Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Nutrition, food and beverages and dietary requirements – preschool procedure table

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
NQS: 2.1 **Regulations: 78, 79, 80**	Leading and operating department preschool guidelines Nutrition in Schools policy Allergy and Anaphylaxis Management Within the P-12 Curriculum [PDF 532 KB]	NSW Food Authority – Factsheets and posters Munch and Move – Healthy Eating Resources Eat for Health NSW Food Authority: Children's Services Voluntary Food Safety Template ACECQA's policy and procedures guidelines – Nutrition, food and beverages, dietary requirements [PDF 265 KB]

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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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
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 which 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.
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

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Procedure

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 to access their own bottle themselves throughout the day. • Bottles are easily accessible on a tray which follows movement of the children (inside/outside). • Water is available during the day from the outdoor bubblers. In summer water bottles are kept in the fridge and accessed as needed. • 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. • The school does not provide sweetened drinks for preschool children, and these are actively discouraged throughout the day by staff modelling and encouraging children to access water regularly. • The parent information booklet includes advice on healthy options, and this includes water as the preferred drink while at preschool.
Nutritious food	• 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. • This is reinforced regularly by posters in the preschool and verbally through informal discussions. Staff share with families their child's food preferences, especially when a new food is introduced. • Emergency lunches may be ordered for children on sign-in. • Parents are informed that the preschool is 'nut aware' and foods that contain nuts are discouraged, though not banned. • If a child enrols who is allergic to another food, such as sesame seeds or eggs, these foods are also discouraged. • Should a child present with an anaphylactic reaction to food, it would be strongly discouraged with appropriates notices and signage in the preschool. • The educational program and daily routines explicitly teach and promote healthy food choices. • Children are encouraged to recognize healthy food and make positive choices by selecting from their lunch boxes and staff offering a variety of different foods to try during fruit and meal breaks. • 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 in refrigerators until they are consumed. • Children's food is stored in the fridge, a fridge thermometer ensures correct storage temperatures are maintained. Fridge temperatures are monitored daily to ensure they are functioning correctly. • No food is to be reheated.
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. • Tongs are used to serve food and correct hand washing hygiene is observed. Individual portions are provided to children to avoid multiple contacts with food. • Food (fruit break) is prepared in the school kitchen as there is no kitchen facility in the temporary preschool site. The school kitchen and staff follow the guidelines found in NSW Food Authority: Children's Services Voluntary Food Safety to ensure food safety. • Food handling spaces are kept clean and hygienic. • All food handling equipment and storage is returned to the school's kitchen for cleaning. The kitchen uses colour coded cloths, cutting boards and disposable cleaning products to ensure no cross contamination occurs and hygiene is maintained. • 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 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.

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Supporting breastfeeding	• The preschool is a breastfeeding-friendly place. • Breast feeding is actively encouraged from the start of a family's preschool experience. This begins at the orientation meeting and sessions for children. • The preschool provides a comfortable lounge area in the mainroom where breastfeeding can occur while still observing and interacting with children. There is also opportunity to breastfeed outdoors with similar seating available.

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Record of procedure's review

Date of review	3/03/25
Who was involved	Alison Finlayson
Key changes made and reasons why	Change to school lunch program. Program no longer available for Preschool due to dietary concerns. Emergency lunches only.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Steph, Ghata, Barbara and Michelle Parents: parents informed at end of last year program to be discontinued in 2025 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.

Date of review	29/02/2024
Who was involved	Alison Finlayson April Van Bezouwen
Key changes made and reason why	Nil changes - updated template available from Early Learning
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. 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.

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Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: 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.

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