

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 78 Regulation 79 Regulation 80	Leading and Operating Department Preschool Guidelines Nutrition in Schools Policy Allergy and Anaphylaxis Management Within the P-12 Curriculum
Pre-reading and reference documents		
ASCIA Guidelines for the prevention of anaphylaxis in schools NSW Food Authority: Children's Services Voluntary Food Safety Template Munch and Move Healthy Eating Resources Australian Dietary Guidelines Eat for Health Website		
Related procedure		
Dealing with medical conditions in children		
Staff roles and 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 	

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	<p>this procedure</p> <ul style="list-style-type: none">all procedures are current and reviewed as part of a continuous cycle of self- assessment.
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 includes:</p> <ul style="list-style-type: none">analysing complaints, incidents or issues and what the implications are for the updates to this procedurereflecting on how this procedure is informed by relevant recognised authoritiesplanning and discussing ways to engage with families and communities, including how changes are communicateddeveloping strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none">all staff in the preschool and daily practices comply with this procedurestoring this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteersbeing actively involved in the review of this procedure, as required, or at least annuallyensuring the details of this procedure's review are documented.
Procedure	
Supporting breastfeeding	<ul style="list-style-type: none">The preschool is a breastfeeding - friendly place. Pamphlets are in the foyer that promote breastfeeding. Families may use the preschool office if they need to feed or change their baby in a private location.
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 being able to access their own bottle themselves, throughout the day. Spare cups and a jug of tap water will also be available throughout the day to children who may have forgotten to bring a drink bottle.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. They further need to provide their child with a

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	<p>water bottle each day at preschool. Families are also informed about the importance of drinking water through fact sheets in the parent information area. Children are taught about the importance of drinking water and have access to drinking water throughout the day.</p>
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 upon orientation at the preschool. Families will be provided with opportunities to comment on the procedure which will be used to update the procedure as required.• Parents are informed that the preschool is <i>nut aware</i> and foods that contain nuts are discouraged. Every newsletter contains a section that explains that they must not bring nuts on to the preschool premises. Upon entering the premises, staff will check children's lunchboxes and if nuts are found, then they will be returned to take home. If staff find nuts in the child's bag throughout the day, they will take them away and have a conversation with the family at the end of the day reminding them not to bring nuts.• 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. 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.• Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.
Checking lunchboxes	<ul style="list-style-type: none">• Educators will check lunchboxes at the beginning of each session to ensure that an ice brick has been provided in all lunchboxes with perishable foods. If needed, educators will give a preschool icepack, in the absence of an ice brick. The icepack will be washed with warm soapy water prior to being refreezing. They will also check that foods adhere to known allergies in the preschool, and that foods comply with nutritional guidelines.
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. Educators will either sit

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	<p>with children or be in a location where they can observe children eating.</p> <ul style="list-style-type: none"> • 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. 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 in newsletters. • 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 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.

Record of procedure's review

Date of review and who was involved

25/8/23- preschool team, whole school staff team, children, and families

Key changes made and reason/s why

Clarified that a spare ice pack will be provided if the child turns up without an ice brick in their lunchbox

Record of communication of significant changes to relevant stakeholders

Date of review and who was involved

7/9/22- preschool team, whole school staff team, children, and families

Key changes made and reason/s why

Record of communication of significant changes to relevant stakeholders

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Record of procedure's review
Date of review and who was involved
18/10/21- preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.