on limited occasions and in small amounts and only when it is essential to the learning program.
 - Permission to use a school's premises for use as a canteen/food service will only be granted on the basis that the Healthy Food and Drink in Public Schools Policy and Procedures are implemented.

Guidance

Healthy eating can be promoted by:

- adopting the Health Promoting Schools Framework which is a planning framework for schools that includes the physical, social and emotional needs of all members of the school community; with members working towards providing students with positive experiences and structures that promote and protect health;

- including advice in the school newsletter;
- organising whole school events such as a health/nutrition campaign/event, theme day or school breakfast; and
- inviting appropriately qualified guest speakers to address, students, parents and staff.

Schools are encouraged to adopt a whole-school approach when developing the school-based policy.

The school-based policy on healthy food and drinks should be inclusive of the cultural mores held by students, parents and staff, reflect local circumstances, and be informed by the [Student Health Care in Public Schools policy](#).

For further information, refer to the:

- [allergyAWARE resource hub for resources to prevent and manage anaphylaxis in schools](#);
- [sample canteen/food service policy](#); and
- [Healthy school - healthy student guide](#).

Parents and Citizens' Association fundraising is exempt from the requirement to only use 'green' and amber' food and drinks however consistent messages are encouraged. For information on healthy fundraising initiatives refer to:

- [Healthy Food and Drink website](#); and
- [Western Australian Council of State School Organisations](#).

When parents provide foods to be shared during classroom activities, the best practice is that teachers inform parents prior to the event of the heating/cooling facilities available at the school so that final preparation of high risk foods is catered for appropriately.

3.2 School canteens

3.2.1 Use of school premises

Principals will only give permission to use a school's premises for use as a canteen/food service on the basis that the Healthy Food and Drink in Public Schools Procedures are implemented.

3.2.2 Canteen/food service menu

Principals will ensure the canteen/food service menu promotes a wide range of healthy foods and that it:

- consists of a minimum of 60% 'green' food and drinks;
- consists of a maximum of 40% 'amber' food and drinks;
- only offers savoury commercial products that are 'amber' foods a maximum of twice per

week; and

- contains no 'red' food and drinks.

Guidance

Refer to [What's on the Menu](#) for information on canteen/food service menu choices.

Colour coding menu choices 'green' or 'amber' can help students and parents make informed selections.

The [Star Choice™ Buyers' Guide](#) is a useful reference. It is a register of manufactured products that meet the nutrient criteria. Products in the Guide have been colour coded 'green' and 'amber' for easy reference.

Where food and drinks not included in the [Star Choice™ Buyers' Guide](#) meet the nutrient criteria, they may also be used.

The [Western Australian School Canteen Association \(WASCA\)](#) is available to conduct assessments of products and recipes to confirm they meet the nutrient criteria and provide advice on where to source healthier foods and healthier food ideas.

Schools catering for students with special learning and/or dietary needs should promote the consumption of 'green' and 'amber' food and drinks as part of students' modified learning programs.

3.2.3 'Traffic light' training

Principals will ensure canteen/food service managers/supervisors and/or employers (for example, Parents and Citizens' Association representatives or food service owners) have completed 'traffic light' training or a higher standard of training.

Guidance

[WASCA](#) has been contracted to deliver 'traffic light' training on the 'traffic light' system of green, amber and red food and drinks and the requirements of the Healthy Food and Drink Policy and Procedures.

WASCA is also available to conduct networking groups for canteen workers, free workshops for students and parents on healthy lunchbox choices, assistance on canteen management issues such as making food preparation more simple and attracting and working with volunteers.

A higher standard of training would include an accredited chef or cooking qualification, including but not limited to the TAFE Canteen Management Course.

The [Western Australian Council of State School Organisations \(WACSSO\)](#) can be contacted for information and advice on operating a successful canteen.

3.2.4 Food safety and hygiene

Principals will ensure canteen/food service workers and volunteers have completed FoodSafe Food Handler training or its equivalent.

Guidance

Training should be completed in a timely manner, preferably prior to commencing work.

FoodSafe Food Handler packages are available from [Environmental Health Australia](#) and some local councils. Many local councils also provide free online food safety training that is consistent with FoodSafe.

The Food Act 2008 (WA) and the Food Regulations 2009 (WA) require that:

- all food services apply for registration with the local council as a food business (a fee may be applicable);
- schools notify the local council prior to conducting a charitable or community event involving food (ie a cake stall or sausage sizzle); and
- food prepared for sale is only made in approved premises, for example a food business approved by the appropriate enforcement agency. Food prepared in a home that has not been approved as a food business must not be sold in a canteen.

The Australia New Zealand Food Standards Code requires that:

- food handlers' personal hygiene practices and cleanliness minimise the risk of food contamination. Risks can be minimised by the wearing of hats, hairnets and aprons provided by the canteen/food service; and
- the preparation, cooking, transportation and serving of food is done in such a way as to retain nutrients and minimise bacterial contamination.

Young children accompanying paid workers, or volunteers and enrolled students working in a canteen, could constitute a hazard. The Occupational Health and Safety Act (1984) requires all practicable measures are taken to minimise exposure to hazards in a workplace.

[WACSSO](#) advises against students undertaking tasks in the canteen for insurance reasons. However, there are exceptions where the work is part of the educational program for the student/s (section 24; section 29 or section 11G School Education Act 1999).

4. Definitions

Green food and drinks

Are good sources of nutrients, contain less saturated fat and/or sugar and/or salt and help to avoid an intake of excess energy (kJ).

Amber food and drinks

Have some nutritional value, contain moderate levels of saturated fat and/or added sugar and/or salt and can, in large serves, contribute to excess energy (kJ).

Red food and drinks

Lack adequate nutritional value, are high in saturated fat and/or added sugar and/or salt and can contribute excess energy (kJ).

5. Related documents

Relevant legislation or authority

[Food Act 2008 \(WA\)](#)

[Food Regulations 2009 \(WA\)](#)

[School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

Related Department policies

[Student Health Care in Public Schools](#)

Other documents

[allergyAWARE Resource Hub](#)

[Australian Dietary Guidelines 2013](#)

[Australian Guide to Healthy Eating 2013](#)

[Common Use Arrangement \(CUA\) 44409 for the purchase of bulk groceries and fresh produce
\(Perth region only\) \(staff only\)](#)

[Health Promoting Schools Framework](#)

[Healthy School - Healthy Student Guide](#)

[Sample Canteen/Food Service Policy](#)

[Star Choice™ Buyers' Guide](#)

[What's on the Menu](#)

6. Contact information

Policy manager:

Director, Student Engagement and Wellbeing

Policy contact officer:

Principal Consultant, Student Wellbeing

T: (08) 94026133

Other:

Western Australian Council of State School Organisations (WACSSO)

T: (08) 9264 4000

W: www.wacso.wa.edu.au

Western Australian School Canteen Association (WASCA)

T: 9264 4999

E: wasca@education.wa.edu.au

W: www.waschoolcanteens.org.au

7. History of changes

Effective date	4 February 2014
Last update date	
Procedure version no.	2.0

Notes	Major review undertaken and split into policy and procedures. Endorsed by Corporate Executive 2 December 2013.
Effective date	4 February 2014
Last update date	29 August 2014
Procedure version no.	2.1
Notes	Contact details updated. D14/0417804.
Effective date	4 February 2014
Last update date	16 February 2015
Procedure version no.	2.2
Notes	Contact details updated. D15/0057184
Effective date	4 February 2014
Last update date	19 March 2015
Procedure version no.	2.3
Notes	Contact information updated to reflect change in position from Director, Office of the Director General to Executive Director, Organisational Governance. D15/0085666
Effective date	4 February 2014
Last update date	4 August 2015
Procedure version no.	2.4
Notes	Updated contact information D15/0260244
Effective date	4 February 2014
Last update date	15 April 2016
Procedure version no.	2.5
Notes	Transfer of policy ownership and update contact information. D16/0209811 and D16/0209818

Effective date	4 February 2014
Last update date	3 August 2017
Procedure version no.	2.6
Notes	Update broken links D17/0329199

Effective date	4 February 2014
Last update date	3 October 2018
Procedure version no.	2.7
Notes	Minor changes to update contact information D18/0437694 and reference to Public Schools D18/0151652

Effective date	4 February 2021
Last update date	27 October 2021
Procedure version no.	2.8
Notes	Minor changes to links D21/0617744

8. More information

Supporting content

Policy

[Healthy Food and Drink in Public Schools Policy](#)

Procedure review date

4 February 2017

Procedure last updated

29 October 2021
