### Nutrition, food and beverages and dietary requirements procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.1 | Regulation [78](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2011-0653)Regulation [79](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2011-0653)Regulation [80](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2011-0653#sec.80) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)[Nutrition in Schools Policy](https://policies.education.nsw.gov.au/policy-library/policies/nutrition-in-schools-policy)[Allergy and Anaphylaxis Management Within the P-12 Curriculum](https://education.nsw.gov.au/content/dam/main-education/student-wellbeing/health-and-physical-care/media/documents/anacurric.pdf) |
| **Pre-reading and reference documents** |
| [ASCIA Guidelines for the prevention of anaphylaxis in schools](https://www.allergy.org.au/images/stories/pospapers/Vale_et_al-2015-Journal_of_Paediatrics_and_Child_Health.pdf)[NSW Food Authority: Children’s Services Voluntary Food Safety Template](https://www.foodauthority.nsw.gov.au/sites/default/files/_Documents/industry/children_services_fsp_template.pdf)[Munch and Move Healthy Eating Resources](https://healthykids.nsw.gov.au/munch-move-resources/)[Australian Dietary Guidelines](https://www.eatforhealth.gov.au/sites/default/files/content/The%20Guidelines/n55a_australian_dietary_guidelines_summary_131014_1.pdf)[Eat for Health Website](https://www.eatforhealth.gov.au/guidelines) |
| **Related procedure** |
| Dealing with medical conditions in children |
| **Staff roles and responsibilities** |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* the preschool is compliant with legislative standards related to this procedure at all times
* all staff involved in the preschool are familiar with and implement this procedure
* all procedures are current and reviewed as part of a continuous cycle of self- assessment.
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| **Preschool supervisor** | The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes: * analysing complaints, incidents or issues and what the implications are for the updates to this procedure
* reflecting on how this procedure is informed by relevant recognised authorities
* planning and discussing ways to engage with families and communities, including how changes are communicated
* developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
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| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* all staff in the preschool and daily practices comply with this procedure
* storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers
* being actively involved in the review of this procedure, as required, or at least annually
* ensuring the details of this procedure’s review are documented.
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| **Procedure** |
| **Supporting breastfeeding** | * The preschool is a breastfeeding - friendly place. Mothers who wish to breastfeed can use the preschool kitchen or office for privacy. Arrangements to support breastfeeding of children within the service are arranged if needed, as discussed at the pre-enrolment interview, or as advised by parents throughout the year.
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| **Access to safe drinking water**  | * Families are expected to provide their child with a full bottle of water each day. These are stored in a way that ensures each child is able to access their own bottle themselves throughout the day.
	+ On arrival, children place their drink bottles in the trolley near the preschool entrance. This ensures the bottles remain upright and there is no cross contamination between nozzles.
	+ The trolley is moved outside and kept in an accessible but shaded area during outdoor play.
	+ Children can access this trolley when needed throughout the day.
	+ If needed, educators refill children’s drink bottles using cold water from the kitchen tap.
* The educational program explicitly teaches and promotes water as the drink of choice for good health. Children are discouraged from bringing sweet drinks to preschool.
	+ Educators remind children to drink their water at regular intervals during the day, including morning tea and lunch.
	+ Parents are encouraged to send water in their child’s drink bottles, as communicated through the pre-enrolment interviews and in the preschool parent information book.
	+ Where needed, parents are reminded that water is the recommended drink through conversations at drop off and pick up, or posts on SeeSaw.
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| **Nutritious food** | * The preschool does not provide food for children outside of cooking experiences. Families supply their child with lunch and snacks for morning and / or afternoon tea. Families are encouraged to provide nutritious foods for their children at preschool.
	+ The preschool information booklet includes information on healthy eating and advice around what to pack for lunch.
	+ Signage within the centre reinforces the need for healthy eating and the inclusion of healthy foods in children’s lunchboxes.
	+ Educators have informal discussions with families at drop off and pick up to discuss children’s eating habits e.g. if the child seems to need more food, is not hungry enough to eat all of their food or has expressed a dislike of particular food items included in their lunchbox.
	+ Parents are periodically reminded of current advice about healthy eating through flyers or SeeSaw posts.
* Parents are informed that the preschool is *nut aware* and foods that contain nuts are discouraged.
	+ The preschool parent information book discourages families from sending nuts to preschool.
	+ A sign at the service entrance reminds families not to send nuts to the preschool.
	+ Where needed, individual conversations are held with parents to remind them of the preschool’s position and encourage them to reconsider sending nut products to preschool, in the best interests of all children in the service.
* If a child enrols who is allergic to another food, such as sesame seeds or eggs, these foods are discouraged also.
* The educational program and daily routines explicitly teach and promote healthy food choices.
	+ Educators implement learning experiences that encourage healthy food choices.
	+ Educators lead discussions around healthy food choices during group times, planned experiences and incidental teachable moments.
* Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.
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| **Storing and reheating food** | * Any perishable items brought to preschool by the children are stored safely until they are consumed.
	+ Families are reminded to send an ice brick in their child’s lunch box through signage, SeeSaw posts and the preschool information booklet.
	+ Spare ice bricks are stored in the preschool freezer. At morning tea, the educators check that each lunch box has an ice brick. If there is none, a spare is used from the preschool freezer and a reminder note is placed in the child’s lunch box.
* The preschool does not reheat children’s food.
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| **Consuming food at preschool** | * Consideration is given to where children with food allergies and at risk of anaphylaxis are seated when eating with the group.
* The children’s food is monitored by the educators to ensure none contains a trigger food for another child.
* The children are asked not to share food with other children.
* Special events such as birthday celebrations or class parties which involve the sharing of food are closely monitored to minimise risks of food contamination and the consumption of trigger foods.
	+ Children with known allergies are asked to supply their own food;
	+ All families are requested not to use particular ingredients, including nuts and any other foods children in the service at that time are allergic to.
	+ The parent or carer of a child at risk is invited to attend the event to support supervision of their child, especially for planned special events.
	+ If serving from a communal bowl or tray, tongs are used, food is kept covered and any shared cutlery used are disposable.
* Food handling spaces are kept clean and hygienic.
	+ Kitchen cloths are washed at least weekly or more frequently as required.
	+ Colour-coded cloths are used to ensure there is no cross-contamination. A code is displayed in the kitchen and art area.
	+ Food preparation instruments are not used for any other purposes.
	+ The kitchen is cleaned regularly using a disinfectant spray.
	+ Tables, where children eat or engage in cooking experiences, are cleaned before and after eating.
* Food is not used as an incentive or reward throughout the day.
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| **Cooking with children** | * Before cooking activities, all children and adults wash and dry their hands thoroughly.
* As directed by department policy, peanuts, tree nuts or any nut produce are not used in any cooking activity (this does not include foods labelled as ‘may contain traces of nuts’). Additionally, any ingredient for which a currently enrolled child has a known allergy, intolerance or is at risk of anaphylaxis for, is not used.
* Children who have had vomiting or diarrhoea do not participate until they have been symptom - free for 48 hours. If the preschool has recently had, or is currently experiencing, an outbreak of gastrointestinal disease, no cooking activities are held.
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| 7Record of procedure’s review |
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| **Date of review and who was involved** |
| Thursday 13th May 2021. Sally Egan, Rebecca Donaldson, Jessica Le, Neil Bourke. |
| **Key changes made and reason/s why** |
| Specific examples added to DoE guidelines. Added practice of reminding parents to send an ice brick using reminder slips into lunch boxes.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Preschool staff involved in review.Changes to reminder process about ice bricks communicated to families via SeeSaw.  |

*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 2.8.2021. Sally Egan, Rebecca Donaldson, Jessica Le, Neil Bourke. |
| **Key changes made and reason/s why** |
| Grammatical errors.  |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29.7.2022. Sally Egan, Rebecca Donaldson. |
| **Key changes made and reason/s why** |
| Annual review – clarified strategies to reduce cross contamination of drink bottles.  |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 28.07.2023 Sally Egan, Rebecca Donaldson. |
| **Key changes made and reason/s why** |
| Clarified that the preschool only provides food in the context of cooking experiences. Reviewed alongside the cooking experiences RAMP.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Updated cooking experiences RAMP to be provided for Neil for review before communication with the whole team.  |

*Copy and paste a new table to record each occasion the procedure is reviewed.*