
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-011
		Implementation Date: 2019
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Page No. 1 of 2
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON FOOD PREPARATION AND STORAGE		Section / Department: NUTRITION AND DIETETICS SERVICE
Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service	Reviewed By: Redentor P. Alquiros, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Paranaque

OBJECTIVES:

This policy shall guarantee food safety and provision of nutritious, palatable and, aesthetically pleasing meals for the patients and personnel.

COVERAGE:

This policy covers this section.



POLICY:

Food items will be handled and stored in accordance with good sanitary practice without the expense of nutrients of food items.

1. Registered Nutritionist-Dietitian shall properly receive food items in agreement with the menu for the day.
 - In the absence of Dietitian on duty, Food Server and/or Administrative Aide III shall be responsible in receiving delivered food items.
 - Check for quantity, quality and labels of food items.
 - Do not receive any food item that is below standard.
 - Report to Chief Dietitian if there's a need for replacement or additional.
2. Food items shall be properly stored and prepared upon delivery.
3. Hands shall be washed before and after placing the food items/deliveries.
4. Food, whether raw or prepared, shall be stored, prepared, served, and distributed with protection from potential contaminants such as hair, insects, unclean equipment and utensils, coughs, sneezes, and leakage.
5. All dented canned food shall be discarded.
6. All raw fruits and vegetables shall be thoroughly washed before being cut, combined with other ingredients and cooked.
7. Thaw potentially hazardous frozen food under refrigeration.

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.

- Or under potable running water for a period of 15 minutes.

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8. Poultry & products, meat & products, and stuffing containing raw poultry or pork shall be cooked thoroughly at 165 °F or above.
9. Hot food shall be hot, and cold food shall be cold upon reaching the patients.
10. Leftover food and ingredients, shall be stored in a clean container and be labeled and dated.
 - Stored food from previously prepared menus must be discarded after 36 hours.
 - Foods that may be frozen safely such as meat may be retained and used according to accepted shelf life.
 - Cooked and uncooked food should be kept in a tightly sealed container. Cooked must be placed on top shelf of the refrigerator while uncooked must be in the bottom shelf to prevent leakage that may brought about cross contamination.
11. Poisonous and toxic materials (e.g. Dishwashing soap, Bleach) shall be labeled and stored in a secured area separate from food, food preparation areas, clean equipment, and utensil storage.
12. Food items that are not listed in the request should be return to the supplier.
13. Items that did not follow the request (cuts, no. of pieces, brand etc.) shall be return to the supplier.
14. Personnel should observe and follow FIFO and FEFO.

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.