

Policy Document No: ELC 10
Category: Early Learning
Topic: Food and Nutrition Policy



Date of Issue: 1st February 2006

Last Review Date: May 2014

Considerations

To provide a warm, caring and secure environment.

Children's needs: Children need sufficient nutritious food to grow and develop appropriately. Children's special diets need to be followed and staff will ensure that any child with allergies is not exposed to known possible allergens

Parent's needs: MSMC promotes healthy eating and recommends parents provide nutritious, healthy food for their child. Any food provided by the school will be nourishing and wholesome and will meet the individual needs of the children. MSMC will ensure children are not exposed to any allergens.

Staff needs: Staff require the suitable resources and facilities to provide each child's daily nutritional needs in a hygienic and inviting manner. Staff also require the opportunity to access appropriate professional development.

Management needs: To be informed of any issues in relation to food provision that may impact on the management of the service.

Legislation and Sources

Education and Care Services National Regulations Part 4, Reg. 77 – 80, 168. Ministerial Council For Education, Early Childhood Development and Youth Affairs, October 2011

Health Act 1990

"Dietary Guidelines for Australians – A guide to healthy living"

Safety Centre, RCH, Parkville, Melbourne

www.rch.org.au/safetycentre.

Guide to the National Quality Standard, 2.2.

Policy Statement

This policy will provide guidelines for the provision of safe, varied and inviting food that is of nutritional benefit for the children, and caters for the individual needs of the children enrolled in the program.

How the policy will be implemented - Specific practices and procedures

- Water will be available at all times during the inside and outside program. Milk will only be offered to all children at morning tea.
- A variety of seasonal fruit and vegetables will be provided for morning tea. On an occasional basis, the centres will provide food that has been produced through food related activities involving the children or in celebration of chagim.

Responsibilities

Management:

- To provide up-to-date information to the parents/guardians on the safe food provision for their children.
- To ensure staff members are aware of the current information and best practices relating to nutrition and food safety.
- To monitor staff compliance with food safety practices. (See appendix 1)
- To implement a cleaning schedule for the kitchen areas.
- To provide a calibrated thermometer, suitable for food preparation area, to monitor temperature of the fridge/freezer.
- To educate staff, parents, guardians and other members of the centre community in the prevention of scalds and burns from hot drinks.

Staff:

- Will provide a container for dairy food each morning to be refrigerated.
- Will check and record the fridge temperature daily in accordance with the Food Safety Program
- Will provide a pleasant and attractive place for meals and snack times, providing an environment for social learning and cultural interaction.
- Will educate children and parents about healthy food and healthy eating habits.
- Will ensure the nutritional needs and/or dietary requirements of children are appropriately catered for whilst they are attending the Centres.
- Will ensure that hand basins are only used for washing hands.
- Will familiarise themselves with the list of children with food allergies and act according to Anaphylaxis Policy and Procedures when required.
- Will provide posters above washbasins with information about correct hand washing procedures.
- Will ensure soap and hand towels are provided to children on a daily basis.
- Will dispose of any eating or drinking utensils that are chipped, broken or cracked and inform the management of any items which need replacement.
- Will restrict the food preparation area for that purpose only.
- Will include discussions on nutrition and food safety in the children's program to increase awareness and understanding of the reasons for good practice.
- Will be role models of acceptable social behaviour at snack and meals times.
- Will ensure children have access to water at all times
- Will ensure persons suffering from diseases which are likely to be transmitted through food are not involved in food handling
- Will provide guidelines and ensure parents are aware of appropriate foods for their child to bring to the centre.
- Will Comply with all legislative requirements
- Will Comply with the hot drinks guidelines (see appendix 2)

When involving children in cooking

- Complying with the *Dietary Guidelines for Children and Adolescents* April 2003
- Ensuring adequate supervision is available for the planned experience.
- Ensuring long hair is tied up.
- Choosing age-appropriate cooking experiences with regards to size and texture of food.
- Providing children with clean protective aprons or smocks.
- Respecting cultural and personal food differences
- Ensuring children wash their hands before participating in cooking experiences
- Cleaning up immediately any food dropped on the floor.
- Catering for children who have special dietary requirements (including allergies) for health, medical or cultural reasons.

When handling food

- Using utensils such as tongs, spoons and spatulas for cooked or ready-to-eat foods.
- Washing hands before putting on gloves.
- Keeping all perishable foods provided by parents for children's lunches/snacks in the fridge
- Checking the operating temperature of fridges/freezers and reporting malfunctioning equipment to the management.
- Ensuring any items placed in the fridge/freezer are covered with a lid, foil or plastic film.
- Using paper towels to clean up spills.

Parents/guardians:

MSMC believe that a service operates best when parents and staff work together to provide the highest quality care, parents can assist staff by complying with the following procedures:

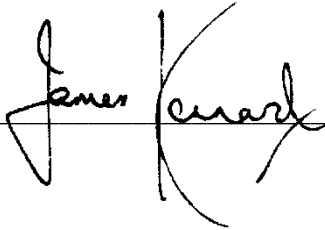
- Providing details of specific nutritional requirements (including allergies) on their child's enrolment form and discussing these with the qualified staff member prior to the child commencing at the centre and whenever these requirements change.
- Providing nutritional food and drinks for snacks, lunch as required
- Putting all perishable food items (e.g. yogurts, cheese sticks) into clearly labelled plastic bags to be kept in the fridge
- Washing hands if participating in food preparation
- Complying with the hot drinks guidelines (see appendix 2)

Dental Care

MSMC believe that educating the children about dental care and hygiene can be achieved by:

- Seeking advice from health authorities and dental professionals on how to best organise dental care at the centre.
- Occasionally organising guest speakers to discuss dental care with the children.
- Encouraging children to drink water after meals to help rinse their mouth.
- Discussing with the children the importance of a healthy diet for maintaining healthy teeth – reducing the amount of sugary foods and drinks, drinking water rather than cordial, fruit juice and soft drinks.
- Including discussions on the importance of dental care in the children's program to encourage good practices.

Approved by the College Principal:



A handwritten signature in black ink, appearing to read 'James Keane', is written over a horizontal line. The signature is cursive and stylized.

Date: May 2014

Appendix 1 - Food Safety Program

Possible hazards

The kitchen is predominately used for the preparation of fruit and vegetables. However, it is important that staff follow all food and safety guidelines to ensure there are no food hazards. Food poisoning can occur with bacteria found in fruit, vegetables and milk so it is important to be vigilant with the food safety guidelines.

Evaluating and controlling Hazards.

It is important to minimise the risk of potential hazards by -

- Checking the condition of food and drink being delivered.
- Ensuring food and drink is refrigerated within 2 hours.
- Assessing the temperature of the fridge on a daily basis, and re-adjusting if necessary.

Human Error is one of many factors when considering what could go wrong...– All Staff must be familiar with our current practices and standards.
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Reporting to appropriate people

In case of a suspected food poisoning outbreak staff must notify the head of Campus who will then notify the correct Health Authorities.

Fridge Temperature Log

Is to be checked and recorded daily on the sheets next to the fridge.

(See attached log.)

Fridge Temperature Log

Please complete daily - temperature safe zone 2-5 degrees

<u>Feburary</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>
2	2	1	1	1	o
3	3	2	4	2	o
4	4	3	5	3	l
5	staff day	s	6	4	h
6	staff day	c	7	5	o
9	labour day	h	8	queens b'day	l
10	10	o	11	9	i
11	11	o	12	10	d
12	12	l	13	11	a
13	13	h	14	12	y
16	16	o	15	15	13
17	17	l	18	16	14
18	18	i	19	17	15
19	19	d	20	18	16
20	20	a	21	19	17
23	23	y	22	21	20
24	24	20	25	22	21
25	25	21	26	23	22
26	26	22	27	24	23
27	27	23	shavuot	25	24
	30	24	shavuot	26	27
	31	27		s	28
		28		c	29
		29		h	30
		30			31

Days in grey, staff not at school. If the fridge is not checked within the 'safe' range, please ensure Campus Coordinator is notified.

Appendix 2 - Hot Drinks guidelines

The guidelines outline the provision of a safe environment for the children attending our services and the procedures to minimise the risk of scalds and burns from hot drinks while complying with all the relevant legislative requirements. The guidelines promote the practice of excluding hot drinks from being consumed in areas accessed by children as they do not support the implementation of safe practices.

Procedures

General guidelines for the preparation of hot drinks:

- Hot drinks are to be prepared in the kitchen
- Hot drinks can be consumed in the kitchen, office or staffroom. All care is to be taken when transporting hot drinks from the preparation area to the office or staffroom.
- Hot drinks are not to be consumed in the children's rooms, outdoor areas or any other area's accessible to children whilst children are in attendance.

Staff are responsible for the implementation of these guidelines by:

- Ensuring parents, students, volunteers and relief staff aware of, and follow the guidelines.
- Ensuring children do not have access to the kitchen area.
- Ensuring alternative drinks are provided for social events (father's day breakfast/mother's day afternoon tea). For example water, juice, iced coffee.

Management are responsible for these guidelines by:

- Ensuring staff comply with these guidelines
- Dealing with any questions/concerns that arise from these guidelines
- Reviewing and approving any changes to the guidelines