

Nutrition, food and beverages and dietary requirements – preschool procedure table

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 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>
<p>Preschool supervisor</p>	<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.
<p>Preschool teacher(s) and educator(s)</p>	<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. <i>(Where are the water bottles stored? Are the bottles moved outside when the group is outside? Does the preschool provide water at lunch time? Is chilled water offered on hot days? What is the process for refilling children’s water bottles, if needed?)</i> 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’s water bottles are stored in a way that supports each child to be able to access their own bottle throughout the day. 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. <i>(Describe the strategies used to promote the drinking of water, for example, conversations with families and children, posters and signage.)</i> During the orientation process 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 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. <i>(How are families encouraged and supported to pack nutritious foods for their child? For example, providing parent information sessions and brochures, through signage, through regular discussions.)</i> During the orientation process 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 Preschool Facebook page and Parent Information booklet.

- Parents are informed that the preschool is 'nut aware' and foods that contain nuts are discouraged, though not banned.
- *(How are families informed and reminded, if needed? For example, private discussions, phone calls, notes sent home information booklet.)* Notes are sent home to families to inform them; posters are displayed at outdoor front entry to Preschool and in the Parent Information booklet.
- 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.
- *(What strategies are used? For example, using the terms everyday foods and sometimes foods, educator led discussions around healthy food choices, projects that incorporate healthy food and beverage 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.

<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. <i>(How is this done? Fridges need to be maintained below 5°C. If families place ice bricks in their child's lunch box, what is the process if they forget?)</i> 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. <i>(If the preschool reheats children's food, how is this done? Food must be reheated till it is hot all the way through – a minimum of 60°C.)</i> No food is reheated in the 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. <i>(Note any changes to the supervision plan during mealtimes.)</i> 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. <i>(Which strategies are implemented? For example, children with known allergies are asked to supply their own food, all families are requested not to use particular ingredients, the parent or carer of a child at risk is invited to attend the event to support supervision of their child, if serving from a communal bowl or tray, tongs are used, food is kept covered, any shared cutlery used are disposable or washed in a dishwasher after use.)</i> Parents with children of known allergies are asked to supply their own food. 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. Food handling spaces are kept clean and hygienic.

	<ul style="list-style-type: none"> • <i>(How is this done? For example, colour – coded cutting boards are used for food preparation and replaced regularly, kitchen cloths are washed at least weekly, food preparation implements are not used for any other purpose.)</i> Colour coded cloths are used as are cutting boards. Cloths are washed weekly. • Food is not used as an incentive or reward throughout the day.
<p>Cooking with children</p>	<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 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.
<p>Supporting breastfeeding</p>	<ul style="list-style-type: none"> • The preschool is a breastfeeding-friendly place. • <i>(How are families informed of this? How is a breastfeeding – friendly place provided? For example, supporting breastfeeding during orientation, providing a supportive physical environment for mothers who wish to breastfeed, signage, having an area set aside that mothers can use.)</i> 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.

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</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>

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