

Orange Grove Public School Preschool

Nutrition, Food, Beverages and Dietary Requirements Procedures

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		

Record of procedure's review
Date of review and who was involved
11/02/2021, Lauren Tinslay, Kylie Pearse
Key changes made and reason/s why
<ul style="list-style-type: none"> - Adding roles and responsibilities for principal, supervisor and educators to improve clarity of who is responsible for each task. - Changing order of information to improve access to necessary information. - Clarification of new procedures surrounding children's water consumption throughout the day after family feedback about this in 2019. - Addition of information about new breast-feeding area and how families are notified. - Adding provision for educators to encourage children to remove insulated lunch bags and to check the fridge for insulated lunch bags to ensure foods stay at a safe temperature due to regulatory requirement. - Adding procedures for children with dietary requirements in response to updated regulatory requirements. - Statement that icy poles are the only option for birthday celebrations, due to COVID-19 control measures. - In depth clarification of procedures for food handling during end-of-year party and cooking with children, in line with COVID-19 control measures.
Record of communication of significant changes to relevant stakeholders
1/3/2021 – communicated to Principal, staff and P&C

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 this procedure • 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.</p> <ul style="list-style-type: none"> • 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.
Preschool educators including K-6 staff, relief staff and casual staff	<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 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, at least annually, or as required • ensuring the details of this procedure's review are documented. • analysing complaints, incidents or issues and what the implications are for the updates to this procedure.

Access to safe drinking water

Families are informed through the orientation process, preschool handbook and information night presentation that they must provide a bottle of water for their child each day. Families are informed that water is the preferred drink and discouraged from providing sweet drinks to their child at preschool.

Children's water bottles are stored in a tub which is moved to a location that ensures each child is able to access their own bottle themselves, whether playing indoors or outdoors. Educators move the tub when the children move inside or outside, throughout the day.

Children are reminded to drink water at regular intervals throughout the day, including:

- when moving from inside to outside, or outside to inside
- at morning tea and lunch times
- more regularly on hot days

During meal times, educators encourage children to develop skills to monitor their own water intake by checking the level of water in their bottle compared to a visual measurement chart. They are encouraged, by educators, to drink their water until the bottle is “nearly empty” or “empty” as indicated on the visual chart, and based on the size of their bottle. At the end of lunch, educators check each child’s bottle to ensure they have consumed adequate water.

When a child’s water bottle becomes empty, they are supported to, as appropriate to their developmental level, remove the lid of their bottle and refill it using an indoor tap. If they are unable to do this themselves, an educator will refill their bottle for them.

Posters encouraging water consumption are displayed in the preschool foyer, classroom and eating area. Throughout the year, in preschool newsletters, water drinking is promoted to families through “munch and move” newsletter snippets.

Breastfeeding

Breastfeeding is encouraged at Orange Grove Public School Preschool. Families are made aware of the preschool breastfeeding area at their orientation visit and through visual signs in the foyer. Reminders about the breastfeeding area are added to the preschool newsletter each term.

The breastfeeding area is located in the preschool office. There is a comfortable couch, cushions, blanket, table, kettle and power point for families to use while in the area. The area is discreetly located away from open windows to allow for privacy.

Families who are pregnant and with young babies are notified verbally about the breast feeding area by educators and invited to use it if they wish.

Nutritious food

The preschool does not provide food for children. Families supply their child with lunch and snacks for morning tea each day.

In the preschool information pack, provided at enrolment, families are encouraged to provide nutritious foods for their children at preschool. Families are also informed about providing nutritious foods through the preschool information night presentation. A fact sheet about packing a healthy lunchbox is provided to families in their enrolment pack and handbook.

Throughout the year, in the preschool newsletter, regular information is provided to families about nutritious foods and healthy lunchboxes via the “munch and move” newsletter snippets and information sheets.

Parents are informed from enrolment, that the preschool is “nut aware” and foods that contain nuts are not allowed at school. The preschool handbook and information night presentation outline this prior to each child’s first day. Visual signs in the preschool foyer and on the classroom fridge remind families and external visitors that nuts and nut products must not be brought into the preschool.

If a child with an allergy to another food, such as sesame or eggs, families will be notified and discouraged from providing these foods via Seesaw and the preschool newsletter. Visual signs in the preschool foyer and on the classroom fridge will remind families and external visitors that there is a child with anaphylaxis to these specific reactive foods and not to bring them into the preschool.

Morning Tea and Lunch time meals are offered to children as “progressive”, i.e. children may chose when to eat between certain times. Morning Tea is generally offered between 10.30am-11.10am and Lunch is generally offered between 12.30pm and 1.10pm. This may change depending on the needs of

the children and classroom routines on the day. Children access their food independently at these times, via the morning tea tub and the classroom fridge.

Educators role model healthy food and drink choices by sitting down to eat with children and engaging them in discussions about healthy foods.

Educators monitor children's morning tea and lunchboxes during meal times as part of these incidental discussions around healthy foods and food preferences. Where a child has foods in their lunchbox which may cause an allergic reaction or anaphylaxis in another child, the item/s are removed to the preschool office and educators will discreetly remind families at pick up that day or via Seesaw if the child attends aftercare that day.

The preschool program includes regular opportunities for educators and children to discuss healthy eating and nutritious foods. The preschool "Positive Behaviour for Learning" program teaches children about 'everyday' and 'snack' foods. The munch and move program is an intentional part of the program, where children are regularly exposed to a variety of healthy foods and encouraged to cook and taste them. Resources are provided in the classroom to support the children's learning about this such as 'eat the rainbow' posters and the "Australian Guide to healthy eating" displayed on the walls.

Food is not used as an incentive or reward for children in the preschool.

Storing and reheating food

Children's morning tea is placed into a tub on their arrival at preschool, which is then placed in the classroom fridge until it is time for the children to eat. Children's lunch boxes are placed directly into the classroom fridge on their arrival at preschool.

The classroom fridge is kept at 4 degrees Celsius and the temperature is monitored by a temperature meter on the door. This meter is checked daily as part of the preschool indoor safety check.

Children are encouraged to take their morning tea and lunch boxes out of insulated bags when unpacking to ensure that they will stay at a safe temperature while in the fridge. Educators check the fridge after all children have arrived to ensure all boxes are not stored in insulated bags.

The preschool does not heat or reheat children's foods. Hot foods brought in by families and stored in a thermos must be consumed within 4 hours i.e. at morning tea.

Dietary Requirements

Families will be asked to provide information about their child's dietary requirements through their enrolment form and in their transition interview. Educators will record information about the child's dietary requirements in their individual profile and class profile. The class profile is added to the casual staff folder so that all educators in the preschool are made aware of all children's dietary requirements.

Cooking experiences at preschool and situations where food is provided to children by a person other than their family, for example, at a birthday celebration or class party, the foods will be altered to accommodate the dietary requirements of the child, or where this is not possible, an alternative food will be provided.

Consuming food when at preschool

Children's eating is monitored by an educator to ensure safety, particularly relating to trigger foods and choking hazards. Consideration is given to where children with food allergies and at risk of anaphylaxis are seated when eating with the group.

Educators teach children not to share food with each other through the 'Positive behaviour for learning' program. This is reinforced by regular re-teaching by educators and visual signage in the eating area. Children are made aware that some children have different dietary requirements to them and therefore sharing of food is not permitted.

OGPS preschool does not provide food and beverages to children however, some special events at preschool may involve food preparation or children sharing foods:

- For children's birthday celebrations, families are encouraged to provide an unopened pack of individual "icy-poles" (zooper dooper, quench or similar brand) for the class to share. Where a child has a dietary requirement preventing them from eating icy poles, their family will be asked to provide an alternative food to store at preschool for such occasions.
- Where families provide foods for a special occasion, e.g. cultural celebrations, picnics; families are informed of trigger foods or dietary requirements that cannot be used i.e. nuts, nut products or other reactive foods, as required. Families are informed that individually wrapped, unopened foods are preferred. Educators consult with families in relation to these celebrations to determine what will be appropriate and if alternative foods need to be sources to accommodate allergies and dietary requirements.
- At the end of year preschool party (once per year, per group), educators purchase foods to serve to the children, taking into account allergies, anaphylaxis and dietary requirements of all children:
 - o Foods that contain triggers for children with anaphylaxis or allergies will not be served. Where children have dietary requirements that prevent foods being consumed, suitable alternatives will be served to cater for this.
 - o Hot foods are prepared according to the instructions on the package, using the preschool oven or a barbeque. They are cooked soon before serving (less than 20 minutes), stored and served hygienically using clean aluminium trays, tongs and gloves.
 - o Cold, perishable foods are prepared using clean knives and chopping boards. Preschool chopping boards are only used for fruit and vegetables, then washed, dried and stored hygienically. Where cold meat and/or cheese products need to be prepared, clean knives and plates are used for this purpose. Cold, perishable foods are stored in the fridge, at below 5 degrees, on platters, fully covered with cling wrap to prevent cross contamination. They are served with tongs and gloves.
 - o Non-perishable items are stored in the preschool kitchen in a closed cupboard which is monitored for vermin regularly. The preschool is treated regularly for vermin. Non-perishable items are served hygienically using bowls, tongs and gloves.
 - o Children are served this food individually by educators, using gloves and tongs. Children eat from clean bowls and plates using clean spoons. They drink from disposable cups which are thrown away after use. Children's bowls, plates and cutlery are collected in a tub after the meal.
 - o Colour coded clothes are used in the kitchen to ensure food preparation areas remain hygienic. These clothes are washed every second day in a hot washing machine.
 - o Food preparation areas are kept clean and hygienic. They are cleaned with hot, soapy water and disinfected before and after use, or when contaminated, using a diluted, spray disinfectant. The spray disinfectant and refill bottles are stored in locked areas or above children's reach to remain inaccessible to children.

- Food preparation and serving equipment such as cutting boards, tongs, knives, bowls, plates and spoons are not used for any purpose other than food preparation. They are hand washed using very hot water and dishwashing detergent after use. They are left to air dry in a dish drainer before being hygienically stored in the preschool kitchen cupboards or fridge.

Cooking with children

Cooking activities through the program focus on promoting healthy foods and expanding the range of healthy foods children will try.

Before cooking activities, all children and adults wash and dry their hands thoroughly, then use an alcohol-based hand sanitiser. This process is repeated if they touch any surface or any part of their body.

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's dietary requirements, e.g. vegan, halal etc.. will be catered for either by altering the recipe to avoid the specific foods or by providing a suitable alternative for that child.

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.

Educators will not eat, nor permit to be eaten by any child, food that has fallen on the ground, or been handled by another child, except through preparation and serving. Food that is not fit to be eaten is to be immediately disposed of, in an appropriate manner, so that it isn't eaten.

Food prepared by children will be cooked thoroughly before consumption or only eaten by the child who prepared it.

Educators will ensure foods prepared during cooking sessions are done hygienically:

- Colour coded clothes are used in the kitchen to ensure food preparation areas remain hygienic. These clothes are washed every second day in a hot washing machine.
- Food preparation areas are kept clean and hygienic. They are cleaned with hot, soapy water and disinfected before and after use, or when contaminated, using a diluted, spray disinfectant. The spray disinfectant and refill bottles are stored in locked areas or above children's reach to remain inaccessible to children.
- Food preparation and serving equipment such as cutting boards, tongs, knives, bowls, plates and spoons are not used for any purpose other than food preparation. They are hand washed using very hot water and dishwashing detergent after use. They are left to air dry in a dish drainer before being hygienically stored in the preschool kitchen cupboards or fridge.
- Educators limit the number of children who can participate in a cooking activity at any one time to enable them to monitor children's safety and hygiene during the cooking process. If an educator observes children touching other surfaces, toys or body parts, they will ensure the child washes their hands again and uses an alcohol-based hand sanitiser.

- Hot cooked foods are prepared according to the instructions on the package or recipe, using the preschool oven or stove top. Children help to cut, add and mix ingredients with clean hands or gloves, shape items for cooking, such as dough and place items onto a tray or bowl for cooking. They are cooked soon before serving (less than 20 minutes) and served hygienically to children using clean aluminium trays, tongs, bowls, cutlery and gloves, as needed.
- Cold, perishable foods are prepared using clean knives and chopping boards. Preschool chopping boards are only used for fruit and vegetables, then washed, dried and stored hygienically. Where cold meat and/or cheese products need to be prepared, clean knives and plates are used for this purpose. Cold, perishable foods are stored in the fridge, at below 5 degrees, on platters, prior to the cooking experience. Children help to wash, cut and arrange cold foods for eating using clean hands or gloves as needed. Platters, cutting boards and bowls are used to hygienically store items while being prepared. If cold foods remain uncooked, children only consume food they have touched themselves.

Educators will role model and discuss with children during cooking experiences about hygiene and healthy eating.