



Nutrition, food and beverages and dietary requirements

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>NQS: 2.1</p> <p>Regulations: 78, 79, 80</p>	<p>Leading and operating department preschool guidelines</p> <p>Nutrition in Schools policy</p> <p>Allergy and Anaphylaxis Management Within the P-12 Curriculum [PDF 532 KB]</p>	<p>NSW Food Authority – Factsheets and posters</p> <p>Munch and Move – Healthy Eating Resources</p> <p>Eat for Health</p> <p>NSW Food Authority: Children’s Services Voluntary Food Safety Template</p> <p>ACECQA's policy and procedures guidelines – Nutrition, food and beverages, dietary requirements [PDF 265 KB]</p>

Responsibilities

<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"> the preschool is compliant with legislative standards related to this procedure at all times
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	<ul style="list-style-type: none"> • 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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Access to safe drinking water	<ul style="list-style-type: none"> • 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 access their own bottle themselves throughout the day. • Water bottles are stored in class trolleys and are moved outside during outdoor play. There is also a water dispenser available to children to refill their bottles when necessary. If a child forgets their water bottle, they are given a spare preschool bottle with their name attached for the day. This is then washed by preschool staff at the end of the day.
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	<ul style="list-style-type: none"> • 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. Staff have conversations with families during orientation about the importance of children drinking water. Families are also informed about the importance of drinking water through a display at the entry area and via regular posts on Seesaw. Children are taught about the importance of drinking water and have access to drinking water throughout the day. There are regular scheduled 'water breaks' throughout the day, more so in extreme heat, to remind children to drink.
Nutritious food	<ul style="list-style-type: none"> • 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. A copy of the Nutrition Procedure is provided to all families and information is also provided at the parent information session. Families will be provided with opportunities to comment on the procedure which will be used to update the procedure as required. Food ideas are posted on Seesaw to support families in making healthy choices and to give them an idea of what foods to pack. There is also a display in the entry area highlighting the importance of healthy eating. • Parents are informed that the preschool is 'nut aware' and foods that contain nuts are discouraged, though not banned. Signage is displayed at the sign in area highlighting foods which will cause an allergic reaction and reminders are sent on Seesaw on a regular basis to reinforce this message. • At meal-times, educators will check all children's morning tea/lunch to ensure that there are no nuts. If a child does have nuts, the child will be encouraged to eat other items in their lunch box and families will be informed in the afternoon about our service being 'nut aware' and that food with nuts are discouraged due to severe allergies. The child will then wash his/her hands and mouth and the area where he/she was sitting will be checked over for safety. • If a child enrolls who is allergic to another food, such as sesame seeds or eggs, these foods are also discouraged and the same procedure applies. • The educational program and daily routines explicitly teach and promote healthy food choices. Strategies include using the terms everyday foods and sometimes foods, educator led discussions around healthy food choices, making healthy foods at preschool, and analysing lunchboxes.

	<p>Healthy Harold is also an annual incursion that is provided at preschool to promote healthy choices.</p> <ul style="list-style-type: none"> • Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.
<p>Storing and reheating food</p>	<ul style="list-style-type: none"> • Any perishable items brought to preschool by the children are stored safely until they are consumed. Lunches are stored in fridges upon arrival, with the temperature checked daily by a preschool educator to ensure that it is below 5 degrees Celsius. • Food is not reheated at preschool.
<p>Consuming food at preschool</p>	<ul style="list-style-type: none"> • 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. Educators will either sit with children or be in a location where they can observe children eating. • 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. • In the case of birthday cakes, if the ingredients are unknown, the child with an allergy will be given an alternative treat such as a jelly. • Food must be accompanied with a list of ingredients contained in the product and must not contain any ingredients that children in the preschool are allergic to. These prohibited foods are outlined for families in posters around the preschool and via Seesaw. If educators are unsure, a photo of the ingredients is sent to families via Seesaw for confirmation that the child can/cannot consume. • Food handling spaces are kept clean and hygienic. This is done through ensuring food preparation implements are not used for any other purpose, and utensils and kitchen area are washed with soap and water after use. • Food handling spaces are kept clean and hygienic. This is done through ensuring food preparation implements are not used for any other purpose, and utensils and kitchen area are washed with soap and water after use. Colour coded cloths are in the kitchen to highlight what they are to be used for. • Food is not used as an incentive or reward throughout the day.

Cooking with children	<ul style="list-style-type: none"> • 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.
Supporting breastfeeding	<ul style="list-style-type: none"> • The preschool is a breastfeeding-friendly place. The preschool is a breastfeeding - friendly place. Signage is at the entry of preschool signifying this. Families may use the preschool office if they need to feed or change their baby in a private location. Alternatively they are made to feel welcome to feed their baby wherever they feel comfortable.

Record of procedure's review

Date of review	27/10/23
Who was involved	Preschool Staff, families, children
Key changes made and reason why	Changed to new DoE template
Record of communication of significant changes to relevant stakeholders	Principal: Helen Te Rata Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with. Emailed to P&C representatives. Parents: notified via Seesaw. 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.