



Ministry of Education, Heritage & Arts

POLICY ON

DISTRIBUTION AND STORAGE OF
FREE MILK



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1.0 POLICY OBJECTIVE

1.1 The purpose of this policy is to provide clear and transparent guidelines on the distribution and usage of Free Milk being supplied to primary schools for the benefit of the Year One students. The Policy will guide the reader in understanding the importance of milk to a student and the requirements of schools, education district officers and Ministry officials of the logistics involved in the free milk initiative of the Government of Fiji.

2.0 BACKGROUND

2.1 Introduction

2.1.1 The free Milk initiative was introduced in Fiji by the Bainimarama Government in 2015. The FijiFirst Manifesto stated:-

“FijiFirst will provide 250 ml of milk a day to children enrolled in Class 1 at all primary schools starting from Term 1 of 2015. Preliminary discussions with Fiji Dairy Limited have already taken place and the cost is estimated at \$2.5 million.”

2.1.2 This ties in well with the 2013 Constitution of Fiji which obligates the State to take progressive approach to ensure every child’s right to basic nutrition, given limited resources and also ties well with the Health Promoting Schools nationwide.

2.1.3 True to the promise made to the people of Fiji, the Bainimarama Government upon being elected entered into an Agreement with Fiji Dairy Limited for the supply of free milk to Year One students to all primary schools in Fiji.

2.1.4 The Ministry of Education engaged C J Patel Ltd to be the distributor of milk to all schools.

2.1.5 In March 2015, the first free milk launch took place in Nakelo District School, Nausori. Thereafter the Ministry of Education under the leadership of the Honorable Minister Dr. Mahendra Reddy ensured that milk was distributed at no

cost to the students to all 730 primary schools throughout Fiji for the benefit of Year One students.

3.0 RATIONALE

3.1 Schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition.

3.2 The primary goal of the free milk initiative in schools is to influence children to develop a lifelong healthy habit of consuming milk and milk products. The school environment is a perfect place to encourage healthy choices such as milk for our Year 1 students.

3.3. Providing free milk to Year 1 students will have positive effects on behavior at school, athletic ability and dental health. Some of the health benefits delivered by the nutrients in milk provided are:

- i. Protein that helps builds strong muscles and builds antibodies to boost the immune system so Year 1 children can feel their best.
- ii. Vitamin D milk which is an excellent source of vitamin D that is essential for overall health, helps boost immunity, and is crucial for the body to absorb and use calcium to build strong bones.
- iii. Calcium which is critical for healthy bones and teeth, but also involved in muscle functioning, for example, calcium contributes to a healthy heart beat. It is essential for children to get the recommended amount of daily calcium intake in order to maintain strong bones and health benefits and prevent future health risks due to lack of calcium.
- iv. Vitamin B12 that is found naturally only in animal products, vitamin B12 in milk is easily absorbed by the body and is important for healthy neurological functioning.

- 3.4 Drinking milk for energy and good health with help children reduce the consumption of soft drinks, thus reducing the risk of decayed teeth and weak gums.
- 3.5 Milk contains a good amount of water molecules so it helps keep bodies hydrated. Especially for children who are constantly active and running around it is important to stay hydrated. Therefore 250 ml of free milk is a great resource for hydration.
- 3.6 Milk contains minerals to keep children fit, healthy and strong. These minerals are good for eyesight, carbohydrates that increase energy and protein for body repair and growth.

4.0 DEFINITIONS

Milk	-	250 ml of pasteurized Rewa Life Milk
Distributor	-	CJ Patel Company Ltd
Supplier	-	Fiji Dairy Limited
Drop off points	-	the place where the Distributor must deliver the free milk consignment for cluster schools

5.0 POLICY

5.1 Eligibility for free milk

- 5.1.1 The free milk initiative is intended for consumption only by Year One students in Fiji.
- 5.1.2 All Year One students are entitled to receive and consume 250 ml of free milk on a daily basis on school days in school.

- 5.1.3 Nothing in this Policy authorises Year one students to take the milk home for consumption.

5.2 Preliminary Surveys

- 5.2.1 All Head of Schools must keep a record of Year One students who may be allergic to milk or dairy products and do all due diligence to ensure that these students do not consume milk in school.
- 5.2.2 The Ministry of Education shall not be held liable if parents fail to inform the school of any allergic reaction or allergies that their child may have to milk.
- 5.2.3 All Heads of Schools are to ensure that the consent of parents have been obtained on whether or not their child can consume milk.
- 5.2.4 All Heads of Schools are to ensure that they allocate proper storage space or enclosed room or cupboards to keep or store milk securely and safely.

5.3 Delivery of Milk

- 5.3.1 The Ministry of Education in conjunction with C J Patel is tasked with the distribution of free milk to all primary schools. Each school receives two deliveries of free milk consignment every year:-
- (a) First consignment shall be in the first week of January
 - (b) Second consignment shall be in the middle of Second Term.

5.4 Chain of Distribution

- 5.4.1. The distributor shall be responsible for the delivery of milk to the wharfs and for the loading of milk onto the ships. However the Ministry of Education officials shall make all due payments for the cartage and

delivery of the milk upon receiving proper invoices for payment as authorised by the Permanent Secretary of the Ministry of Education.

5.4.2 It shall be the responsibility of the designated Ministry officials at the Primary section to properly inform the Heads of Schools through the District Education Officers of the consignment before the consignment leaves the wharf.

5.4.3 The drop off points for the free milk for cluster schools shall be as per **Appendix A.**

5.4.4 The District Education Officers shall be responsible to ensure that a proper inventory of the consignment is delivered and given out to schools. The Inventory template shall be as per **Appendix B.**

5.4.5 The Maritime schools' Head are to arrange for transport to pick up the milk consignment from jetties or wharfs on their Islands and deliver to the school.

5.5 Records to be Kept

5.5.1 Both the Schools receiving the consignment and the District Education Offices shall be required to keep the following records:-

- (a.) The Inventory List
- (b.) A list of all students who received the milk in the term
- (c.) Receipt of payment made to the Transport Company
- (d.) Any other records that was used in the transaction.

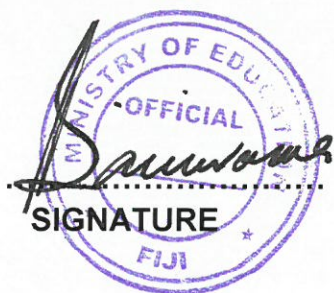
5.6 Claims for Free Milk

5.6.1 Schools whose Year One students have not received free milk can make claims for free milk by writing to the Director of Primary Education of the

Ministry of Education or to the Senior Education Officer of the relevant District Education Office.

6.0 REVIEW DATE.....4/9/20.....

7.0 APPROVED BY THE PRIME MINISTER AND MINISTER FOR EDUCATION, HERITAGE & ARTS, HONOURABLE JOSIA VOREQE BAINIMARAMA.



4/9/17.....
DATE

APPENDIX A

FREE MILK INITIATIVE DROP OFF POINTS

<u>DIVISIONS</u>	<u>DISTRICTS</u>	<u>DROP OFF POINTS</u>	<u>CLUSTERS OF SCHOOL</u>
NORTH	CAKAUDROVE	1. NASINU DIST SCH	<ul style="list-style-type: none"> Nasinu District School Nabua Primary School Naganivatu Primary
		2. VUNIDAWA PRIM SCH	<ul style="list-style-type: none"> Vunidawa Primary Vunisalusalu Central Natadra District Saqani District School Vanuavou Primary
		3. NAWENI DIST SCH	<ul style="list-style-type: none"> Naweni District School Tacilevu Village School Vunilagi Primary School Viani Primary School Navonu Primary School Nakobo District Kasavu Primary
		4. VOLIVOLI PRIM SCH	<ul style="list-style-type: none"> Volivoli Primary Wainika District Tawake District Vatuvula Primary
		5. VATUVONU SDA	<ul style="list-style-type: none"> Vatuvonu S.D.A Primary Kioa Island School Ucunivatu Primary Mabuco Catholic Prim
		6. TUNULOA CATHOLIC PRIM	<ul style="list-style-type: none"> Tunuloa Catholic Prim Banaban Primary Buakonikai Primary Tabiang Primary School Nagigi S.D.A Primary St Patrick Primary Kama District School
		7. DREKENIWAI PRIM SCH	<ul style="list-style-type: none"> Drekeniwai District Natewa District Vuanisaiki Primary Sch Wailevu Primary
		8. SOUTH TAVEUNI PRIM	<ul style="list-style-type: none"> South Taveuni Primary Navakawau Cath Sch. Vuna District Salialevu Primary Sch

		9. TAVEUNI CENTRAL PRIM	<ul style="list-style-type: none"> • Taveuni Central • Niusawa Primary • Lavena Primary School • Kocoma Village School • Laucala District School • Naviivi Primary • Vuanicau Primary • Qilo Primary School
		10. SOMOSOMO DIST	<ul style="list-style-type: none"> • Somosomo District • Wairiki Primary School • Bouma District School • Naselesele Primary • Wainikeli District
		11. NAUSORI EDUCATION OFFICE [7502065 – EPINERI NAKETE]	<ul style="list-style-type: none"> • Sukanaivalu VC Mem • Yacata Island
	MACUATA/BUA	1. COBOI SD PRIM SCH	<ul style="list-style-type: none"> • Cobo Sd Prim • Koroinasolo Vill Sch
		2. LEKUTU DIST SCH	<ul style="list-style-type: none"> • Lekutu Dist Sch • Galoa Island Prim • Korokadi Prim • Naivaka Prim
		3. DREKETI PRIM SCH	<ul style="list-style-type: none"> • Dreketi Prim Sch • Maramarua Dist Sch • Muanidevo SD Prim
		4. NABOUWALU - MOE OFFICE	<ul style="list-style-type: none"> • Yadua Vill. Sch
		5. NALEBA PRIM	<ul style="list-style-type: none"> • Naleba Prim • Coqeloa Sangam • Nagigi Prim • Qelemumumu Prim • Vunivutu Prim • Wavuwavu Prim
		6. NAVOALEVU PRIM	<ul style="list-style-type: none"> • Navoalevu Prim • Dogotuki Dist • Druadrua Dist • Lagalaga Prim • Naikelikoso Prim • Namuka Dist • Namuka-I-Cake Prim • Nasasa Prim • Nubu Prim • Udu Dist • Wainikoro Public

			<ul style="list-style-type: none"> • Daku
		7. LABASA EDUCATION OFFICE	<ul style="list-style-type: none"> • Naduna Prim • Naseakula Dist • Qawa Prim • Tabia SD Prim • Tabucola Sang Prim • Uluibau Dist • Valebasoga Public • Vunicuicui Sanatan Dharam Primary School • Vunika Primary School • Vunimoli Islamia School • Waidamudamu Sanatan • Waiqeale Primary School • Mali District School • Cikobia District School • Duvata Dist • Nabekavu Prim
		8. NADURI DIST SCH	<ul style="list-style-type: none"> • Naduri Dist • Kia Dist
		9. SEAQAQA PRIM SCH	<ul style="list-style-type: none"> • Seaqaqa Primary School • Cadranasiga District • Korotolutolu Primary • Lutukina District School • Navai Primary School • Qumusea District School • Seaqaqa District School • Seaqaqa Muslim School • Solove Primary School • Valelawa Primary School • Vudibasoga Cath School • Vunimanuca Prim Sch

CENTRAL	SUVA	1. RO CAMAISALA PRIM	<ul style="list-style-type: none"> • Namosi Primary School • Navunikabi Cath Prim • Nakavika Primary • Wainiyavu Primary • Naqarawai SDA Primary • Wainimakutu Primary
		2. LOMARY PRIM	<ul style="list-style-type: none"> • Waibogi/Wainadiro Pri • Veinuqa District School • Nuku Catholic Primary • Ro Matanitobua Mem Pr
		3. PA NAVUA'S OFFICE	<ul style="list-style-type: none"> • RukuaRaviravi Primary • Sawau District School • Uluinakorovatu Primary • Yanuca Island Prim Sch
	NAUSORI	1. WAINIBUKA DIST	<ul style="list-style-type: none"> • Wainibuka District Sch • Turagarua Dsitric Sch
		2. WAILOTUA DIST SCH	<ul style="list-style-type: none"> • Turagabeci Primary Sch • Wailotua Distrct School • Naseva Village School
		3. MUIAIRA DIST SCH	<ul style="list-style-type: none"> • Naboubuco District Sch • Rt.Alipate School • Muiara District School • Nakurukuruvakatini Dist • Naboro/SawanikulaPrim
		4. VUNIDAWA DIST SCH	<ul style="list-style-type: none"> • Vunidawa District Sch • Lutu District School
		5. NAKOROSULE DIST	<ul style="list-style-type: none"> • Nakorosule District Sch • Nawaisomo Primary Sch
		6. DAWASAMU DIST SCH	<ul style="list-style-type: none"> • Dawasamu Distr School • Navunisea Dist School
		7. VUNIBOKOI PRIM SCH	<ul style="list-style-type: none"> • Vunibokoi Prim School • Ucunivanua Dist School • Nailagotabua Dist Sch
		8. VUGALEI DIST SCH	<ul style="list-style-type: none"> • Vugalei District School • Rt.Asaeli Rokovucago Pr • Namara Primary School
		9. NABAITAVO	<ul style="list-style-type: none"> • Nabaitavo Dsitric Sch • Coloinavakacere Pr Sch • Rokotuivatu Pri School
		10.LOMAIVUNA SETTLEMENT SCH	<ul style="list-style-type: none"> • Dravuni District School • Lomaivuna Settl School
		11.BAU DIST SCH	<ul style="list-style-type: none"> • Cautata Dist Sch
		12.NAKELO DIST SCH	<ul style="list-style-type: none"> • Kaba Prim

		13. ST. JOSEPH PRIM - NAILILI	<ul style="list-style-type: none"> • Nukui Village School • Rewa District School • St Joseph Pr Sch - Naililili • Vutia Dsitric School
		14. BUREBASAGA DIST	<ul style="list-style-type: none"> • Burebasaga Dist School • Dreketi District School • Rt. Sauvoli Mem School • Nabitu District School
	EASTERN	LAU	WALU BAY WHARF <ul style="list-style-type: none"> • Oneata District School • Vulaga District School • Moce District School • Matuatabu Primary Sch • Ratu Mocevakaca Mem • Delaiverata District Sch • Qalikarua District School • Babasea Primary School • Kabara District School • Naikeleyaga Primary Sch • Vunigigia Village School • Totoya District School • Tovu Village School • Ketei Primary School • Navesi Primary School • Naroï District School • Vunuku Village School • Maloku District School • Uciwai District School • Yasanaira District School • Cakova Village School • Komo District School • Namuka District School • Onolevu District School • Doi Village School • Vatoa District School • Cicia District School • Mabula District School • Natokalau Primary Sch • Tabutoga Village School • Ratu Finau Mem Pri Sch • Waciwaci District School

			<ul style="list-style-type: none"> • Uluiqalau Prim School • Adi Maopa Prim School • Daliconi Fijian School • Mavana District School • Mualevu Village School • Tuvuca Village School • Susui Village School • Avea Primary School • Cikobia Primary School • Butoni Village School • Nayau District School • Vanuavatu District Sch • Naitauba Village School
	KADAVU	1. WALU BAY WHARF	<ul style="list-style-type: none"> • Bulou Dolele Mem School • Dravuni Primary School • Drue Village School • Elik Memorial School • Galoa Village School • Kavala Bay Prim School • Levuka Primary School • Muani Village School • Nabukelevu Dist School • Nabukelevuira Prim Sch • Naceva District School • Naivikadi.Primary.School • Nakasaleka Dist School • Namalata Central School • Namara District School • Naqara District School • Nasegai District School • Natusara District School • Ravitaki District School • Richmond Meth Pri Sch • Rt.Nacagilevu Mem Sch • Rt.Varani Mem School • Tavuki District School • Tiliva District School • Vabea District School • Vacalea Primary School • Vunisei District School • Yale District School • Yawe District School

	LOMAIVITI	1. WALU BAY WHARF [GAU SCHOOLS]	<ul style="list-style-type: none"> • Narocake District School • Vanuaso District School • Sawaieke District Sch • Navukailagi District Sch • Nawaikama District Sch • Nukuloa Village School • Nacavanadi Village Sch • Lamiti/Malawai Dist Sch • Vione Primary School
		2. CJPatel WareHouse [OVALAU SCHOOLS]	<ul style="list-style-type: none"> • Bureta District School • Delana Meth Prim School • Levuka Special School • Loreto Catholic Pri Sch • Lovoni Primary School • Levuka Public Pri School • Marist Convent School • St James Primary School • Taviya District School • Viro Primary School • Visoto District School • Ratu Seru Memorial Sch • Rukuruku Primary School
		3. WALU BAY WHARF [BATIKI]	<ul style="list-style-type: none"> • Batiki District School
		4. WALU BAY WHARF [NAIRAI]	<ul style="list-style-type: none"> • Nairai District School • Waitoga Village School • Davetarua Primary Sch
		1. CJPatel WareHouse 2. [MOTURIKI]	<ul style="list-style-type: none"> • Moturiki District School • Uluibau Primary School
		3. NAKELO LANDING [WAKAYA]	<ul style="list-style-type: none"> • Wakaya Island School •
		4. WALU BAY WHARF [MAKOGAI]	<ul style="list-style-type: none"> • Makogai Primary School •
		5. WALU BAY WHARF [KORO]	<ul style="list-style-type: none"> • Kade Village School • Nabasovi District School • Nacamaki District School • Nakodu Mudu Pri School • Qalivakabau Distr School • Tuatua/Nasau Pri School

			<ul style="list-style-type: none"> • Vunivasa District School • Malhaha District School • Motusa District School • Paptea District School • Christ the King Primary
	ROTUMA	1. WALU BAY WHARF [ROTUMA SCHOOLS]	
WESTERN	BA/TAVUA	1. TAVUA MUSLIM PRIM	<ul style="list-style-type: none"> • Tavua Muslim • Balata Primary School • Davota Primary • Nadarivatu Primary • Nadrau Primary • Lewa SDA • Savatu Primary
	RA	1. NALAWA CENTRAL SCHOOL	<ul style="list-style-type: none"> • Nalawa Central • Burewai District • Nailuva District • Nakorotubu District • Fulton Primary
		2. BAROTU PRIM	<ul style="list-style-type: none"> • Barotu Primary • Mataso Primary • Bayly Memorial School • Nalaba District • Tokaimalo District
		3. VUNIKAVIKALOA ARYA	<ul style="list-style-type: none"> • Vunikavikaloa Arya • Nasau district • Liwativale Primary • Namuniwaqa Village sch
		4. SAIVOU DIST SCHOOL	<ul style="list-style-type: none"> • Saivou District • Navitilevu District
		5. BUCALEVU PRIM SCH	<ul style="list-style-type: none"> • Bucalevu Primary • Bureivanua District
		6. MADHUVANI PRIM	<ul style="list-style-type: none"> • Madhuvani Primary • Nawaqavesi Primary
		7. DRAUNIIVI PUBLIC SCH	<ul style="list-style-type: none"> • Penang Sangam Primary • Draunivi Public • Nanuku Sangam • Naseyani Primary
		8. RA EDUCATION OFFICE	<ul style="list-style-type: none"> • Malake Village School • Naroko Primary • Tataiya Memorial • Vatukacevaceva Vill Sch • Waimari Primary

	LAUTOKA/NADI/YASAWA	1. MULOMULO MUSLIM	<ul style="list-style-type: none"> • Ratu Nalewavada • Magodro District
		2. KOROVUTO PRIM	<ul style="list-style-type: none"> • Hindu Maha Sabha • Buruwa Youth Memorial
	NADROGA/NAVOSA	1. TAGAQE DIST SCH	<ul style="list-style-type: none"> • Tagaqe District School • Koroinasau Prim Sch
		2. LAUTOKA WHARF	<ul style="list-style-type: none"> • Ratu Naivalu Memorial • Namara Village • Viwa District • Ratu Apenisa Memorial • Naviti District • Gaunavou Primary • Yaqeta Village • Nasomolevu Catholic • Ratu Meli • Navotua Infant • Ratu Namasi • Bouwaqa Primary • Bukama Village
		3. KOROLEVU POLICE POST	<ul style="list-style-type: none"> • Vatulele Dist Sch
		4. CONUA DIST SCH	<ul style="list-style-type: none"> • Conua District School • Nalagi Public School • Nadralla Sangam School • Kavanagasau Sd School • Mavua District School • Nabitu Primary School • Yalavou Public School
		5. NAMATAKU PRIM	<ul style="list-style-type: none"> • Namataku Primary Sch • Waiyala Nelson Palmer • Nasikawa District School • Vatutoko/Bainimarama • Vakacereivalu Prim Sch • Noikoro District School • Namoli Infant School • Natutale Primary School • Navatusila Primary Sch
		6. SIGATOKA DIST SCH	<ul style="list-style-type: none"> • Sigatoka District School • Kulukulu Public School
		7. NAIDIVI PRIM	<ul style="list-style-type: none"> • Naidovi Primary School • Nadroumai Prim Sch

		8. WAICOB A DIST SCH	<ul style="list-style-type: none"> • Waicoba Primary School • Rukuruku District School • Nabaka Primary School
		9. TUVU SHOP	<ul style="list-style-type: none"> • Bemana Catholic Prim
		10.RT. NEMANI MEM	<ul style="list-style-type: none"> • Ratu Nemani Prim Sch • Nabila Public School
		11.NAWAI PRIM SCH	<ul style="list-style-type: none"> • Nawaicoba Public - • Malamala Public School • Uciwai Sangam School • Nalovo Sangam • Nawai Primary School
		12.DENARAU POST	<ul style="list-style-type: none"> • Malolo District School • Mana SDA School • Namamanuca Primary
		13.RAMATULLAH KHAN MEM	<ul style="list-style-type: none"> • Naidiri Bay Khalsa Sch • Malomalo Primary Sch • Rahmatullah Khan Mem
		14.TUVA PRIM SCH	<ul style="list-style-type: none"> • Tuva Primary School • Ratu Ilaisa Mem School • Batiri Primary School

APPENDIX B

**EDUCATION DISTRICT
MILK DISTRIBUTION - 2015
COLLECTION/DISPATCH BOOK**

COLLECTION STATION: _____ COLLECTION SCHOOL: _____

TOTAL AMOUNT RECEIVED: _____ SUPPLIER: _____

Name
COLLECTION OFFICER: _____ Sign

Name Sign

	SCHOOL	QTY received	DISPATCH			Comment (date/time/quality/etc.)
		Date:				
		Time:	QTY	Name	Sign	
1						
2						
3						
4						
5						

COUNTERSIGN: _____
Name Signature Designation

EDUCATION DISTRICT
MILK DISTRIBUTION - 2015
RECEIVING/DISPATCH BOOK

COLLECTION STATION: _____

RECEIVING SCHOOL: _____

RECEIVING OFFICER: _____
Name

_____ Sign

Date	Time	Total Amount Received	Comment (satisfactory/unsatisfactory/etc.)	Authorizing Officer

COUNTERSIGN: _____
Name Signature Designation

EDUCATION DISTRICT
MILK DISTRIBUTION - 2015
YEAR 1 DAILY DISTRIBUTION RECORD

SCHOOL: _____ TERM: _____ WEEK: _____

MILK OFFICER: _____ YEAR 1 TEACHER: _____

Name

Sign

No	Students Name	Date:	Date:	Date:	Date:	Date:	TOTAL
		Amount received:	Amount received:	Amount received:	Amount received:	Amount received:	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
TOTAL DISTRIBUTED							
Teachers signature							

Stock Balance from week: _____ (Previous week)	Total Received for week: _____ (Current week)	Total Distributed for week: _____ (Current week)	Stock Balance (surplus)

CHECKED: _____
HEAD TEACHER

EDUCATION DISTRICT
MILK DISTRIBUTION - 2015
YEAR 1 DAILY COLLECTION RECORD

SCHOOL: _____ TERM: _____ WEEK: _____

MILK OFFICER: _____ YEAR 1 TEACHER: _____

Name

Sign

Date	Time	Amount	Comment	Signature
WEEKLY TOTAL				

Stock Balance from week: _____ (Previous week)	Total Amount issued for week: _____ (Current week)	Stock Balance

CHECKED: _____
HEAD TEACHER