



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]

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:
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	- 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. This could include: - analysing complaints, incidents or issues and the implications for updates to this procedure - reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 the preschool 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.

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. • On arrival, the children place their labelled water bottles on a trolley located centrally in the room. The children can access the water all day and refill independently at any time at a child level tap. The children carry their water bottles outside and place in a central location during outdoor play experiences. • 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. • Sefton Infants Preschool promotes healthy drinking habits by: ○ the staff modelling good drinking healthy food choices with the children at meal breaks and encouraging independence and social skills at meal times ○ providing nutritional information to parents/caregivers and families through such avenues as oral and written information at preschool orientation, pamphlets, school newsletter and school website, posters and <i>Munch and Move</i> materials ○ working with and supporting families who may be providing unhealthy drink choices for their child through private discussions, the provision of healthy drink ideas verbally and with support materials.
Nutritious food	• The preschool does not provide food for children. • 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. • The preschool incorporates nutritional information in the educational program intentionally and incidentally via literature, discussions and conversations about healthy and 'sometimes' foods, interactions with the preschool vegetable garden, and play food resources in the home corner to reinforce healthy eating.

- Staff provide nutritional information to parents/caregivers and families through such avenues as oral and written information at preschool orientation, pamphlets, school newsletter and school website, posters and *Munch and Move* materials.
- Staff work with and support families who may be providing unhealthy food choices for their child through private discussions, the provision of healthy food ideas verbally and with support materials.
- Staff discuss the relationship between nutrition, physical activity and fitness and good health with the children.
- The preschool allows children to access their fruit and/or vegetable snacks at any time during the day.
- Parents are informed that the preschool is 'nut aware' and foods that contain nuts are discouraged. This information is contained in the Preschool Handbook and is reinforced to parents at orientation and at the beginning of the preschool year. Phone calls and/or notes sent home remind parents when there are lapses.
- If a child enrolls 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.
- Children are involved in harvesting vegetables and using these in a cooking experience (eg spinach). Literature is regularly read to the children reinforcing healthy food choices.
- Educator led discussions around healthy food choices – we refer to the terms healthy food versus sometimes food which is regularly reinforced through literature, games and regular discussions throughout the day.
- Educators role model healthy food and drink choices and sit to eat with children, engaging them in discussions about healthy food choices.

Dietary requirements and food allergies	• Parents identify and note any food allergies and/or cultural dietary requirements on the preschool enrolment form and during the preschool orientation. • When a child with a known food allergy enrolls, the preschool educator will consult with the child's family to develop an individual risk management and communication plan to avoid exposure to known allergens. • Children with food allergies, including anaphylaxis, are not excluded during any meal breaks or food experiences. Staff and any visiting adults are made aware of any food allergies of individual children during induction, as well as in the Casual folder, and noticeboard displayed in the preschool office. • A general risk management plan for undiagnosed food allergens is developed, communicated to all adults and reviewed regularly. • A list of children with their photos and their reactive foods will be updated regularly and displayed with the health care action plan in the preschool office. This is communicated to all adults involved in the preschool program. • Individual food placemats with the child's photo and food allergens are used for each meal break to further communicate with adults on-site. These placemats are kept on the trolley located centrally in the room for the child to access at meal times. • All staff on site in the preschool are required to have completed and updated annual mandatory training in the identification and treatment of anaphylaxis. • To reduce the risk of exposure to food allergens, staff in the preschool will follow the advice in <i>Anaphylaxis Procedures in Schools</i>. • Parents are encouraged to inform and update the preschool staff of any new food allergies and provide a current action plan from their doctor and any necessary medication.
Storing and reheating food	• Any perishable items brought to preschool by the children are stored safely until they are consumed. • If any lunch items require refrigeration, the child/parent places the name labelled item in a dedicated basket near the children's locker area upon arrival.

	The educators then transfer to the refrigerator in the preschool kitchen and collect at meal time. • A thermometer is kept in the refrigerator to monitor safe storage temperature (below 5°C). • There is no reheating or cooking of children's lunches on site. Parents are advised to store any warm lunches in appropriate thermos style containers. • Any area where food is prepared or stored will be kept clean. Good hygiene and safety practices will be practiced and reinforced during any preschool cooking experiences.
Consuming food at preschool	• Lunch is at 11:20am in the indoor playroom at the lunch tables. • Fruit/Vegetable time is at 1:30pm together on the picnic mat indoors or outdoors. • Children are able to access their water and fruit/vegetable snacks throughout the day. • Consideration is given to where children with food allergies and at risk of anaphylaxis are seated when eating with the group. • Children with food allergies, including anaphylaxis, are not excluded during any meal breaks or food experiences. Staff members provide individualised support as required, including monitoring closely and ensuring the child is not near any trigger foods. • The children's food is monitored by the educators to ensure none contains a trigger food for another child. Staff on lunch duty make arrangements for children with a trigger food to sit at another table, and ensure that they wash their hands thoroughly when finished. • The children are asked not to share food with other children. • The preschool educators will communicate with parents prior to any special events where food is involved. • Due to the high number of cultural dietary requirements and food allergies, families are advised not to supply birthday cakes or lolly bags to celebrate

	birthdays. Children's birthdays will be acknowledged and celebrated through songs and activities not related to food. • During any preschool events involving food, such as Harmony Day or preschool picnics, parents are actively encouraged to attend and be involved in these events with the provision of substitute food for their child with allergies. Any food supplied to such events needs to be labelled and the ingredients identified. Preschool staff members need to closely monitor food consumption and proximity to triggers for any child with allergies on such occasions. • Food handling spaces are kept clean and hygienic. We have a colour coded cleaning cloth chart and separate hand washing basin. Kitchen cloths are washed weekly, or as required. Staff wear disposable gloves when assisting children with lunch items. • Any area where food is prepared or stored will be kept clean. Good hygiene and safety practices will be practiced and reinforced during any preschool cooking experiences. • 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 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. • To minimize the risk of exposure to a high-risk allergen, preschool avoid the use of peanuts, peanut butter, peanut oil or other peanut or nut products in cooking or other extra-curricular activities. This will also apply for any other particular food allergens identified in the current preschool group.

Supporting breastfeeding	• The preschool is a breastfeeding-friendly place. • If requested, a private area in the preschool staffroom can be arranged for breastfeeding.
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Record of procedure's review

Date of review	26 September 2025
Who was involved	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
Key changes made and reason why	Addition of thermometer in refrigerator for monitoring food safety.
Record of communication of significant changes to relevant stakeholders	Principal: 26 September 2025 Staff: 13 October 2025 – Weekly staff meeting Parents: 14 October 2025 – website and community procedure folder updated – message sent via Kinderloop 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.