



# IRRAWANG PUBLIC SCHOOL PRESCHOOL

## *Nutrition, Food and Beverages and Dietary Requirements 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><b>NQS: 2.1</b></p> <p><b>Regulations: 78, 79, 80</b></p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Nutrition in Schools policy</a></p> <p><a href="#">Allergy and Anaphylaxis Management Within the P-12 Curriculum [PDF 532 KB]</a></p>	<p><a href="#">NSW Food Authority – Factsheets and posters</a></p> <p><a href="#">Munch and Move – Healthy Eating Resources</a></p> <p><a href="#">Eat for Health</a></p> <p><a href="#">NSW Food Authority: Children’s Services Voluntary Food Safety Template</a></p> <p>ACECQA’s policy and procedures guidelines – <a href="#">Nutrition, food and beverages. dietary requirements [PDF 265 KB]</a></p>

### Responsibilities

<p><b>School principal</b></p>	<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"> <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> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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<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 the implications for updates to this procedure</li> <li>● reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>● they are actively involved in the review of this procedure, as required, or at least annually</li> <li>● details of this procedure's review are documented.</li> </ul>

## Procedure

<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. These are stored in a way that supports each child to access their own bottle themselves throughout the day.</li> <li>● Children's water bottles are stored in a mobile trolley, allowing each child to access their own bottle themselves, throughout the day. Water bottles are moved between the inside and outside learning environments with the children during play for consistent access.</li> <li>● The preschool provides a water cooler, cooled by internal ice bricks, that children can also access throughout the day. Educators check children's individual water bottles are full at morning tea, lunch and afternoon break times. During these times, children may refill their bottles from the water cooler or ask an educator, who has access to a chilled water tap in the preschool kitchen, to refill their water bottle if necessary.</li> <li>● If a child attends Preschool without a drink bottle, one will be provided to them for the day. The borrowing of drink bottles is recorded and educators collect from the child at the end of the day.</li> <li>● 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.</li> <li>● During the enrolment interview, families are informed of this expectation and</li> </ul>
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	<p>are provided with the Preschool Handbook, and information handouts each term that further promote these expectations. Sweet drinks will be labelled with a sticker titled 'At Home Food' reminding families of the Healthy Food Guidelines followed and promoted at Preschool.</p>
<p><b>Nutritious food</b></p>	<ul style="list-style-type: none"> <li>● The preschool <b>does not</b> provide food for children.</li> <li>● 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>● Information is provided to families during enrolment to encourage and support families to pack nutritious foods for their child. Brochures are provided to families throughout the year, supported with informative discussions, when required, to promote healthy eating.</li> <li>● If a child attends preschool without food, families will be contacted to drop in food items for their child. If this is not possible, with the permission of the family, IPS Canteen will be contacted to supply food items for the child, at the families expense, and payment to the Canteen will be arranged.</li> <li>● Parents are informed that the preschool is 'nut aware' and foods that contain nuts are discouraged, though not banned.</li> <li>● Families are informed of the Preschool being 'Nut Aware' in the Preschool Handbook. When required, information will be displayed in the Foyer or notes will be sent home.</li> <li>● If a child enrolls who is allergic to another food, such as sesame seeds or eggs, these foods are also discouraged.</li> <li>● Practices will be put into place so that the child who is allergic does not have accidental contact with these allergens should they present themselves at Preschool.</li> <li>● The educational program and daily routines explicitly teach and promote healthy food choices.</li> <li>● Educators will use the terms <i>everyday/healthy</i> foods and <i>sometimes/treat</i> foods. A healthy eating project that incorporates healthy food and beverage choices is part of the Preschool Curriculum in Term 1. Educators discuss healthy food choices, including sharing literature during the year, or when a need arises, supporting the teaching of these outcomes.</li> <li>● Educators role model healthy food and drink choices through their own food and drink choices and promote this when sitting to eat with the children. During eating times, educators will engage the group in discussions about healthy food choices to reinforce healthy eating practices.</li> <li>● 'Thank you' notes are placed in children's lunch boxes for families who have provided their child with a healthy lunch box and 'Nude Food Awards' for lunch boxes that include foods without packaging..</li> </ul>
<p><b>Storing and reheating food</b></p>	<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>● Families are expected to place ice bricks in their child's lunch box each day. If they forget, families can inform the educators on arrival and an educator</li> </ul>

	<p>will provide an ice brick for their child's lunch box. This is recorded on the Parent's 'Sign in Book'. Borrowed ice bricks are collected from the child at the end of the day and a reminder note is placed in the child's lunch boxes for families.</p> <ul style="list-style-type: none"> <li>● Lunch boxes are checked by educators during Morning Circle time (9-9.40), to ensure each child has an ice brick in their lunch box. Children who require an ice brick will be recorded on a clipboard on the Lunchbox Trolley. Borrowed ice bricks are collected from the child at the end of the day and a reminder note is placed in the child's lunch boxes for families.</li> <li>● Lunch orders for preschool children from the school canteen are delivered to the preschool by canteen staff and placed in a basket in the preschool's kitchen fridge. The preschool kitchen fridge is maintained at a temperature below 5°C. A fridge thermometer is accessible to educators to check the temperature of the refrigerator. If a lunch order contains hot food, it will be brought to the Preschool right before consuming to ensure the temperature of the food meets the minimum requirement of 60°C.</li> <li>● If the preschool requires to reheat children's food, it must be reheated till it is hot all the way through – a minimum of 60°C. Educators have a thermometer to check/monitor the food's temperature. If additional information is required, refer to <a href="#">NSW Food Authority: Children's Services Voluntary Food Safety Template.</a>)</li> </ul>
<p><b>Consuming food at preschool</b></p>	<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>● During mealtimes educators eat with the children or are in close proximity to supervise the children when they are eating. Morning Tea is supervised by regular Preschool staff, lunch is supervised by Duty Change staff and afternoon tea is supervised by regular Preschool staff.</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.</li> <li>● Children with known allergies 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.</li> <li>● Food handling spaces are kept clean and hygienic.</li> <li>● Colour – code cutting boards are used for food preparation and replaced regularly. Red- raw meat, blue- cooked meat, yellow- raw poultry, green- fruit and vegetables, and white- bakery and dairy.</li> <li>● Kitchen cloths are colour coded. Kitchen (food related) - green, Preschool (tables, paint, sink) - blue and Bathrooms - red. Cloths are washed daily.</li> <li>● Food preparation implements are not used for any other purpose.</li> </ul>

	<ul style="list-style-type: none"> <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>• As directed by department policy, peanuts, tree nuts or any nut products are not used in any cooking activity (this does not include foods labeled 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.</li> <li>• Children who have had vomiting or diarrhea 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>
<b>Supporting breastfeeding</b>	<ul style="list-style-type: none"> <li>• The preschool is a breastfeeding-friendly place.</li> <li>• Families are informed of this through our Preschool Handbook and during the enrollment process.</li> <li>• Our Community Room is available for privacy when required with curtains and blinds. A Do Not Disturb sign is provided for nursing mothers to use if/when required.</li> </ul>

### Record of procedure's review

<b>Date of review and who was involved</b>	<p><b>14-3-21</b>  Hylie McEvoy (Preschool Educator)  Alexandra Hay (Preschool SLSO)  Michelle Lynch (Pedagogical Leader)</p> <p><b>30/8/21</b>  Hylie McEvoy (Preschool Educator)</p> <p><b>27/10/22</b>  Hylie McEvoy (Preschool Educator)  Alexandra Hay (Preschool SLSO)  Michelle Lynch (Pedagogical Leader)</p> <p><b>7/11/23</b>  Hylie McEvoy (Preschool Educator)  Alexandra Hay (Preschool SLSO)  Michelle Lynch (Pedagogical Leader)</p> <p><b>31/10/24</b>  Hylie McEvoy (Preschool Educator)  Alexandra Hay (Preschool SLSO)  Michelle Lynch (Pedagogical Leader)</p>
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<p><b>Key changes made and reason why</b></p>	<p><b>27/10/22</b>  Additions or deletions made in line with current practices and in response to feedback provided from staff and families. Please see link for changes-  <a href="https://docs.google.com/document/d/1_A93iJOILlcB0eTtihyer46xXnbEruHU5jyt1fo0Lk4/edit?usp=sharing">https://docs.google.com/document/d/1_A93iJOILlcB0eTtihyer46xXnbEruHU5jyt1fo0Lk4/edit?usp=sharing</a></p> <p><b>7/11/23</b>  Updated (additions/deletions) as per Early Learning Leading and Operating Preschool Guidelines vSept2023</p> <p><b>31/10/2</b>  Updates:  -‘At Home Treat’ sticker has been renamed to ‘At Home Food’ .sticker  -Addition of ‘Thank you’ and ‘Nude Food Award’ notes sent home in children’s lunch boxes to families.  - Families are to write on the ‘Sign In’ book if they require an ice brick and/or water bottle for the day.</p>
<p><b>Record of communication of significant changes to relevant stakeholders</b></p>	<p><b>Principal:</b> Email &amp; Acknowledgement Spreadsheet 1/11/24</p> <p><b>Staff:</b> Email &amp; Acknowledgement Spreadsheet 1/11/24</p> <p><b>Parents:</b> Sentral Parent Portal 1/11/24</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>