

NUTRITION PROCEDURE



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POLICY AND PHILOSOPHY

The CEEC HS POL Food Safety and Nutrition Policy ensures children attending our services are provided healthy, nutritious food that is appropriate for their needs. This procedure guides the implementation of quality, consistent, evidence based practices for the provision of nutritious meals and snacks, programming and learning experiences for children.

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ROLES AND **RESPONSIBILITIES**

APPROVED PROVIDERS

(Including Leadership and Management Teams)

- Ensure all obligations under the Education and Care Services National Law and National Regulations in relation to nutrition, food beverages, and dietary requirements are met.
- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the food and nutrition policy and procedures.
- Ensure that copies of the policy and procedures are readily accessible.
- Notify families at least 14 days before changing the policy or procedures if the changes will:
 - Affect the fees charged or the way they are collected;
 - significantly impact the service's education and care of children; or
 - Significantly impact the family's ability to utilise the service.
- Maintain membership with Nutrition Australia.



NOMINATED SUPERVISORS AND RESPONSIBLE PERSONS

- Ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to their needs on a regular basis throughout the day.
- Ensure food and beverages provided are nutritious, adequate in quantity, and chosen based on children's dietary requirements (See Appendix 2: Food Serving Sizes).
- Display and make accessible to family members a weekly menu which accurately describes the food and beverages to be provided by the service each day.
- Ensure food and nutrition procedures are implemented by staff, part of induction training, and regularly reviewed at team meetings.
- Ensure educators and staff have clear roles and responsibilities during mealtimes.
- Long Day Care and OSHC Services will attempt to meet the health requirements of all children in their care and individualised menus may be provided upon request and after discussion with families and children, after agreement meals may be supplied from home.
- Adhere to the [Medical Conditions Policy](#).
- Maintain records of all children with known food allergies and intolerances and disseminate to all Staff via the use of [CEEC HS FORM – Food Allergies and Intolerances Record 13](#) (Food Licensed premises) or CEEC HS FORM – Food Allergies and Intolerances Record 13B (unlicensed premises) (See Appendix 3).
- Ensure food supplied is prepared and stored in a safe and hygienic manner, complying with all laws and regulations, including the [Food Act 2006](#).

- Complete [CEEC HS Form – Daily Meals and Bottles Record 14](#) for children aged three and under and display this information at the Service.
- On request from families services may record the food intake for a child in an older age group.
- Provide families access to current information on healthy eating, allergies, intolerances, food safety, nutrition and breast feeding in the service’s orientation program and throughout the year, with additional information sourced from recognised health authorities.
- Aim to be nut and allergy free environments and request families, educators and children do not bring foods into the services containing peanuts, nuts or nut products.
- Respect families’ religious and cultural beliefs.
- Seek feedback and invite families, staff and children to contribute to the menu by sharing popular home recipes and asking for comments on draft menus prior to their commencement.
- Provide a range of utensils and furniture that encourages comfort and independence for children that are ergonomically designed and culturally appropriate for the staff serving and eating with the children.



EDUCATORS

- Ensure food provided by the families is stored at an appropriate temperature in accordance with the [QLD Food Act 2006](#).
- Encourage children to drink water.
- Ensure insulated lunchboxes are opened before placing into a fridge to allow air to circulate.
- Model, promote and discuss healthy food choices rather than instructing children in what, when and how much they will eat.
- Encourage independence by providing age-appropriate cutlery, supporting children to open lids, feed themselves, allowing choice and assist with mealtime tasks.
- Be responsive to children's needs and family instructions regarding food allergies, intolerances and restrictions.
- Be responsive to individual needs by allowing children to eat outside routine mealtimes and feeding babies individually at different times.
- Consider strategies that influence the 'mood' at mealtimes such as setting up tables in an attractive manner and arrange tables to enable small groups.

- Support children's involvement in food preparation activities, through such things as preparing food with workers, growing a vegetable or herb garden, composting and worm farming.
- Encourage children to sit while eating and engage in social interactions during meal and snack times.
- Do not withdraw food from children or make judgments about food provided.
- Do not use food or drink to reward or punish.
- Monitor children's food and beverage intake to ensure it is adequate and appropriate to each child's needs.
- Be familiar with the individual needs and action plans for the children in your care with specific dietary requirements, and ensure those requirements are taken into consideration, including on excursions.
- Maintain ongoing communication with families and other members of staff (including the Nominated Supervisor) about any changes to children's dietary requirements and ensure these changes are reflected in the mealtimes.

- Plan programs to promote healthy eating and knowledge of nutrition by children and families, and involving children in decision-making about healthy food and beverage choices.
- Ensure food and nutrition activities are incorporated into children's planned learning experiences at services. Activities will include information about healthy foods, dental health activities, stories, visual displays of foods, home corner food props and discussion with children about nutritious food, health and well-being.
- Encourage children to taste new foods, with variety in tastes, textures, colours and flavours.
- Liaise with families about their child's food interests, dietary requirements, allergies, intolerances and eating habits.
- Sit with children at mealtimes, discussing food being served, promote hygienic self-help practices and use positive strategies to promote children's interest in foods and good eating habits.
- Encourage children after meals to scrape the food from their bowls, pack away their bowls, cups and cutlery before moving away to another experience.
- Collaborate with families through open discussion and strategy sharing, supporting children's healthy eating habits and assisting in situations where a child's eating habits are challenging.
- Consult with children when planning the menu; workers will facilitate children being involved in the preparing and serving of food through 'serve-yourself' routines and activities such as breakfast meals in OSHC Services

EDUCATORS WORKING WITH INFANTS

- Expressed breast milk and infant formula will be warmed in either warm water or a bottle warmer, not a microwave.
- Promote effective practice for storage and use of bottles, formula, breast milk, and food brought in by Parents/Carers.
- Infant formula is to be provided premixed in bottles, or premeasured, with mixing instructions.
- Breast milk may be provided fresh, frozen or thawed; if thawed, this must be noted on arrival. Safe transport of food must be followed.
- Warmed infant milk bottles (both formula and breast milk) must follow the 2 Hour/4 Hour guideline as outlined in the Food Safety Procedure.
- All infant drink bottles stored at a service will be labelled with the child's name.
- Educators are to ensure infants are not lying flat, and are monitored when offered a bottle.
- Ensure children do not have bottles in bed during rest and sleep times.
- Feeding schedules for infants will be flexible and adaptive to individual routines. These routines will be developed in consultation with families at orientation and will be regularly reviewed and updated in accordance with the changing needs of the developing child.
- Preparation instructions for infant formulas will be displayed in the nursery food preparation area of LDCs.

- Staff members will be made aware of the consistency and texture of foods, including the prepared state of the food that may cause choking (e.g. raw carrot pieces) and plan appropriate meals and snacks in accordance with children's development.
- Services will encourage and support breastfeeding.
- Infants under twelve months will be provided with cooled boiled water for extra fluid.
- Offer children water - after milk bottles, lunch and before rest - as part of dental hygiene.
- Staff Members and families will be made aware of foods that may cause choking and will prevent infants and children from having access to these foods.
- Monitor and discuss children's appetite, fluid intake, interest in food and self-help skills.



COOKS, KITCHEN STAFF, AND FOOD HANDLERS

- Implement the food and nutrition policy and procedures and ensure all action plans in place are carried out in line with these.
- Plan the menu to ensure food and beverages are nutritious, adequate in quantity, and based on children's dietary requirements.
- Ensure food provided in Long Day Care environments meets recommended minimum food requirements for children (i.e. at least 50% of the recommended dietary intake nutrients for eight hours of care) (See Appendix 2: Food Serving Sizes).
- Ensure staff are made aware of the consistency and texture of foods, that may cause choking (e.g. raw carrot pieces) and plan appropriate meals and snacks in accordance with children's development.
- Display and make accessible to family members the weekly menu which accurately describes the food and beverages to be provided by the service each day.
- Ensure the food provided is varied, seasonally appropriate where possible and the menu cycle is rotated to ensure that children attending part time have opportunities for experiencing a range of healthy and nutritious foods.
- Services that do not hold a food license should not reheat or cook food provided by families.

FAMILIES

- Ensure the service is advised of your children's dietary requirements, relating to your child's growth and development needs, as well as any specific cultural, religious or health requirements.
- Should your children have a medical condition that can be impacted by food, work with the service to develop Risk Minimisation Plans
- Read the service's weekly menu and provide any feedback
- If providing food and beverages from home, ensure these are nutritious and plentiful and that they are in line with service requirements (e.g. that they do not contain allergens that could harm other children at the service). Allergy information of food allergies are displayed as a Health & Safety Alert at the Service
- Provide details of any special food needs compiled by a doctor, dietician, nutritionist or other recognised health professional. Details of what the child can and cannot eat are to be included in this detail
- Prepare food at home following food safety protocols.
- Ensure bottles provided each day are clean and in good repair
- Provide a list of foods introduced to children prior to it being offered at the centre.
- Liaise with staff about your child's food interests, dietary requirements and eating habits
- Monitor and discuss children's appetite, fluid intake, interest in food and self-help skills

MONITORING, EVALUATION AND REVIEW

- Centacare will place this policy on the Archdiocesan Intranet (AI). Service Leaders and Managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred.
- All staff are responsible for understanding and complying with this policy.
- Summary information about fees and related procedures will be included in the CEEC information handbooks.
- Educators and families will be invited to participate in the review of this procedure.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for Service Leaders and Responsible Persons in Charge will be provided using a range of learning platforms. Videos of some Xplor processes are available on AI.
- Contact the Policy Sponsor for further interpretation of this policy.

APPENDIX

RECOMMENDED AVERAGE DAILY NUMBER OF SERVES FROM EACH OF THE FIVE FOOD GROUPS

Breakfast	Morning Tea (If provided during Vacation Care)	Lunch	Afternoon Tea
<ul style="list-style-type: none"> 1 - 2 serves of milk, yoghurt, or cheese 1 - 2 serves of cereals 1 - 2 serves of fruit 	<ul style="list-style-type: none"> 1 - 2 serves of cereals 1 - 2 serves of fruit 	<ul style="list-style-type: none"> Provided by parents/carers 	<ul style="list-style-type: none"> 1 - 2 serves of milk, yoghurt, or cheese 1 - 2 serves of cereals 1 - 2 serves of fruit



INFANTS Aged 7 - 12 Months



FOOD	SERVING SIZE	SERVES PER DAY	SERVES PER WEEK
Vegetables and legumes/beans	20g	1½ - 2	10 - 14
Fruit	20g	½	3 - 4
Grain (cereal) foods	40g (bread equivalent)	1½	10
Infant cereal (dried)	20g	1	1
Lean meats, poultry, fish, eggs, tofu, legumes/beans	30g	1	7
Breast milk or formula	600mL	1	7
Yoghurt/cheese or alternatives	20mL yoghurt or 10g cheese	½	3 - 4

Note: An allowance for unsaturated spreads, oils, or nut seed paste of ½ serve (4 - 15g) per day is included, however whole nuts and seeds are not recommended at this age because they may cause choking.



TODDLERS Aged 13 - 23 Months



FOOD	SERVING SIZE	SERVES PER DAY
Vegetables and legumes/beans	75g	2 - 3
Fruit	150g	½
Grain (cereal) foods	40g (bread equivalent)	4
Lean meats, poultry, fish, eggs, tofu, legumes/beans	65g	1
Milk, yoghurt, cheese and/or alternatives	250mL (milk equivalent)	1 - 1½

Note: An allowance for unsaturated spreads, oils, or nut seed paste of 1 serve (7 - 10g) per day is included, however whole nuts and seeds are not recommended at this age because they may cause choking.






FOR CHILDREN AGED 2 - 18 YEARS			
FOOD	AGE	MALE OR FEMALE	QUANTITY
Vegetables and legumes/beans	2 - 3	Both	2½
	4 - 8		4½
	9 - 11		5
	12 - 13	Male	5½
		Female	5
	14 - 18	Male	5½
Female		5	
Fruit	2 - 3	Both	1
	4 - 8		1½
	9 - 11		2
	12 - 13		2
	14 - 18		2
Grain (cereal) foods, mostly wholegrain and/or high fibre cereal varieties	2 - 3	Both	4
	4 - 8		4
	9 - 11	Male	5
		Female	4
	12 - 13	Both	5
	14 - 18		7
Lean meats, poultry, fish, eggs, tofu, nuts, seeds, legumes/beans	2 - 3	Both	1
	4 - 8		1½
	9 - 11		2½
	12 - 13		2½
	14 - 18		2½
Milk, yoghurt, cheese and/or alternatives	2 - 3	Both	1½
	4 - 8	Male	2
		Female	1½
	9 - 11	Male	2½
		Female	3
	12 - 13	Both	3½
14 - 18	3½		
Approx. number of additional serves from the Five Food Groups, unsaturated spreads, oils, or discretionary choices for additional serves for more active, taller, or older children and adolescents	2 - 3	Both	0 - 1
	4 - 8	Male	0 - 2½
		Female	0 - 1
	9 - 11	Both	0 - 3
	12 - 13	Male	0 - 3
		Female	0 - 2½
	14 - 18	Male	0 - 5
Female		0 - 2½	

Note: Includes an allowance for unsaturated spreads, oils, nuts and seeds: ½ serve (4 - 5g) per day for children 2 years of age, 1 serve (7 - 10g) per day for children 3 - 12 years of age, 1½ serves (11 - 15g) per day for children 12 - 13 years of age, and 2 serves (14 - 20g) per day for adolescents 14 - 18 years of age.

Serve sizes for 1 – 5 years

Food Foundations • an NAQ Nutrition program

By providing children with the recommended amounts from the Five Food Groups and limiting the foods that are high in saturated fat, added sugars and added salt, they will get enough of the nutrients essential for good health, growth and development. The amount of food children need will depend on their age, gender, height, weight and physical activity levels.

Food Group	Serve Size	Serves per day for 1 – 5 years	Serves whilst in 8 hours of care (50%)
Vegetables and Legumes/Beans 	<ul style="list-style-type: none"> • ½ cup cooked green or orange vegetables • 1 cup leafy salad veg • ½ cup cooked dried or canned beans/lentils • ½ medium potato 	2 – 4½	1 – 2½
Fruit 	<ul style="list-style-type: none"> • 1 medium apple, banana, orange • 2 small apricots • 1 cup diced/canned fruit • 1/2 cup (125ml) fruit juice 	½ – 1½	½ – 1
Grain (cereal) foods 	<ul style="list-style-type: none"> • 1 slice of bread • 1 medium roll • ½ cup cooked rice, pasta, noodles • 1 small English muffin • 2/3 cup wheat cereal flakes 	4	2
Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans 	<ul style="list-style-type: none"> • 65g cooked lean meats such as beef, lamb, veal, pork • 80g cooked lean poultry such as chicken or turkey • 100g fish fillet • 2 large eggs • 1 cup cooked/canned legumes 	1	½
Milk, yoghurt, cheese and alternatives 	<ul style="list-style-type: none"> • 1 cup milk • 2 slices (40g) cheese • ¾ cup (200g) yoghurt • ½ cup ricotta cheese 	1-2	½ – 1

*please note this is an approximate guide only based on the Australian Dietary Guidelines and includes morning tea, lunch and afternoon tea

To meet additional energy needs, extra serves from the Five Food Groups or unsaturated spreads and oils or discretionary choices may be needed by children who are taller, more active or older in their age band.

