



NUTRITION AND DIETARY REQUIREMENTS POLICY

National Quality Framework Quality Area, Standards & Elements

This policy relates to:

Quality Area 2 – Children’s Health and Safety

- 2.1 Each child’s health is promoted
 - 2.1.1 Each child’s health needs are supported
 - 2.1.3 Effective hygiene practices are promoted and implemented
- 2.2 Healthy eating and physical activity are embedded in the program for children
 - 2.2.1 Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.

Quality area 6 – Collaborative partnerships with families and communities

- 6.1 Respectful supportive relationships with families are developed and maintained
 - 6.1.2 Families have opportunities to be involved in the service and contribute to decisions
- 6.2 Families are supported in their role and their values and beliefs about child rearing are respected

Quality Area 7- Leadership and Service Management

- 7.1.2- The induction of educators, co-ordinators and staff members is comprehensive.
- 7.3.2- Administrative systems are established and maintained to ensure the effective operation of the service.
- 7.3.5- Service practices are based in effectively documented policies and procedures that are available at the service and reviewed regularly.

Aim

Centre Educators will encourage healthy nutritional habits with all children and families.

When to use this Policy

1. At all meals times
2. In extra curricula activities e.g. cooking, newsletters, professional visitors.

Process Steps

Menu Planning

- Family and child eating habits will be respected, taking into consideration individual dietary requirements such as religious, cultural, allergies, intolerances and any health needs.
- The Centre will provide nutritionally balanced meals for all children; they will be adequate in amount, varied and offered at frequent intervals.
- Meals that will be provided will ensure the five food groups are offered in accordance with being provided with food that is consistent with the: Australian Government guidelines *Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood*, and/or — *Dietary Guidelines for Children and Adolescents in Australia*
- Meals will be developed and provided to reflect a wide variety of cultures.

- Breakfast, morning tea, lunch, afternoon tea and late snack will be offered to all children in attendance at the Centre.
- The Centre menu will be displayed within the service with clear visibility of current week and day of meals being offered and any changes will be readily available.
- The preparation of food will consider infant needs and abilities.
- The Centre Cook will complete the *“Four Week Cycle Menu Checklist”* or *“Weekly Menu Checklist”* form, whichever applies.
- The Centre will aim to provide a four week cycle menu allowing parents and Educators to know in advance what will be offered.
- The Centre will aim to provide a reviewed menu each season, suited to the weather and seasons.
- Educators will work with families in creating the Centres Menu.
- The Centre will provide families with Centres recipes upon request.

Dietary Requirements

- On enrolment all dietary requirements will be requested to be documented on the enrolment form or as they arise. This includes allergies, intolerances or personal and cultural preferences.
- Educators and visitors will be made aware at all times of dietary requirements and will ensure that that applicable Action Plans and Risk Minimisation plans are followed at all times.
- Risk minimisation plans will be required for all allergies, religious requirements and food intolerances.
- See anaphylaxis policy and medical conditions policy.

Educators

- Educators incorporate good eating habits by reinforcing nutrition regularly.
- Educators are seen as positive role models in nutritional food choices.
- Regular education of nutrition will be provided to parents through recipe ideas, nutrition booklets/pamphlets, and dietician
- Cooking activities are encouraged within the Centre

Dental Care

- Dental hygiene practices will be implemented only water and milk are offered to children.
- Babies will not sleep with their bottles.
- Children will be encouraged to drink water after every meal and throughout the day to rinse their mouth. Swish and swallow will be encouraged.

Breast milk

- Breast feeding mothers are encouraged and welcomed to continue feeding their child, provisions will be made for mothers to be in a comfortable, quiet and private area within the Centre.
- Breast milk is to be thawed naturally.
- Breast milk is to be heated in warm water, not in boiling water or in the microwave. Bottle warmers are acceptable. Please follow Breast milk storage and preparation procedure.
- Unused breast milk is to be discarded.

- Breast milk is to be stored in the fridge, not in fridge doors.

Formula Milk

- Follow the manufactures instruction if preparing formula milk
- Unused formula is to be discarded
- Formula milk is to be stored in the fridge, not in fridge doors.
- Using microwaves to heat bottles are to be kept to a minimum. Bottle warmers are to be used wherever possible.
- Bottles that are warmed in a microwave are to be shaken to distribute heat and are to be tested on inside of wrist, by sprinkling a small amount. The teat is not to touch the wrist.

The following foods will not be part of the Centre menu and are generally discouraged from being brought into the centre;

- Chocolate: chocolate coated muesli bars, chocolate bars, chocolate coated biscuits, and chocolate filled items, chocolate coated tiny teddies.
- Any form of confectionery: lollies and lollypops.
- Soft drinks, juices or cordials.
- Popcorn
- Nut products of any kind
- Products that cause an Anaphylactic reaction to a child in the Centres care. Eg: eggs in birthday cakes made at the Centre
- Hot Dogs
- Take away foods such as Mc Donalds
- Snack style potato chips.
- Products high in sugar or fat

Educator techniques

- Educators will be positive role models for good nutrition.
- Educators will refrain from eating or drinking “junk” food in front of children.
- Educators are to have an active role in further educating both children and families on nutrition and its value.
- The Centre cook will hold a recognised food handling and menu planning Certificate.
- The Centre will aim to have most Educators hold a Food Handling and/or Safety Certificate.
- The programs will cater to teaching and educating children on nutrition and good dental practices.
- The Centre will strive to have the menu checked by a nutritionist annually.
- Centre Educators will follow good hygiene and health practices when dealing with food handling.
- Allergy lists and dietary requirements will be updated for every new enrolment. These lists will be forwarded to the Centre cook and each Group Leader.
- The Centre Cook will complete the “*Four Week Cycle Menu Checklist*” or “*Weekly Menu Checklist*” form, whichever applies.

- Educators will work with families in creating the Centres Menu.

Standard/Element	National Law and National Regulations
2.1.3, 2.2.1	regulation 77 Health, hygiene and safe food practices
2.2.1	regulation 78 Food and beverages
2.2.1	regulation 79 Service providing food and beverages
2.2.1	regulation 80 Weekly menu
2.1.1	regulation 90 Medical conditions policy
2.1.1	regulation 91 Medical conditions policy to be provided to parents
2.1.1	regulation 92 Medication record
2.1.1	regulation 93 Administration of medication
2.1.1	regulation 94 Exception to authorisation requirement—anaphylaxis or asthma emergency
2.1.1,	regulation 95 Procedure for administration of medication
2.1.1,	regulation 96 Self-administration of medication
6.1, 6.2	regulation 157 Access for parents
7.3.5	regulations 168–172 Policies and procedures
Related Requirements	
2.1.1	regulation 161 Authorisations to be kept in enrolment record
2.1.1	regulation 162 Health information to be kept in enrolment record
2.1.1, 2.1.3	regulation 168 Education and care service must have policies and procedures
2.1.3	regulation 168(2)(a) Policies and procedures are required in relation to health and safety, including matters relating to: <ul style="list-style-type: none"> (i) nutrition, food and beverages, dietary requirements; and (ii) sun protection; and (iii) water safety, including safety during any water based activities; and (iv) the administration of first aid

2.1.1, 2.3.3	regulation 168(2)(d) Policies and procedures are required in relation to dealing with medical conditions in children, including the matters set out in regulation 90
2.1.1	regulation 177 Prescribed enrolment and other documents to be kept by approved provider: (1)(b) an incident, injury, trauma and illness record as set out in regulation 87 (1)(c) a medication record as set out in regulation 92
6.1, 6.2	section 172 Offence to fail to display prescribed information
6.1, 6.2,	section 175 Offence relating to requirement to keep enrolment and other documents
6.1, 6.2,	regulation 73 Educational programs
6.1, 6.2,	regulation 74 Documenting of child assessments or evaluations for delivery of educational program
6.1, 6.2,	regulation 75 Information about the educational program to be kept available
6.1, 6.2,	regulation 76 Information about educational program to be given to parents
6.1, 6.2	regulation 80 Weekly menu
6.1, 6.2	regulation 86 Notification to parents of incident, injury, trauma and illness
6.1, 6.2	regulation 111 Administrative space (centre-based services)
6.1	regulation 168(2)(k) Policies and procedures are required in relation to enrolment and orientation
6.1, 6.2	regulation 171 Policies and procedures to be kept available
6.1, 6.2	regulation 172 Notification of change to policies or procedures
6.1, 6.2	regulation 173 Prescribed information is to be displayed
6.1	regulation 177 Prescribed enrolment and other documents to be kept by approved provider

Related Policies

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|---------------------|-----------------|
| • Food Handling | • Anaphylaxis |
| • Infection Control | • Dental Health |
| • Child Development | • Handwashing |
| • Inclusion | |

Sourced

Raising Children Network

Education and Care Services National Regulations 2011

<http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/nqf/edcareservices.pdf>

Developed: - June 2010
Last Reviewed: - August 2017
Next Review: - August 2018

Education and Care Services National Law Act 2010

www.legislation.vic.gov.au/Domino/Web_Notes/.../10-069a.doc

Health & Safety in Children's Services: Model Practices and Policies 2nd Edition 2003 -

[www.med.unsw.edu.au/SPHCMWeb.nsf/resources/CCModelPolicies.pdf/\\$file/CCModelPolicies.pdf](http://www.med.unsw.edu.au/SPHCMWeb.nsf/resources/CCModelPolicies.pdf/$file/CCModelPolicies.pdf)

National Quality Framework Resource Kit

<http://acecqa.gov.au/links-and-resources/national-quality-framework-resources/>