



## 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
2.1	Regulation <a href="#">78</a> Regulation <a href="#">79</a> Regulation <a href="#">80</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Nutrition in Schools Policy</a> <a href="#">Allergy and Anaphylaxis Management Within the P-12 Curriculum</a> <a href="#">Anaphylaxis and allergy procedures for schools</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ASCIA Guidelines for the prevention of anaphylaxis in schools</a> <a href="#">NSW Food Authority: Children's Services Voluntary Food Safety Template</a> <a href="#">Munch and Move Healthy Eating Resources</a> <a href="#">Australian Dietary Guidelines</a> <a href="#">Eat for Health Website</a>		
<b>Related procedure</b>		
Dealing with medical conditions in children		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. 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> <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> <li>Notification to the regulatory authority of any serious incident, meaning an incident or class of incidents prescribed by the National Regulations as a serious incident that posed a risk to the health, safety, or wellbeing of the children or staff. This notification must be provided within 24 hours of the incident.</li> </ul>	
<b>Preschool supervisor</b>	<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"> <li>Analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Reflecting on how this procedure is informed by relevant recognised authorities.</li> <li>• Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.</li> <li>• Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.</li> </ul>
<b>Preschool educators</b>	<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>Supporting breastfeeding</b>	<ul style="list-style-type: none"> <li>• 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 children and other families. The families if needed will be communicated with by Preschool staff in areas that they may use if they need to breastfeed.</li> </ul>
<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.</li> <li>• 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.</li> <li>• Children can refill their water bottles themselves at the child friendly water refilling stations.</li> <li>• The educational program explicitly teaches and promotes water as the drink of choice for good health. During the orientation process families are communicated the need for the children to bring water as the preferred drink. Children are discouraged from bringing sweet drinks to preschool.</li> <li>• To align with our Covid-safe procedures, our bubblers will not be used. Instead, children will be encouraged to use their water bottles and refill them when needed.</li> <li>• If children do bring non preferred drinks to Preschool the staff will speak with the family around the need for water and work with the family to promote this healthy choice.</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>• During the orientation process and Preschool Information booklet families are communicated the need to provide nutritious foods for snacks and lunch. Children are discouraged from bringing sweet drinks to preschool. Information around nutritious foods for snacks and lunches are put on the Preschool Facebook page.</li> </ul>

	<ul style="list-style-type: none"> <li>• Parents are informed that the preschool is 'nut aware' and foods that contain nuts are discouraged if anyone with a nut allergy is enrolled at preschool.</li> <li>• If a child enrolls who is allergic to another food, such as sesame seeds or eggs, these foods are discouraged also.</li> <li>• 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, fortnightly cooking sessions using and creating healthy choices starting from week 8, Term 1.</li> <li>• Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.</li> <li>• 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.</li> </ul>
<b>Storing and reheating food</b>	<ul style="list-style-type: none"> <li>• Any perishable items brought to preschool by the children are stored safely until they are consumed.</li> <li>• The children place their lunches and snacks needing refrigeration in the fridges provided. These fridges have thermometers in them so that the below 5-degree temperature is maintained.</li> <li>• Insulated lunch boxes are encouraged to be unzipped before placed in the fridge so that refrigeration can reach all food.</li> <li>• No food is reheated at the Preschool.</li> </ul>
<b>Consuming food at preschool</b>	<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 contains 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. Children with known allergies are asked to supply their own food for their child.</li> <li>• 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.</li> <li>• Food handling spaces are kept clean and hygienic. Colour coded cloths are used as are cutting boards. Cloths are washed weekly.</li> <li>• Food is not used as an incentive or reward throughout the day.</li> </ul>
<b>Cooking with children</b>	<ul style="list-style-type: none"> <li>• Before cooking activities, all children and adults wash and dry their hands thoroughly.</li> <li>• 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. 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

**Date of review and who was involved:**

23/02/2022: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Natalie O'Donnell and Julie Greedy.

**Key changes made and reason/s why**

More specific information in each area was added to all parts of the procedure in line with recommendations from Early Learning Directorate.  
Due to new Covid-19 procedures, bubblers are not in use; emphasis placed on children using water bottles and refilling.

**Record of communication of significant changes to relevant stakeholders**

A copy is displayed at entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.

Record of procedure's review

**Date of review and who was involved:**

8/02/2024: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell, and Julie Greedy.

**Key changes made and reason/s why**

New hyperlink added for recommended anaphylaxis and allergy procedures in schools.

**Record of communication of significant changes to relevant stakeholders**

A copy is displayed at entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page and School Website. All relevant educators to review at regular staff meeting.