### Elermore Vale Public School

### 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.
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| **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. This includes: * analysing complaints, incidents or issues and what the implications are for the updates to this procedure
* reflecting on how this procedure is informed by relevant recognised 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.
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| **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.
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| **Procedure** |
| **Supporting breastfeeding** | * The preschool is a breastfeeding - friendly place. There is seating available in the parent area for mothers to breastfeed if they wish.
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| **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. Water bottles are stored in the children’s bags. The bottles are moved outside when the group is outside. Bottles can be refilled throughout the day by the educators.
* 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. Parents are informed of this in our parent information handout, posters around the preschool and at our information sessions at the beginning of the year.
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| **Nutritious food** | * The preschool does not provide food for children. Families supply their child with lunch and snacks for morning tea. Families are encouraged to provide nutritious foods for their children at preschool. Families are encouraged and supported to pack nutritious foods for their child by educators providing parent information sessions and brochures; through signage; through regular discussions.
* Parents are informed that the preschool is *nut aware* and foods that contain nuts are discouraged. Families are informed and reminded through private discussions; phone calls; notes sent home; information booklet and signage in the preschool.
* If a child enrols 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. This is done by using the terms *everyday* foods and *sometimes* foods; educator led discussions around healthy food choices; projects that incorporate healthy food and beverage choices.
* Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.
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| **Storing and reheating food** | * Any perishable items brought to preschool by the children are stored safely until they are consumed. Morning tea is placed in eskys with ice bricks to keep cool until eaten. Lunch is placed in the fridge until eaten.
* The preschool does not reheat children’s food.
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| **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. This is done by asking the families of children with known allergies 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.
* Food handling spaces are kept clean and hygienic. This is done by colour – coded cutting boards used for food preparation and replaced regularly; kitchen cloths are washed daily; food preparation implements are not used for any other purpose.
* Food is not used as an incentive or reward throughout the day.
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| **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.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 28/04/2022Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Drinks bottles are now stored in the children’s own bags. Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/06/2023Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*