

# FOOD AND NUTRITION PROCEDURES

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## Miami-Dade County Public Schools

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Subject:	EXAMINATION AND FOLLOW-UP OF SUSPECTED FOODBORNE ILLNESS HRS 64E-11
For Action By:	PRINCIPALS, FOOD SERVICE MANAGERS AND SATELLITE ASSISTANTS
Refer Questions to:	FOOD SERVICE ADMINISTRATORS DEPARTMENT OF FOOD AND NUTRITION

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The prevention of foodborne illness is a top priority in all school food service operations. Food prepared in a private home shall not be used or offered for sale in a school food service facility.

When foodborne illness is suspected in a Miami-Dade County Public School, these procedures must be followed:

1. The food service manager must immediately notify the principal and the Department of Food and Nutrition (786-275-0400).
2. The school principal will initiate the steps outlined in the Emergency Management Procedures under Suspected Food borne Illnesses (School Board Rule 6GX13-6A-1.06) as follows:

### PROCEDURES TO BE FOLLOWED IN SCHOOLS

1. Call the following parties immediately, in the order shown, when a foodborne illness is suspected during the school day.
  - a. Emergency Rescue 911
  - b. Poison Information Center 1-800-282-3171
  - c. Miami-Dade County Health  
Epidemiology Department 305-324-2413
  - d. Miami-Dade County Public Schools  
Department of Food and Nutrition 786-275-0400
  - e. Notify the parents or guardians of ill students.
  - f. Office of Risk and Benefits Management 305-995-7150

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2. In addition to the above, the principal or designated representative shall:
  - a. Notify the appropriate Region Superintendent or the designated representative, then notify the Superintendent of Schools.
  - b. Notify the Administrative Director, Department of Food and Nutrition, of the suspected foodborne illness;
  - c. Notify the school's food service manager that:
    - (1) pots, pans, utensils, and dishes used in the preparation of items in question are to remain untouched, when possible, so that examination and tests may be performed by county health authorities;
    - (2) all food service employees involved in the production of suspected menu items are to be examined by the public health officials;
    - (3) food samples are to be made available to the Miami-Dade County Department of Public Health in accordance with procedure originated by the Department of Food and Nutrition.

The **food service manager** is responsible for ensuring that a sample of all items served daily is kept and properly stored. In the case of a suspected foodborne illness, samples are available for testing by the County Health Department. The samples are to include all menued items: milk, leftovers, salad, etc. Sample must be:

- covered with cellophane wrap
- dated
- kept in the refrigerator for 72 hours (foodborne illness could take approximately 12-24 hours to develop)
- discarded after 72 hours

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The **principal or designee** is to gather information and document any suspected foodborne illness using the Basic Food History form that is included ([Attachment A](#)). Information will be used to assist in determining the cause of the illness and whether there is reason to pursue the situation as a foodborne illness or whether it seems to indicate a virus.

Upon notification of a possible foodborne illness, the **Food Service Coordinator** is to follow-up by making an immediate onsite visit the same day the possible foodborne illness is reported. They are to do the following:

- Conduct a Sanitation and Safety Review
- Check and obtain copies of all temperature charts from the last two (2) months (refrigeration [[Attachment B](#)] and serving lines [[Attachment C](#)])
- Review Food and Menu Production Records
- Check recent HRS Inspection Reports
- Complete Suspected Foodborne Illness Questionnaire ([Attachment D](#))
- Obtain Student Account Statement Report (if possible)
- Check to ensure the samples of all menued items are properly kept and labeled for the Health Department
- Provide in-service to staff regarding safe food handling

Foodborne illness is a general term often used to describe any disease or illness caused by eating contaminated food or drink. Almost all reported cases of food poisoning or foodborne illness are caused by bacteria or by toxins produced by bacteria. Bacterial contaminated food often cannot be detected by taste, odor, or color. These disease causing organisms can be prevented when proper food handling procedures are followed.

The following are food safety hazards that cause foodborne illness:

1. Biological hazards, i.e.: bacteria, viruses, parasites and fungi.
2. Chemical hazards, i.e.: natural toxicants, chemicals, including cleaners and sanitizers and food additives.
3. Physical hazards, i.e.: unprotected open wounds, dirty hands, fingernails and hair, coughing and/or sneezing around food or food production.

Properly washing hands, keeping hot foods hot (temperatures > 140°F), cold foods cold (temperatures < 40°F), and avoiding cross contamination between foods are important food safety procedures.

Please refer to Section H, HACCP Procedures, for additional information, prevention and aids in protecting the safety and well being of our children.

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### EXAMINATION AND FOLLOW-UP OF SUSPECTED FOODBORNE ILLNESS (continued)

Preventing foodborne illness and responding to reports of suspected foodborne illness is a high priority for the Department of Food and Nutrition. Therefore, there is ongoing education of food service workers regarding safe food handling practices.

All school food service managers receive training in the School Nutrition Association's "Serving it Safe" Food Safety and Sanitation Program, as well as on-site reviews, a minimum of two (2) annual County Health Inspections per school year and continuing education of food safety and HACCP (Hazard Analysis and Critical Control Point) principles. In the event of a reported and/or confirmed outbreak of foodborne illness, all food and nutrition employees at the affected school will be required to receive re-training on food safety and sanitation procedures to be conducted by the Food Service Coordinator.

### Miami-Dade County Public Schools Department of Food and Nutrition Foodborne Illness Communication Tree

