

ADMINISTRATORS



Keeping students and staff healthy and safe



Ultimately, administrators are responsible for the health and safety of students and staff in school. The best way to prevent foodborne illnesses is to make sure everyone who prepares, serves, or eats food in the school environment takes steps to keep it safe. And that means everyone, from parents who send in snacks prepared at home, to cafeteria workers who serve lunch or breakfast, to teachers who plan celebrations with food, to the students who must wash their hands. The Food-Safe Schools Action Guide urges administrators to follow these simple but critical recommendations. Details, tips, and resources to help implement each recommendation are outlined in the Action Guide's in-depth modules at www.FoodSafeSchools.org.

1. **Work with the Food-Safe School Team to develop policies and procedures to ensure that all food stored, prepared, served, or consumed at school is as safe as possible.**
2. **Incorporate food safety into a crisis management plan that incorporates components both within and outside the school.**
3. **Develop, in consultation with your local health department and relevant school staff (e.g., the school nurse and food service manager), policies and procedures for reporting suspected outbreaks to the local health department.**
4. **Work with the school nurse and attendance staff to develop policies and procedures for obtaining and recording ill students' symptoms.**
5. **Train staff on food safety policies, procedures, and plans.**

ADMINISTRATORS ARE ESSENTIAL TO FOOD-SAFE SCHOOLS

- * *The support of the principal, superintendent, and school board is critical for successful implementation of food safety policies and procedures.*
- * *Administrators develop and/or implement procedures for staff to ensure food safety throughout the entire school environment.*
- * *Administrators have the power to make food safety a priority in schools, protecting students, staff, and the school from foodborne illness outbreaks.*



ADMINISTRATORS

KEEPING STUDENTS AND STAFF HEALTHY AND SAFE

6. **Supervise facilities management and maintenance staff to ensure adequacy and functioning of handwashing facilities in all restrooms.**
7. **Encourage handwashing and model proper handwashing techniques.**
8. **Encourage the hiring of foodservice managers who are certified in food safety and sanitation.**
9. **Ensure foodservice equipment is working properly and, if necessary, see that it is repaired, replaced, or taken out of service.**

BONUS RESOURCES

THE USDA NATIONAL AGRICULTURE LIBRARY MAINTAINS A SEARCHABLE DATABASE OF FOOD SAFETY EDUCATION MATERIALS AND CAN BE ACCESSED BY VISITING WWW.NAL.USDA.GOV/FOODBORNE. EXPERT REVIEWS OF MANY OF THESE ITEMS HAVE BEEN PROVIDED BY THE NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION, IN COLLABORATION WITH CDC AND THE NATIONAL COALITION FOR FOOD-SAFE SCHOOLS, AND CAN BE FOUND BY VISITING WWW.FOODSAFETYWEB.INFO/REVIEWS.ASP.

LEARN MORE ABOUT YOUR ROLE in ensuring a food-safe school and find useful tips and resources to help you implement these recommendations. Check out the special 'how to' section for school administrators in the Food-Safe Schools Action Guide at www.FoodSafeSchools.org/administrators.