



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
<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

School principal

The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- 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

	<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

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 a water bottle holder on outdoor eating tables. These are always accessible to children. There is chilled filtered water available in the kitchen to refill water bottles when needed.• 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. The preschool promoted the drinking of water through conversations with children and families upon enrolment, posters/signage within the preschool and newsletter snippets promoting the benefits of drinking water.
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.• Families are encouraged and supported to pack nutritious foods through the information booklet, discussions on enrolment, newsletter snippets throughout the year and consistent and regular discussions.• Parents are informed that the preschool is 'nut aware' and foods that contain nuts are discouraged, though not banned. Families are informed through private discussions, displayed posters, the preschool information handbook and preschool newsletters.• Parents and families are provided with healthier food options within the enrolment pack and at the Family Partnerships meeting, the benefits of water and healthy food options are discussed. The foyer is used to present information in pamphlets. Posters are displayed at the children's lockers and on the surrounding walls. The daily note pockets ensure parents receive current nutritional information. Class Dojo is used to show how health and

nutrition makes our jarjums grow strong and can actively seek to engage in physical activity.

- 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.

	<ul style="list-style-type: none"> • A “strong smiles” program is implemented in term 1. Throughout the program children are intentionally taught healthy eating practices. The language of “everyday” and “sometimes” foods is used to describe foods that we should consume everyday and treats that we should consume some of the time. Information taught within the program is embedding within preschool operations and discussions with children and families throughout the year. • 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. Families are welcome to place these foods in the kitchen fridge, or alternatively icepacks are offered when children are unpacking their belongings of a morning and returned at the end of the day. • 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. A thermometer is located on the kitchen microwave for ease of access.

Consuming food at preschool

- 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. If there are children enrolled in the preschool with a food allergy, those Children 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.
- Food handling spaces are kept clean and hygienic. Colour – code cutting boards are used for food preparation and replaced regularly; kitchen cloths are washed daily; food preparation implements are not used for any other purpose.

	<ul style="list-style-type: none"> 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. Families are informed of this through signage within the preschool. Breastfeeding mothers are provided with a space at preschool to use when breastfeeding that respects their privacy.

Record of procedure's review

Date of review	12/08/24
Who was involved	Preschool Team, preschool families. Shared with families for feedback
Key changes made and reason why	<p>Moved to new department template to adhere to Department expectations of what should be included in the localised procedure</p> <p>Supporting breastfeeding information added.</p>

Record of communication of significant changes to relevant stakeholders	<p>Principal: Lesley Mills communicated at Staff meeting 12/08/24</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</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>
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