NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)

POLICY AND PROCEDURE

SUBJECT: STORAGE OF CONSUMER'S REFRIGERATED FOOD ITEMS

NUMBER: NN-IC-18

ORIGINAL DATE: 2/18/10

REVIEW/REVISE DATE: 11/15/12

APPROVAL: Cody L. Phinney ,Agency Director

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I. PURPOSE

To ensure the appropriate labeling, storage, monitoring, and disposal of food and drink items on the unit.

II. POLICY

All items stored in the refrigerators on the units are marked and discarded according to this policy.

III. REFERENCES

A. The Joint Commission Comprehensive Accreditation Manual for Hospitals, Provision of Care and Infection Prevention Chapters.

IV. DEFINITIONS

A. Temperature Range: The appropriate temperature range for refrigerators storing food products is 34 to 40 degrees Fahrenheit.

B. Expiration dates: Expiration dates are those dates noted by the manufacturer on the item or established by policy.

V. PROCEDURES

Physician Ordered Snacks
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1. Perishable food items for physician ordered snacks brought from the kitchen will be labeled, covered, and dated and placed in individual bags prior to storage in the refrigerator.
2. During the refrigerator check completed nightly, all physician ordered snacks that remain in the refrigerator will be removed and discarded.

Extra Meals

1. Food items for extra meals brought from the kitchen will be labeled, covered, and dated with indicated meal (i.e. Breakfast, Lunch, Dinner) prior to storage in the refrigerator.
2. Food items for extra meals will be used prior to next meal on the same day (i.e. extra Breakfast used by Lunch)
3. During the refrigerator check, completed nightly, all extra meal items that remain in the refrigerator will be removed and discarded.

Food Items in Sealed Containers

1. All individual and bulk food items in sealed containers (dry, freezer and refrigerator storage) are documented by the kitchen on the Food Requisition Form and dated when food items are sent to the individual units.
2. All bulk food items in sealed containers Items that do not have the date listed on each item, but have the expiration date listed on the bulk package, must remain in the package that displays the date.
3. Frozen items that are taken out of the freezer to defrost prior to use, must have the date and time they were removed from the freezer marked on the package.
   A. Mighty Shakes must be used within 14 days from the date indicated as removed from freezer and stored in the refrigerator.
4. All items that have been open for three days will be discarded.

The following procedures will be posted on refrigerators and followed:

1. Perishable Food Trays & Snacks from Kitchen
   - Must be covered dated and timed.
   - Must be discarded before 24 hrs.
   - Night shift to remove kitchen items every night.

2. Opened Food/Drink Containers/Packaging
   - Must be labeled with date opened.

3. Food and Drink without “Use By” Date
   - Must remain in original dated container until removed for consumption.

4. Temperature & Cleaning Protocol
   - Temperature (34 to 40°F) to be logged nightly.
   - Temperature variances are to be reported to the supervisor as soon as possible.
   - Corrections to remedy temperature documented on log.
   - Nightly checks to include Expiration Dates
   - Cleaning of Refrigerator **once a week.**
   - No Items to be stored on top of the refrigerator.