

## Oak Flats Public School Preschool



### 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
<p>2 Health and Safety 2.1 Health</p> <p>7 Governance and Leadership 7.1 Governance</p>	<p>Regulation <a href="#">77</a> Health, hygiene and safe food practices</p> <p>Regulation <a href="#">78</a> Food and beverages</p> <p>Regulation <a href="#">79</a> Service providing food and beverages</p>	<p><a href="#">Leading and Operating Department Preschool Guidelines</a></p> <p><a href="#">Nutrition in Schools Policy</a></p> <p><a href="#">Allergy and Anaphylaxis Management Within the P-12 Curriculum</a></p>
<p><b>Pre-reading and reference documents</b></p>		
<p><a href="#">ASCIA Guidelines for the prevention of anaphylaxis in schools</a></p> <p><a href="#">NSW Food Authority: Children's Services Voluntary Food Safety Template</a></p> <p><a href="#">Munch and Move Healthy Eating Resources</a></p> <p><a href="#">Australian Dietary Guidelines</a></p> <p><a href="#">Eat for Health Website</a></p>		
<p><b>Related procedures</b></p>		

- Dealing with medical conditions in children
- Enrolment and Orientation
- Interactions with children

## Introduction

Early childhood educators have the responsibility to role model and teach healthy eating and drinking and encourage young children to make healthier food and beverage choices. This will contribute to the prevention of weight problems in children, allowing children to thrive physically, socially and intellectually, and in turn contribute to prevention of nutrition-related chronic diseases.

## 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.

### 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.

<p><b>Preschool educators</b></p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool.</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Supporting breastfeeding</b></p>	<ul style="list-style-type: none"> <li>● The preschool is a breastfeeding - friendly place.</li> <li>● Mothers with babies are informed that they are able to use the preschool office or kitchen for breastfeeding as required. Families are informed of this upon enrolment and by a displayed poster.</li> </ul>
<p><b>Access to safe drinking water</b></p>	<ul style="list-style-type: none"> <li>● Families are expected to provide their child with a full bottle of water each day.</li> <li>● Drink bottles are stored in the fridge and each child is able to access their own bottle themselves, throughout the day. Drink bottles are moved outside and placed on the table near the back door when the group is outside.</li> <li>● 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. Any sweet drinks are changed for water.</li> <li>● All children have access to safe drinking water at all times.</li> <li>● Jugs of fresh, safe water are available should a child need to refill their drink bottle. The jugs are kept in the fridge. Educators refill bottles upon the child's request.</li> <li>● A clean drink bottle is filled with water and provided for children who have forgotten to bring their own drink bottle.</li> </ul>
	<ul style="list-style-type: none"> <li>● The preschool does not provide food for children. Families supply their child with lunch and snacks for morning and afternoon tea. On a Wednesday, a snack and drink bottle is all that is required. Parents are encouraged to provide nutritious foods for their children at preschool.</li> </ul>

- Parents are informed that the preschool is *nut aware* and foods that contain nuts are discouraged. Families are informed and reminded via private discussions, phone calls, notes sent home, and the preschool handbook.
- At the enrolment meeting, families are provided with ideas for healthy lunch boxes. Foods such as sweet biscuits, muesli bars, chips, lollies, fruit bars, sticky foods, flavoured milk and fruit juices are encouraged not to be sent to preschool.
- If lunch boxes are continually unhealthy, staff talk to the parents/carers about healthier options.
- If a child enrolls who is allergic to another food, such as sesame seeds or eggs, these foods are then also discouraged.
- The Preschool remains aware of food allergies and all dietary requirements relating to medical conditions are adhered to as appropriate e.g. egg free when a child with egg allergy is enrolled.
- For special events that involve food sharing such as birthdays, children with known food allergies have alternate food supplied by their parents/carer.
- The educational program and daily routines explicitly teach and promote healthy food choices. Strategies used include using the terms *everyday* foods and *sometimes* foods, games, songs, stories and munch and move resources, educator led discussions around healthy food choices, and activities that incorporate healthy food and beverage choices.
- Educators role model healthy food and drink choices
- Children are encouraged to make healthy food choices.
- All children have access to food and beverages appropriate to the needs of each child on a regular basis throughout the day;
- Food and beverages provided by the families are nutritious and adequate in quantity, and take each child's individual dietary requirements, growth and

development needs and any specific cultural, religious or health requirements into consideration.

- The service has materials available with up to date information on dietary requirements of young children to ensure optimal growth and development, and provide families with opportunities to discuss ways to maximise the health and well-being of their child/ren. This may be through posters, displays, library information, newsletters and correspondence.
- Families provide the preschool with any information relating to special dietary requirements. If needed a medical management plan will be completed to support the needs of this child.
- Provide tables and chairs or picnic rugs for the children to eat at/on. Lunch is at 11am and afternoon tea is at 1:30pm. These times follow the school's eating routine.
- Posters on healthy eating are displayed for the children and staff to refer to.
- All educators have access to NSW Health '*Caring for Children, Nutrition and Fun Activities*' and the *Munch and move* program. The preschool teacher has completed the munch and move training.

<p><b>Storing and reheating food</b></p>	<ul style="list-style-type: none"> <li>● Any perishable items brought to preschool by the children are stored safely in the fridge until they are consumed. The fridge is maintained below 5°C.</li> <li>● Food is reheated till it is hot all the way through – a minimum of 60°C and checked with a food thermometer. If additional information is required, refer to the <a href="#">NSW Food Authority: Children’s Services Voluntary Food Safety Template</a>.</li> <li>● Special dietary needs (including allergens) are displayed in food preparation areas.</li> <li>● Staff implement adequate health and hygiene practices and use safe practices for handling, preparing and storing food to minimise risks to children.</li> <li>● Any area where food is prepared or stored is kept clean and good hygiene and safety practices reinforced throughout all cooking activities. To reduce the risk of exposure to food allergens, staff in the preschools follow the advice contained in <a href="#">Allergy and Anaphylaxis Management Within the P-12 Curriculum</a>.</li> <li>● The following procedures are a good guide for staff when preparing and handling food: <ul style="list-style-type: none"> <li>● wash and dry hands before and afterwards</li> <li>● do not handle food when ill</li> <li>● cover and seal any cuts or sores</li> <li>● wash fruit and vegetables thoroughly</li> <li>● replace cutting boards and washing-up cloths on a regular basis</li> <li>● use gloves when serving food</li> <li>● keep food covered until served</li> </ul> </li> </ul>
<p><b>Consuming food at preschool</b></p>	<p>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. Staff who attend mealtimes as a result of educator breaks are informed of children who have allergies to food.</p> <ul style="list-style-type: none"> <li>● The children are asked not to share food with other children.</li> </ul>

	<ul style="list-style-type: none"> <li>● 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. Families are requested not to use particular ingredients. Food is kept covered. Any shared cutlery used is disposable or washed after use.</li> <li>● Food handling spaces are kept clean and hygienic.</li> <li>● Food is not used as an incentive, disciplinary tool, or reward throughout the day.</li> <li>● Preschool educators provide a positive and healthy eating environment. They act as role models, maintain good personal nutrition, eat with children and encourage independence and social skills at meal times.</li> <li>● All mealtimes are positive, relaxed and social.</li> <li>● Children are encouraged to try new foods, and their food likes and dislikes are respected.</li> <li>● Children are positively involved in mealtimes.</li> <li>● Children are taught not to share food with other children and this is supported by explaining that it is not hygienic to share foods at preschool.</li> <li>● Staff adequately supervise meal times and engage in conversations with the children about healthy food choices and positive eating habits. Active supervision supports children with hygiene and safety, including the possibility of choking.</li> </ul>
<p><b>Cooking with children</b></p>	<ul style="list-style-type: none"> <li>● Before and during if they touch their face or a surface, cooking activities, all children and adults wash and dry their hands thoroughly.</li> <li>● Where possible, cooking utensils are used instead of hands. Staff closely supervise the cooking experience and only have small groups of children at any one time.</li> <li>● 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’).</li> <li>● Additionally, any ingredient for which a currently enrolled child has a known allergy, intolerance or is at risk of anaphylaxis for, is not used.</li> <li>● Children who have had vomiting or diarrhoea do not participate until they have been symptom - free for 48 hours. Please refer to The Preschool Dealing with infectious diseases procedure.</li> <li>● If the preschool has recently had, or is currently experiencing, an outbreak of gastrointestinal disease, no cooking activities are held.</li> </ul>

Record of procedure's review
<b>Date of review and who was involved</b>
Sarah Beesley and Kellie Urszulak 27/10/2022
1/06/2023 Alice Wigny, Elisa Higgs, Natalie Shephard, Amanda Falcon & Jodi Niedermayer
<b>Key changes made and reason/s why</b>
Align with new department template Annual review
Added detail on current practices, checked all web links are working and accessible, shared with the current team.
<b>Record of communication of significant changes to relevant stakeholders</b>
Sent to Principal for review 27/10/2022 Posted on Kinderloop for parent and community input 08/11/2022
Sent to nominated supervisor for review - 4/07/20223 Posted on Kinderloop for family review - 7/07/2023

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



