### 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 |
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| 2.1 | Regulation [78](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2011-0653)  Regulation [79](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2011-0653)  Regulation [80](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2011-0653#sec.80) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Nutrition in Schools Policy](https://policies.education.nsw.gov.au/policy-library/policies/nutrition-in-schools-policy)  [Allergy and Anaphylaxis Management Within the P-12 Curriculum](https://education.nsw.gov.au/content/dam/main-education/student-wellbeing/health-and-physical-care/media/documents/anacurric.pdf) |
| **Pre-reading and reference documents** | | |
| [ASCIA Guidelines for the prevention of anaphylaxis in schools](https://www.allergy.org.au/images/stories/pospapers/Vale_et_al-2015-Journal_of_Paediatrics_and_Child_Health.pdf)  [NSW Food Authority: Children’s Services Voluntary Food Safety Template](https://www.foodauthority.nsw.gov.au/sites/default/files/_Documents/industry/children_services_fsp_template.pdf)  [Munch and Move Healthy Eating Resources](https://healthykids.nsw.gov.au/munch-move-resources/)  [Australian Dietary Guidelines](https://www.eatforhealth.gov.au/sites/default/files/content/The%20Guidelines/n55a_australian_dietary_guidelines_summary_131014_1.pdf)  [Eat for Health Website](https://www.eatforhealth.gov.au/guidelines) | | |
| **Related procedure** | | |
| Dealing with medical conditions in children | | |
| **Staff roles and 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 * all procedures are current and reviewed as part of a continuous cycle of self- assessment. | |
| **Preschool supervisor** | 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. | |
| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:   * all staff in the preschool and daily practices comply with this procedure * storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers * being actively involved in the review of this procedure, as required, or at least annually * ensuring the details of this procedure’s review are documented. | |
| **Procedure** | | |
| **Supporting breastfeeding** | * The preschool is a breastfeeding - friendly place. We are registered with the Australian breastfeeding association and promote this through a displayed sticker in the entrance foyer. A community room with a comfortable couch is available for families to use as needed. Educators are positive and supportive towards families who are breastfeeding, expressing or formula feeding. | |
| **Access to safe drinking water** | * 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 is able to access their own bottle themselves, throughout the day. These are initially stored above the lunchbox lockers and moved outside and throughout the service as needed. Water bottles are refilled using the town tap water if needed and clean spare water bottles are offered to children who may not have one. * 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. This message is communicated as part of the enrolment process. Educators engage in conversations around drinking water, and visual reminders to drink are displayed around the service as a reminder to children. | |
| **Nutritious food** | * 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. Djanenjam preschool follows the munch and move guidelines, and provides relevant pamphlet information to families on enrolment and throughout the year through the story park application. * Parents are informed that the preschool is *nut aware* and foods that contain nuts are discouraged. This information is provided as part of the enrolment pack and communicated with families through story park, signage or verbal discussions as needed. * If a child enrolls who is allergic to another food, such as sesame seeds or eggs, these foods are discouraged also. notice is posted to the preschool as a reminder to families that a child in attendance has an allergy. * The educational program and daily routines explicitly teach and promote healthy food choices. Djanenjam preschool uses the terms *everyday* foods and *sometimes* foods and educators lead discussions around healthy food choices. This is further explored through hands on cooking experiences where children are encouraged to engage in rich discussion and exploration of healthy foods. * 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** | * Any perishable items brought to preschool by the children are stored safely until they are consumed. Families are asked to place ice bricks in their child’s lunchbox. Signs posted above bags offer reminders to staff and children. Where perishable items are in a lunchbox without an ice brick, preschool has spare ice bricks available in the freezer. * The fridge is maintained at a temperature below 5 degrees Celsius. * Preschool does not reheat children’s food. The microwave is for staff use only. | |
| **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. An educator sits at each end of the long outdoor eating table. * 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. Children with known allergies are asked to bring an alternative food for such occasions and their families are informed. Food remains covered, tongs are used are reusable cutlery is washed in the dishwasher after each use. * Food handling spaces are kept clean and hygienic. Colour coded cloths are used to avoid cross contamination and washed on high heat – at least weekly, benches and cutting boards are sanitized before and after use and food preparation implements are not used for any other purpose. * Food is not used as an incentive or reward throughout the day. | |
| **Cooking with children** | * 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 |
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| **Date of review and who was involved** |
| Emily Roalfe 19/5/2021, all staff and family input sought through story park |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed. |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 19/5/2022 with printed policy to review in detail. |

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