

# Procedure SO:01.20 Nutrition and food safety



## Policy – Workplace Health and Safety

Area – Operations

Document Control	
Responsible Officer: General Manager Children’s Services	Procedure Number: SO:01.20
Contact Officer: Children’s Services Manager	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 staff, C&K Central, C&K branch services, C&K affiliate services, children, parents, volunteers, contractors and visitors.

C&K associate members are excluded from the scope of this procedure.

### Introduction

Good nutrition supports children’s health, development and learning. Services can provide many opportunities for children to experience a range of healthy foods and to learn about food choices.

Mealtimes provide an opportunity for children to practice social, language and self-help skills. Educators will plan to create a pleasant and relaxed environment where children have the time to enjoy their food, make choices and interact with others. Mealtimes should be viewed as a valuable part of daily experiences rather than something to ‘get through’ before moving on to other activities.

This procedure relates to children’s nutrition, meal times, food safety and infant bottle storage and feeding.

### Procedure

#### 1.0 Educator responsibilities

#### 1.2 Nutrition

Families	Children
<ul style="list-style-type: none"> <li>Confirm and discuss individual dietary requirements with parents / guardians upon and throughout enrolment.</li> <li>Provide parents / guardians with information regarding their child’s daily food intake at the service. A written record of food consumption must be provided to parents / guardians for children under two (2) years of age or when requested.</li> <li>Upon and throughout enrolment, encourage parents / guardians to provide food as per the <a href="#">Australian Dietary Guidelines</a> and <a href="#">Get up and grow; Healthy eating and physical activity for early childhood</a> recommendations.</li> <li>Regularly provide parents / guardians with information and resources (e.g. family library, service newsletter, display boards) which are reflective of <a href="#">Australian Dietary Guidelines</a> and <a href="#">Get up and grow; Healthy</a></li> </ul>	<ul style="list-style-type: none"> <li>Never use food or drink to reward or punish children.</li> <li>Incorporate concepts regarding healthy food choices into the program.</li> <li>Build children’s agency and autonomy by supporting them to choose what, when and how much they eat.</li> <li>Model healthy eating habits when sharing mealtimes with children.</li> <li>Ensure water is available for children at all times and actively encourage drinking across the day.</li> </ul>

[eating and physical activity for early childhood](#) recommendations.

- Do not withdraw food from children or make judgments about food provided by parents / guardians. Food choices lie with parents / guardians.
- Respect family, religious and cultural food preferences. This may require food / meals to be heated.

### **1.2 Meal times**

- When possible, a child's *key educator* will be responsible for a child's meal time routines. A key educator is an educator who works in the same group and is well known to the child. A key educator is not only responsible for initiating a child's care rituals, but is also responsible for sharing with and building positive relationships with the child's family.
- Encourage and support children to wash and dry their hands before and after meals.
- Supervise children during meal times. Never leave infants unattended with a bottle or food.
- Strive to make mealtimes pleasant and relaxed experiences by:
  - Slowing down to the pace of the children. Don't rush.
  - Setting other tasks aside to allow for all educators to be present.
  - Acting as role models for healthy eating
  - Sitting with and engaging children in conversations to create a relaxed and enjoyable mealtime atmosphere.
  - Encouraging children to eat healthy food without instructing them to eat food they do not like or to eat more than they want.
  - Engaging children in conversation about healthy food choices,
  - Minimising time infants and toddlers spend in highchairs. Feed infants seated on your lap.
  - Encouraging independence by supporting children to open lids, feed themselves and assist with meal time cleaning.
  - Being responsive to individual hunger needs by allowing children to eat outside routine meal times and feeding infants individually at different times.
  - Being patient with slow or "fussy" eaters.
- Consider factors which can affect the 'mood' at mealtimes:
  - Arrange mealtime furniture in a safe and attractive manner (e.g. tables, flowers, placemats).
  - Where possible, arrange tables to allow for small groups with one adult / table.
  - Allow time for children to assist with mealtime rituals.
  - Provide mealtime utensils that are age and developmentally appropriate.
- Encourage children to use tongs when sharing food from a communal plate.
- Ensure children do not share individual eating or drinking utensils, or take food from others.
- 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 and dry their hands.
- Discuss oral health with children and encourage children to drink water after meals
- Consume hot drinks away from children

### **1.3 Children with food allergies**

- Consistently implement the directions and risk minimising strategies detailed in:
  - The relevant risk management plans for children with food allergies and anaphylaxis,

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- *SO:01.09 Procedure Medical Conditions,*
  - *SO: 08.05 Quick reference guide Anaphylaxis.*
  - Ensure appropriate risk minimising strategies are documented and implemented during mealtimes, special events and whenever food is shared.

### **1.3 Preparing meals**

- Wash and dry hands before and after preparing and serving food as per *SO01.03 Procedure Hand washing.*
- Gloves do not need to be worn when handling food if hands are clean and dry. However, gloves must be worn if hands have any cuts or abrasions, dressings, acrylic nail varnish or large rings. Ensure all cuts are covered with approved kitchen band aids (blue in colour).
- Wash and dry hands if interrupted to care for another child while preparing food or spoon-feeding a baby.
- Whenever possible, respect family, religious and cultural food preparation and serving practices. Food preparation and serving practices must reflect this procedure, National [Food Safety Information Council](#) standards.
- Wash fruit and vegetables before serving.
- Reheat food to 70°C and maintain this temperature for 2 minutes. Food temperature must be measured with a food temperature thermometer.
- Ensure food has cooled before providing to a child by removing a small piece of food with a spoon to another plate and testing the temperature with a food temperature thermometer or by the inside of your wrist. Throw this piece of food away, wash the spoon, and wash and dry your hands.
- Heat food or milk once only.
- Wash and dry all plates and cutlery in the designated / labelled sink.
- Throw out leftovers and inform parents / guardians what food was not eaten.
- Ensure chemicals are not sprayed in the vicinity of children. Chemicals must be sprayed directly onto cleaning cloths.
- Clean food preparation surfaces, meal tables and chairs before and after meals.
- Clean floors after meal times.
- If a service provides meals as part of regular service provision:
  - Display a weekly menu for children and families.
  - Develop menus in consultation with children and families.
  - Provide meals that reflect children's dietary needs (including food allergies) and recommendations outlined in the [Australian Dietary Guidelines](#) and [Get up and grow: Healthy eating and physical activity for early childhood](#)
  - [feedAustralia](#) is a government health initiative that provides an online menu planning tool, along with healthy recipe and snack suggestions. This free program will assist with dietary guideline compliance
  - Staff who cook meals for children as part of regular service provision must have a recognised nutrition / food handling qualification.
  - If a child enrolled has a known food allergy, staff that cook meals must undertake appropriate training regarding providing meals for children with food allergies and implementing risk minimising strategies to prevent cross contamination of allergens during meal preparation.
  - Do not prepare food if suffering from gastrointestinal illness or a cold/flu. Staff who prepare food will be excluded from the service during the illness and for 24hrs after the illness has passed.

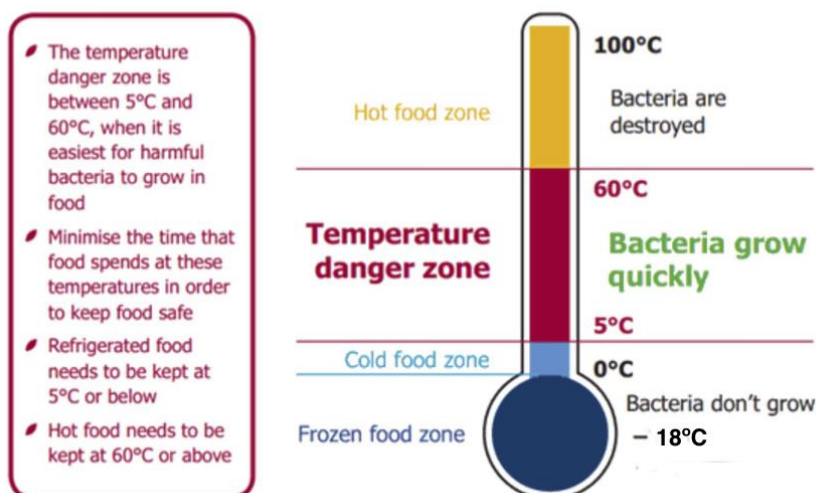
### **2.0 Food storage and safety**

# Procedure SO:01.20 Nutrition and food safety

## Policy – Workplace Health and Safety

Area – Operations

Educators	Families
<ul style="list-style-type: none"> <li>Refer to and implement food safety recommendations outlined by <a href="#">Food Safety Information Council</a> and in <a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> Edition)</a>.</li> <li>Undertake a daily fridge temperature check as part of the daily indoor / outdoor safety checklist. The fridge temperature must be maintained at 5°C or below. A fridge thermometer must be stored in the body of the fridge.</li> <li>Ensure all milk and other dairy products are placed in the body of the fridge and not in the door.</li> <li>Provide food safety information to parents / guardians throughout enrolment.</li> <li>Ensure a minimum of 10L of fridge space is provided / child.</li> <li>Respect family, religious and cultural food storage practices except where the health and safety of the child could be compromised.</li> <li>Ensure food belonging to a child with allergies is stored separately in a sealed, airtight container in the fridge. Refer to SO: 08.05 QRG Anaphylaxis</li> <li>Ensure dairy, meat and cooked food is stored in the refrigerator.</li> <li>Cooked food and uncooked meat must be stored separately within fridge</li> </ul>	<ul style="list-style-type: none"> <li>Upon arrival, remove all food from your child's insulated bag and place it in either the designated basket and / or fridge. Seek advice from educators if unsure of your service food storage routine.</li> <li>Do not store food in insulated containers within fridge.</li> <li>Place all milk and other dairy products in the body of the fridge. Do not store in the fridge door.</li> <li>Ensure all food containers are clearly named.</li> </ul>



### 3.0 Bottles

#### 3.1 Storage and preparation

##### 3.1.1 Parent / guardian responsibilities

- Upon arrival, record all bottles and sipper cups containing breast milk, formula or milk on *SO: 01.20. F2 Bottle Receipt Record*.
- Ensure bottles and teats provided are clean, sterilised and clearly labeled with child’s name and the date the bottle was prepared or provided to the service. Educators will wash bottles / teats after use, however are unable to sterilise.
- To prevent wastage, supply breast milk in separate small quantities.
- Provide pre-prepared bottles OR provide pre-measured portions of formula powder.
- Transport pre-prepared bottles in an insulated bag with an ice brick. Upon arrival remove bottles from the insulated bag and place in the body of the fridge.
- Provide the required number of bottles / day.

**3.1.2 Educator responsibilities**

- 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 body of the fridge, not in the fridge door.
- Heat bottles only once in a bottle warmer. Never heat bottles in a microwave.
- A feed should take no longer than 1 hour – any remaining bottle content that has been at room temperature for longer than 1 hour should be discarded
- Immediately after feeding, clean the bottle in hot, soapy water. Allow the bottle to air dry. Do not attempt to sterilize bottles.
- Send bottles home at the end of the day.

Formula	Breast milk
<ul style="list-style-type: none"> <li>• Prepare formula strictly according to manufacturer’s instructions.</li> <li>• Discard ‘leftover’ formula.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a private, comfortable area for mothers to breastfeed or express.</li> <li>• When thawing frozen breast milk, always use the oldest milk first.</li> <li>• Frozen breast milk can be thawed:               <ul style="list-style-type: none"> <li>○ in the refrigerator and used within 24hrs, or</li> <li>○ by standing the bottle in a container of lukewarm water and used straight away.</li> </ul> </li> <li>• Discard ‘leftover’ breast milk.</li> </ul>

**3.2 Bottle feeding**

**3.2.1 Educator responsibilities**

- Wherever possible, the child’s ‘primary carer’ will be responsible for bottle feeding.
- Slow down and provide the infant valuable uninterrupted quality time and attention.
- Be flexible-watch for cues that the baby is hungry and requires feeding, rather than working by the clock.
- Wash and dry hands before and after feeding. There is no need to wear gloves if hands are clean and dry.
- Take great care to ensure formula or breast milk is never given to the wrong child. In centre-based services, two (2) educators will check the bottle label name before feeding.
- Test the bottle temperature on the inside of the wrist before feeding.
- Never ‘prop-up’ an infant with a bottle. Infants must be nursed and held at a slight incline while bottle feeding. Do not provide a bottle when a child is in a cot / bed (as a sleeping aid).
- Under close supervision and support, older infants who have the motor skills to do so may bottle feed themselves. This must be done after consulting with parents / guardians.

## Procedure SO:01.20 Nutrition and food safety



Policy – Workplace Health and Safety

Area – Operations

- Remove bottles from children when they have finished drinking.

### Links to associated documents

SO:01.09	<a href="#">SO01.09 Procedure - Medical conditions</a>
SO:08.02	<a href="#">SO01.09.02 Quick reference guide - Anaphylaxis</a>
SO01.20.F2	<a href="#">SO01.20.F2 Form- Bottle Receipt Record</a>
SO01.03	<a href="#">SO01.03 Procedure - Hand washing</a>
Resource	<a href="#">Australian Dietary Guidelines</a>
Resource	<a href="#">Staying Healthy; Preventing infectious diseases in early childhood education and care services (5th Edition)</a>
Resource	<a href="#">Get up and grow; Healthy eating and physical activity for early childhood</a>

### Acknowledgements and references

- 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 06 December 2016].
- National Childcare Accreditation Council (NCAC) 2009. *Making meal times positive* <http://ncac.acecqa.gov.au/educator-resources/pcf-articles/Positive%20mealtimes%20Dec09.pdf>
- National Health and Medical Research Council NHMRC, (2012) *Infant Feeding Guidelines: information for health workers* <https://www.nhmrc.gov.au/guidelines-publications/n56> (Accessed 28 March 2017)

### Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next review date
2.0	7 January 2015	Kathryn Woods	<b>7 January 2015</b>	2 years	Jan 2017
3.0	20 Nov 2015	Kathryn Woods	<b>25 Nov 2015</b>	2 years	Nov 2017
4.0	6 June 2016	Kathryn Woods	<b>7 June 2016</b>	2 years	June 2018
5.0	19 December 2016	Kathryn Woods	<b>19 December 2016</b>	2 years	December 2018