

Nutrition, food and beverages and dietary requirements – preschool 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
NQS: 2.1 Regulations: 78, 79, 80	<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

School principal	<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 all staff involved in the preschool are familiar with and implement this procedure
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	<ul style="list-style-type: none"> 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

<p>Access to safe drinking water</p>	<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 on portable trolleys in shaded areas near sign-on desks and children have access to them whether they are indoors or outdoors. The children can refill their water bottle themselves at the child friendly water refilling stations. 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. During the orientation process, playdate information session and Educator/family meetings, families are communicated the need for children to bring water as their preferred drink. Children are discouraged from bringing sweet drinks to Preschool. If children do bring non-preferred drinks to Preschool, the Educators will speak and work with the family to promote the healthy choice.
<p>Nutritious food</p>	<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. Strategies are in place to ensure that food provided by families in lunchboxes is consistent with the Australian Dietary Guidelines. During the orientation process, playdate information session and Educator/family meetings, families are communicated the need to provide nutritious food for their child's snacks and lunch. Information around nutritious foods is provided to families via the Preschool Facebook page, Telarah Public School (Preschool) website and nutrition flyers from external organisations eg. HNE – Munch and Move Parents are informed that the preschool is 'nut aware' and foods that contain nuts are discouraged, though not banned. This information is through notes being sent home to families as well as posted on SchoolBytes to inform families of a child/ren or staff member in

	<p>attendance that have a nut allergy (anaphylaxis) and ways we are minimizing exposure of the allergens to these child/ren or staff.</p> <ul style="list-style-type: none"> • 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. • The educational program and daily routines explicitly teach and promote healthy food choices. Strategies include the terms 'sometimes and everyday foods' discussions and modelling by educators of healthy food choices starting from Week 8, Term 1. Educators provide healthy cooking experiences using recipes from "Healthy Lunch Box Cancer Council NSW" website. Children are encouraged to try healthy foods and can take a copy of the recipe home for their families to enjoy. • Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.
Storing and reheating food	<ul style="list-style-type: none"> • Any perishable items brought to preschool by the children are stored safely until they are consumed. • The children place their lunches and snacks requiring refrigeration in the fridges provided. These fridges have thermometers in them so that the 'below 5°C' temperature is maintained. Insulated lunchboxes are encouraged to be unzipped before being placed in the fridge so that refrigeration can reach all food. • No food is reheated in the Preschool.
Consuming food at preschool	<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. • 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.
	<ul style="list-style-type: none"> Parents with children of known allergies are asked to supply their own food eg. birthday cupcakes. If serving from a communal bowl or tray, tongs are used; food is kept covered; any shared cutlery used are disposable or cleaned in a dishwasher after use. Spontaneous eating experiences from the preschool or school gardens will take into account children's intolerances/allergies and families will be notified of food/s consumed at the end of the day. Parent permission is required for children to participate in spontaneous eating experiences and is completed at the Educator/family meetings and kept on file. Food handling spaces are kept clean and hygienic. Colour coded cloths are used as are cutting boards and food preparation implements are not used for any other purpose. Cloths are washed weekly. Food is not used as an incentive or reward throughout the day.
Cooking with children	<ul style="list-style-type: none"> Cooking activities and food cooked by educators or families for special occasions eg. Harmony Day, have recipes available to families prior to the activity or occasion taking place. 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 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. Parents who wish to breastfeed at the Preschool will be accommodated in a way that is positive, respectful and meets the needs of the parent and infant as well as our Preschool children and families. The families, if needed, will be communicated with by Preschool Educators in areas that they may use if they need to breastfeed.
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Record of procedure's review

Date of review	08/02/2024
Who was involved	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Julie Greedy, Cathy Banister and Aimee Vincent
Key changes made and reason why	Nil
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Staff: Preschool – Microsoft Teams & Policy/Procedure Folder</p> <p>Parents: a copy is displayed at entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meetings.</p> <p>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.</p>
Date of review	24/02/2025
Who was involved	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Regan O'Donnell, Hannah Gibson, Jess Hayes, Cathy Banister
Key changes made and reason why	<ul style="list-style-type: none"> Reference added to consistent strategies linked to the Australian Dietary Guidelines. Addition of spontaneous eating experiences and permission required from parents at the beginning of the year to allow children to participate and foods consumed communicated to families at end of day. This ensures families are able to choose whether their child participates and if they do participate what they have consumed in this experience. Cooking activities and food cooked by educators or families for special occasions will have ingredients supplied to families prior to the activity or

	occasion. Families are then able to communicate to educators whether their child is able to consume that food.
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Staff: Preschool – Microsoft Teams & Policy/Procedure Folder</p> <p>Parents: Reviewed copies of procedures are available to families in the family procedure folder in the foyer area, significant changes to procedures are posted on the Preschool Facebook page and School Website. All relevant educators to review at regular staff meetings.</p> <p>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.</p>

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