



## Nutrition, food, beverages and dietary requirements procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p><b>NQS: 2.1</b></p> <p>Regulations: 78, 79, 80</p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Nutrition in Schools policy</a></p> <p><a href="#">Allergy and Anaphylaxis Management Within the P-12 Curriculum [PDF 532 KB]</a></p>	<p><a href="#">NSW Food Authority – Factsheets and posters</a></p> <p><a href="#">Munch and Move – Healthy Eating Resources</a></p> <p><a href="#">Eat for Health</a></p> <p><a href="#">NSW Food Authority: Children's Services Voluntary Food Safety Template</a></p> <p>ACECQA's policy and procedures guidelines – <a href="#">Nutrition, food and beverages, dietary requirements [PDF 265 KB]</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>Staff roles and responsibilities</b></p>		
<p>School principal</p>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> </ul>	

	<ul style="list-style-type: none"> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>
Preschool supervisor	<p>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.</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
Preschool educators	<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</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>
<b>Procedure</b>	
<b>Access to safe drinking water</b>	<ul style="list-style-type: none"> <li>• Families are expected to provide their child with a full bottle of water each day. These are stored in a way that supports each child to easily access their own bottle themselves, throughout the day. Water bottles are stored in a bottle carrier that is able to be moved between the indoor and outdoor environments. Educators refill the water bottles if they are empty.</li> <li>• Spare water bottles are available for children who forget to bring one.</li> <li>• There is a bubbler outside that children can also access.</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.</li> </ul>
<b>Nutritious food</b>	<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/or afternoon tea. Families are encouraged to provide nutritious foods for their children at preschool.</li> <li>• Families are provided with visual resources outlining ideas for a healthy</li> </ul>

lunchbox. They are given information which explains how to read a nutrition label and the recommended daily intake is highlighted for families. Families are informed via information sessions, conversations, social media and through the provision of brochures. Educators post nutritional information on Facebook and video demonstrations of healthy recipe ideas.

- We develop relationships with families and have conversations regarding food selections. If a child brings any discouraged food items or sandwich spreads, educators place a *Good For Kids* lunch box note in the child's lunch box. This is a reminder to parents about our healthy eating program and suggestions for healthier alternatives are offered. Children are always encouraged to eat fresh non packaged food first.
- Fresh fruit is available for the children throughout the day.
- Parents are informed that the preschool is *nut aware* and foods that contain nuts are discouraged. This information is provided in the family handbook and through regular post on Story Park.
- If a child enrolls 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 use the terms *everyday* foods and *sometimes* foods during discussion around healthy eating. The *Eat a Rainbow* concept is a program that is embedded, as well as healthy cooking experiences.
- We provide families with healthy recipes each week which is posted on our Story Park and is displayed near our sign in book. This will coincide with the development of our Preschool Family Healthy Recipe book. In which parent will be asked to contribute their family recipes to. The recipes will be collated and published into a cookbook for our families to take home at the end of Term 4.
- Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.
- Chocolate, chocolate products, potato chips, lollies, sweet biscuits or cakes will be strongly discouraged at preschool. **EXCEPTION:** When a child celebrates a birthday, an allowance is made for the child to share this experience, including a cake, with their preschool friends. Sandwich spreads such as honey and jam are high in sugar content, whilst peanut butter and Nutella contain nuts. These spreads are discouraged.
- Children can order lunch from the school canteen. The menu consists of foods which have been identified as 'green' and are made by the canteen supervisor.
- If a child's lunchbox contains food that does not fall into the guifleisn educators place a note in the lunchbox informing the family of the high content of either salt, sugar or fat.
- Educators place a healthy lunchbox heart into children lunchboxes that

	<p>contain healthy food to acknowledge the efforts of families.</p>
<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 until they are consumed. Children’s lunch boxes remain in their bags throughout the day and parents are asked to place a cold ice pack in their child’s lunch box. If required, we can place food items in the refrigerator. (<u>NSW Food Authority: Children’s Services Voluntary Food Safety Template</u>).</li> <li>• All families are provided with an ice brick during enrolment meetings. Spare ice bricks are available in the kitchen freezer.</li> <li>• Educators are not able to heat any food for children.</li> </ul>
<p><b>Consuming food at preschool</b></p>	<ul style="list-style-type: none"> <li>• Consideration is given to where children with food allergies and at risk of anaphylaxis are seated when eating with the group.</li> <li>• The children’s food is monitored by the educators to ensure none contain a trigger food for another child.</li> <li>• The children are asked not to share food with other children.</li> <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. Families are informed if there are children with allergies attending the preschool. Educators discuss strategies with families to ensure that all children are catered for at special event such as birthday celebrations etc. Educators make suggestions of alternative to foods that contain the allergen for example ice blocks instead of cupcakes for a birthday.</li> <li>• Food handling spaces are kept clean and hygienic. Kitchen benches are wiped regular throughout the day and cloths washed weekly. Kitchen implements and utensil are not used for any other purpose.</li> <li>• Food is not used as an incentive or reward throughout the day.</li> </ul>
<p><b>Cooking with children</b></p>	<ul style="list-style-type: none"> <li>• Before cooking activities, all children and adults wash and dry their hands thoroughly.</li> <li>• As directed by department policy, peanuts, tree nuts or any nut products 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.</li> <li>• Children who have had vomiting or diarrhea 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.</li> </ul>
<p><b>canteen</b></p>	<ul style="list-style-type: none"> <li>• Children are able to have a lunch order form the canteen.</li> <li>• A preschool menu has been created by the educator and canteen supervisor. All foods on the menu are rated GREEN.</li> <li>• Children can only order lunch not morning tea.</li> </ul>

Record of procedure's review	
Date of review and who was involved	
August 2022 Claire Callinan, Jen Mitchell, Leanne Morgan	
Key changes made and reason/s why	
No changes made	
Record of communication of significant changes to relevant stakeholders	

Date of review and who was involved	
January 2023 Claire Callinan	
Key changes made and reason/s why	
Additionally information added about ice brick, heating food and canteen menu	
Record of communication of significant changes to relevant stakeholders	
storypark	

Procedure Review		
<b>Date of review</b>	Feb 2024	
<b>Who was involved</b>	Claire Callinan, Jen Mitchell, Kadi Carr	
<b>Key changes made and reason why</b>	Added healthy heart for healthy lunchboxes	
	Principal:	Date

<b>Record of communication of significant changes to relevant stakeholders</b>	Deputy Principal		Date
	Staff		Date
	Families		Date

**Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.**

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.