

# Procedure SO:01.20

## Food and beverage



### Policy – Workplace Health and Safety

Area – Operational

#### Document Control

Responsible Officer: GM Children's Services	Procedure Number: SO:01.20
Contact Officer: Safety and rehabilitation advisor	Policy: SO:01 Workplace Health and Safety
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#### Scope

This procedure, when read with the policy, provides a framework to guide all actions for the C&K board, C&K personnel, C&K central, C&K branch services, C&K Family Day Care (FDC) and In Home Care (IHC) schemes and educators, children, parents, volunteers, contractors and any visitors to C&K services.

C&K affiliate members are excluded from the scope of this procedure, however may adopt this procedure wholly or in part for their own use, utilising the procedure template and guide.

#### Introduction

This procedure relates to children's nutrition, meal times, food safety, infant bottles, and food allergies.

#### Definitions & acronyms

In order to make this document as efficient as possible relevant definitions and acronyms specific to this policy have been listed in the C&K definitions and acronyms glossary. All policies, procedures, quick reference guides and protocols should be read in conjunction with the C&K definitions and acronyms glossary.

#### Procedure

##### 1.0 Nutrition

##### 1.1 Educator responsibilities:

- Confirm and discuss individual dietary requirements with parents upon enrolment and as needed.
- Provide parents with information regarding their child's daily food intake at the service, and alert parents if there is a need for more food to be provided.
- Refrain from withdrawing food from children or making judgments about their food – food choices lie with parents.
- Incorporate discussions with children about the benefits of good food choices into the program.
- Praise the efforts of making healthy choices.
- Build children's agency and autonomy by supporting them to choose what and how much they eat.
- Respect family, religious and cultural food preferences, where possible, practical and in line with Regulations and expected food standards. .
- Model healthy eating habits.
- Ensure water is available at all times.
- Encourage parents to provide a healthy, balanced diet as per the [Australian Dietary Guidelines](#).



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- Refer to “*Get up and grow; Healthy eating and physical activity for early childhood*” as a reference.
- Participate in professional development activities which extend your knowledge of children’s nutrition.

## 2.0 Meal times

### 2.1 Educator responsibilities:

- Always supervise children.
- Never leave infants unattended with a bottle or food.
- Sit with and engage children in conversations to create a relaxed and enjoyable mealtime atmosphere.
- Engage children in conversation about healthy food choices.
- Encourage children’s independence by supporting them to open lids, feed themselves and clean up.
- Encourage children to eat healthy food without instructing them to eat food they do not like or to eat more than they want.
- Be responsive to individual hunger needs. To be responsive to individual hunger needs, children may need to eat outside routine meal times and infants may need to be fed individually.
- Be patient with slow or “fussy” eaters.
- Arrange meal time furniture in a safe and attractive manner.
- Ensure allergies are considered during meal times and when special events are celebrated and food is shared. Please refer to *SO:08.05 Quick reference guide Anaphylaxis*
- Never use food or drink as a punishment or reward.
- Provide meal time utensils that are age appropriate and developmentally suitable.
- Encourage children to use tongs or other appropriate utensils when sharing food from a common plate.
- Ensure that children do not share individual eating or drinking utensils, or take food from each other’s plate.
- Use a separate spoon for each infant when feeding.
- Encourage children to turn away from food when they cough or sneeze, and then to wash their hands.
- Minimise the amount of time infants and toddlers spend in highchairs.

## 3.0 Food Safety

### 3.1 In relation to food storage, educators will:

- Ensure food is stored in the refrigerator. There are some foods that do not require refrigeration, such as crackers, fruit, vegetable sticks, but dairy, meat, rice, pasta and any form of pre-cooked food must be stored in the refrigerator.
- Ensure insulated containers are not stored in fridges. Food and lunch box containers should be removed from insulated containers before storing them in the fridge.
- Ensure food belonging to children with allergies is stored separately in a sealed, airtight container in the fridge.
- Measure and check the fridge temperature daily. The fridge temperature should be maintained at 5°C or below. Fridge thermometer must be kept in the body of the fridge.



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- Ensure all milk and other dairy products are placed in the body of the fridge.
- Provide food safety information to families.
- Ensure a minimum of ten litres of fridge space is provided per licensed child.

#### **3.2 In relation to food storage, parents will:**

- Upon arrival, remove all food from a child's bag and place it in either the designated basket and / or fridge.
- Ensure insulated containers are not stored in fridges. Food and lunch box containers should be removed from insulated containers before storing them in the fridge.
- Place all milk and other dairy products in the body of the fridge.
- Ensure that all food containers are marked with the name of the child.

#### **3.3 In relation to food preparation and serving, educators will:**

- Wash and dry hands before and after preparing and serving food. There is no need to wear gloves when preparing food if hands are clean and dry.
- Wash and dry hands if interrupted to care for another child while preparing food or spoon-feeding an infant.
- Ensure the children wash and dry their hands correctly before and after meals and cooking activities.
- Ensure chemicals are not sprayed in the vicinity of children. Chemicals must be sprayed directly into cleaning cloths.
- Clean food preparation surfaces, meal tables, and chairs before and after meals.
- Clean floors after meal time has finished.
- Wash fruit before serving.
- Reheat food to 70 °C. Food temperature must be measured with a food temperature thermometer.
- As per *Staying Healthy in Child Care's* recommendations, check food has cooled before giving it to the child by removing a small piece of food with a spoon to another plate and testing the temperature of the food with the inside of your wrist. Throw this piece of food away, wash the spoon and wash and dry hands.
- Heat food or milk once only.
- Wash and dry all plates and cutlery in the designated sink.
- Throw out all leftovers and inform parents what food their child left.

#### **4.0 Bottle storage, preparation and feeding**

When needed, a service will provide a private, comfortable area for parents to breastfeed or express.

#### **4.1 In relation to infant bottles, parents will:**

- Use the SO:01.20.F2 *Bottle Receipt Record* to 'sign in' all bottles or sipper cups containing breast milk, formula or milk.
- Ensure all bottles and teats are sterilized and cleaned before use. *Please note: Educators will rinse and wash out bottles after use, but will not sterilize them after use.*
- Transport pre-prepared bottles in an insulated bag with an ice brick to the service, remove from bag upon arrival and place in the body of the fridge.
- Label their child's bottle clearly with their child's name, the date the breast milk was expressed / formula prepared / milk poured and brought into the service.
- Provide measured portions of formula powder.



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- Provide the required number of bottles their child will need during the day.

#### **4.2 In relation to the storage and preparation of formula and milk bottles, educators will:**

- Wash and dry hands before and after preparing bottles.
- Ensure bottle preparation surfaces are clean before and after preparing bottles.
- Always store bottles in the main body of the fridge.
- Prepare formula strictly according to manufacturer's instructions.
- Heat bottles only once in a bottle warmer.
- Never heat bottles in the microwave.
- Discard leftover milk or formula.
- Send home any milk / formula left at the end of the day.

#### **4.3 In relation to the storage and preparation of breast milk bottles, educators will:**

- Wash and dry hands before and after preparing bottles.
- Ensure bottle preparation surfaces are clean before and after preparing bottles.
- Always store bottles in the main body of the fridge
- When thawing frozen breast milk, always use the oldest milk first. Frozen breast milk can be thawed in the refrigerator and used within 24 hours, or by standing the bottle in a container of lukewarm water and used straight away.
- Heat bottles only once using a bottle warmer.
- Never heat bottles in the microwave.
- Discard leftover milk.
- Send home any milk left at the end of the day. Ask the mother to supply breast milk in separate small quantities to prevent wastage.

#### **4.4 When bottle feeding infants, educators will:**

- Wash and dry hands before and after feeding.
- Take great care to ensure formula or breast milk is never given to the wrong child. In long day care and kindergarten services, two educators will check the label name before feeding.
- Test the bottle temperature on the inside of the wrist before feeding.
- Never prop an infant with a bottle; children must be nursed while bottle feeding. Older infants may be able to bottle feed themselves – this is only to be done after a discussion with parents and if the child has the motor skills to achieve this. Older infants who can bottle feed themselves are still to be supported, supervised and engaged with.
- Ensure the infant is comfortable and held at a slight incline.
- Immediately after feeding, clean the bottle in hot, soapy water. Allow the bottle to air dry. Do not attempt to sterilise a bottle.

### **5.0 Allergies**

#### **5.1 Food free zones**

C&K services do not advertise or promote themselves to be food free zones, such as “nut free”. As Allergy and Anaphylaxis Australia state in [“Approaching the management of Anaphylaxis in schools/child care”](#) “Beware of ‘banning’ of food....Implementing this may not be realistic”.

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As early childhood educators it is our role to implement strategies and support all children to effectively manage risk, and this includes the risk of anaphylaxis. There is a risk that by stating that you are a “nut free” or “egg free” service you are creating a false sense of security. It is important to consider whether you could actually achieve a 100% nut free, or egg free, service.

Steps to consider when a child who is at risk of anaphylaxis enrolls in your service include:

- Encouraging families and visitors to not bring these items in through notices, letters and newsletters. There are a range of [templates](#) services can use on the intranet.
- Conduct a thorough risk assessment ensuring that you consider and implement strategies that will mitigate the potential of a situation arising if someone inadvertently brings the allergen into the service.
- Consider using strategies such as a marking system whereby lunch boxes can be marked with a coloured sticker if the parent / guardian is unsure if it contains the allergen. These boxes can be stored in the fridge away from the child who is at risk, and will be a visual to educators to sit this child away from the one at risk.
- Ensure that all children and adults wash hands on arrival, and after eating, thus greatly reducing the risk of allergens being brought into the service, or being transferred after a meal.

The goal is to bring the issue to the attention of the children and families at your service, discuss it regularly and support all children to learn a range of strategies to keep them all safe. We aim to increase all of the children’s self-help and independence skills, preparing them for the world beyond the service walls.

For further advice or assistance please speak to your Business Operations Consultant (BOC), a member of the Equity and Diversity (E&D) team or the Quality, Policy & Legislation (QPL) team.

Please also refer to *SO:01.09 Procedure Medical Conditions* and *SO:08.02 Quick Reference Guide Anaphylaxis* for further information.

#### Links to associated documents

SO:01.09	Procedure Medical Conditions
SO:08.02	Quick reference guide Anaphylaxis
SO01.20.F1	Fridge temperature daily record sheet form
SO01.20.F2	Bottle receipt record form
Resource	Australian Dietary Guidelines: <a href="https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/efh_catalogue_141124.pdf">https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/efh_catalogue_141124.pdf</a>
Resource	Staying Healthy in Child Care, 5 <sup>th</sup> edition: <a href="http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf">http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf</a>
Resource	Approaching the management of Anaphylaxis in school/childcare: <a href="http://www.allergyfacts.org.au/images/pdf/appman.pdf">http://www.allergyfacts.org.au/images/pdf/appman.pdf</a>

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### Acknowledgements and references

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National Health and Medical Research Council. 2012. *Staying healthy: preventing infectious diseases in early childhood education and care services. 5th edition*. [ONLINE] Available at: [http://www.nhmrc.gov.au/files\\_nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf). [Accessed 15 December 14].

### Revision Record

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Version 2	7 January 2015	Kathryn Woods	<b>7 January 2015</b>	Biannual	2017