



## **FOOD SERVICES IN SCHOOLS**

### **Context**

The purpose of this procedure is to provide a consolidated reference to all directives related to food services in Central Okanagan Public Schools for use by Principals and Vice-Principals. These sources include:

1. Food Premises Regulations (BC Public Health Act)

[https://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/11\\_210\\_99](https://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/11_210_99)

Confirming that schools are excluded from the need for a food services permit if food is prepared or served by voluntary caterers for functions or gatherings limited to members of their own organization and invited guests. [Part 1, Section 2 Application (c)]

Requiring equipment used to process, store, and display food to meet health requirements. [Regulation Division 3, No. 14]

2. Requirements for Food Premises Approval (Interior Health)

<https://www.interiorhealth.ca/information-for/businesses/food-premises#guidelines--applications-forms---templates-> (Scroll down to: Temporary food services approval and permit)

Defining requirements for food premises approval in schools that offer food for sale.

3. Temporary Foodservices Guidelines (Interior Health)

<https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Documents/HP-FS-9002-Temporary-Food-Services-Guideline.pdf>

Providing guidelines for temporary food services including events sponsored by a PAC.

4. Guidelines for Food and Beverage Sales in BC Schools Rev. 2015 (Healthy Schools BC)

[https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/2015\\_food\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/2015_food_guidelines.pdf)

Containing BC Ministry of Health and Ministry of Education and Child Care guidelines for the sale of foods and beverages in schools including lists of items classified as “sell most”, “sell sometimes” and “do not sell”.

## 5. CommunityLINK Funded Meals

Contracts are issued at the District level to provide meals to schools identified as having a high percentage of vulnerable students. Contractors provide two-week rotational menus planned in consultation with the Health Promoting Schools Coordinator and using the Guidelines referred to in Section 4 above. Invoices are sent directly to the School Board Office Accounts department for payment, and a reference copy is left at the school. For general food safety needs, contractors should be able to provide a copy of their Permit to Operate (from the Interior Health Authority).

## **Procedures**

### 1. Food Service in Schools

When food is sold to students at school, the Principal is required to establish and monitor a process to ensure that:

- 1.1. Any caterer, or contractor with the CommunityLINK Meal Program, providing food to a school, holds a valid permit issued by the Interior Health Environmental Public Health Office. Refer queries to (250) 469 7061 or by email to [HP.Admin.Central@interiorhealth.ca](mailto:HP.Admin.Central@interiorhealth.ca).
- 1.2. A volunteer or staff member who prepares food for students on a regular schedule must have completed the FoodSafe Level I course. For more information about course registration, contact <https://foodsafety.ca/>.
- 1.3. Students, volunteers, or staff preparing, handling, or otherwise making food ready for eating on the premises abide by the Public Health Act Food Premises Regulations.
- 1.4. Cold food arrives at the school at a temperature below 40°F or 4°C and hot food arrives at a minimum temperature of 140°F or 60°C. (Food temperatures must be maintained until food is served to students; or food must be served to students within 2 hours of receiving.)
- 1.5. Every operator of food premises must ensure that frozen food is stored or displayed at a temperature of not more than -18°C.
- 1.6. Meat, fish, poultry, eggs, and dairy products are given particular care and attention.
- 1.7. Every operator of food premises that processes food must ensure that the food is processed in a manner that makes it safe to eat.

### 2. CommunityLINK Meal Program

- 2.1. The Principal or designate will provide the Assistant Superintendent responsible for Health Promoting Schools with the total number of meals required, names, and PEN numbers of students who are eligible for brown bag lunches funded by CommunityLINK. This will be done following consultation with school-based staff, counselors, parents, noon-hour supervisors, support staff or other agencies with knowledge of priority families.

CommunityLINK criteria for identifying students who are vulnerable include: family income, low socio-economic status, BC Ministry of Children and Family Development involvement, etc.

- 2.2. The Principal or designate will establish the location where students will pick up their lunches. The location for pick up should be determined with consideration for student privacy. It is strongly encouraged that students will have access to their brown bag lunches as soon after delivery as possible.
  - 2.3. The Principal or designate will communicate, to the Assistant Superintendent responsible for Health Promoting Schools, any concerns regarding the meals provided as well as increases or decreases to the number of meals required.
  - 2.4. The Principal will establish and monitor a process for receiving and filing a copy of the invoice for each meal delivery at the school.
3. Food Sales in Schools
- 3.1. The Principal of a school that offers food for sale must ensure approval of the food premises has been granted by Interior Health. Interior Health can issue a temporary food service permit for food sale events. For help with this, contact the Interior Health Environmental Public Health Office at (250) 469-7061 or [HP.Admin.Central@interiorhealth.ca](mailto:HP.Admin.Central@interiorhealth.ca).
  - 3.2. The Principal must establish and monitor a process to ensure that the *Guidelines for Food and Beverage Sales in BC Schools* are followed. This will include ensuring that at least 50% of the items sold are in the “sell most” category, up to 50% are in the “sell sometimes” category, and items in the “do not sell” category are not sold to students.

**Relevant Board Policy: 423: Health Promoting Schools**

Developed by: Assistant Superintendent responsible for Health-Promoting Schools

Date Agreed: September 1, 2003

Date Amended: November 2004, August 2007, August 2008, August 2009, August 2011, December 2013, October 2015, October 17, 2018, October 19, 2021, March 14, 2023

Related Documents: Refer to Context Section above.