

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<b>NUTRITION FOOD and BEVERAGES POLICY</b> This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
<b>NATIONAL QUALITY STANDARD</b>	<b>QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY</b> <b>2.1 Health</b> 2.1.1 Wellbeing and comfort 2.1.2 Health practices and procedures 2.1.3 Healthy lifestyle
<b>NATIONAL LAW AND REGULATIONS</b>	77 -Health, hygiene, and safe food practices 78 - Food and beverages 79 -Service providing food and beverages 80 - Weekly menu 90 -Medical conditions policy 91 - Medical conditions policy to be provided to parents 160- Child enrolment records to be kept by approved provider 162- Health information to be kept in enrolment record 168-Education and care service must have policies and procedure 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>Change of details record</li> <li>Enrolment record</li> <li>Medical risk minimisation and communication record</li> <li>Weekly Menu</li> </ul>
<b>SCOPE OF POLICY</b>	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
<b>AIM OF POLICY</b>	To ensure that our service has strong guidelines, procedures, and practices in place regarding healthy eating, provision of nutritious meals and beverages for all children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
<b>SERVICE IMPLEMENTATION</b>	<b>Implementation</b> As more children these days are spending time in childcare settings it's particularly important that the service, provides healthy and nutritious foods and beverages for the children. It is also a great opportunity for services and families to collaboratively work together to ensure the best start for all children in their early years. Childhood obesity and overweight children is a concern in Australia. Whilst it's impossible as a service to stop this epidemic, it is possible through providing support and information and promoting healthy lifestyle guidelines that we may contribute to the wellbeing and health outcomes of children that attend the service. The service staff and management actions can be instrumental in providing a healthier future for the children who attend, and we are therefore committed to implementing healthy eating as outlined in the Australian Dietary Guidelines and the Australian Guide to Healthy Eating. <b>Implementation</b> <b>The Australian dietary guidelines are as follows</b> <b>Guideline1-</b> <i>To achieve and maintain a healthy weight, be physically active and choose amounts of nutritious food and drinks to meet your energy needs.</i> <b>Guideline 2-</b> <i>Enjoy a wide variety of nutritious foods from these five groups every day:</i> <i>-plenty of vegetables, including different types and colours, and legumes/beans</i> <i>-fruit</i> <i>-grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties, such as breads, cereals, rice, pasta, noodles, polenta, couscous, oats, quinoa, and barley</i> <i>-lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans</i>

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<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

-milk, yoghurt, cheese and/or their alternatives, mostly reduced fat (reduced fat milks are not suitable for children under the age of two years).

-drink plenty of water.

**Guideline 3-** Limit intake of foods containing saturated fat, added salt, added sugars and alcohol.

**Guideline 4-** Encourage, support, and promote breastfeeding.

**Guideline 5-** Care for your food; prepare and store it safely. (Get up and grow staff and carer book Australian Government)

#### Service Implementation

- Nominated supervisor and staff will promote and advocate the healthy guidelines for children from Nutrition Australia.
- Nominated supervisor will communicate and supply families with nutrition tips and guidelines on a regular basis through newsletters, apps, memos, and emails.
- Staff will role model healthy eating in front of children and at least one staff member will sit and eat or chat to children while they are eating.
- Nominated supervisor will ensure that the chef / cook is qualified according to state requirements and is proficient in completing paperwork associated with the running of the kitchen and if applicable the food safety plan.
- Nominated supervisor in conjunction with chef/ cook will ensure the menu reflects the healthy guidelines of Nutrition Australia and it is readily available for families to view.
- The menu will be changed each week and usually will run on a 4-week rotation and will be updated on a quarterly basis when the seasons change.
- Any change to the menu throughout the day must be conveyed to families by the chef/ cook via email / notice board/ online apps or by alerting the nominated supervisor of the change so that they can alert families.
- The menu is reviewed and revised when family/ child/ educator input is received and on a seasonal basis - example each quarter or whenever there is feedback regarding the menu.
- Staff will ensure that mealtimes for children will be in a relaxing environment and allow for children to take their time not rush them through it.
- Water will always be accessible and always offered to children at mealtimes and throughout the day. Staff will be aware of adequate fluid intake for children and the need to increase water intake on hot days, after exercise and when children are unwell.

#### Mealtime

- Prior to eating all children and staff will wash and dry their hands.
- Tables will be wiped clean, and children will have choice as to where they wish to sit.
- Staff will teach children to turn away from food when they cough or sneeze, and then to wash and dry their hands after.
- Staff that are interrupted while preparing food or spoon-feeding an infant, must wash their hands and dry them again before continuing to feed the child.
- Whilst children are eating at least one educator is seated with the children, supervising, assisting, and educating children on healthy choices.
- Staff will monitor the food for choking hazard.
- Staff will monitor that children aren't sharing food and will assist children to serve themselves by using serving spoons or tongs.
- Children will be offered choice of food that they are given – the food will be discussed with the children rather than just put on a plate in front of them.
- Children who are eating from their own lunchboxes will be guided to eat healthier choices first but never forced to eat.
- Food that is leftover will be discarded and will also be discarded if it hasn't been eaten within two hours and staff will ensure that they do not reheat food a second time if it has already been reheated once.
- Staff will not allow children to share bowls or utensils or eat from each other's plate or cup or pick up and eat food dropped on the floor.
- Staff will respect cultural beliefs and practices for every child and family and support them ensuring that they are not made to feel different.

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- Staff will not reward a child for eating or punish a child for not eating. Staff will not force a child to eat.
- Staff will refrain from labelling food as good or bad food and never discuss dieting or weight loss with children.
- Staff will utilise their program to further educate children regarding healthy food choices.
- Cook will ensure food is cooked until it reaches 65-75 degrees prior to sending to rooms.
- Staff will check temperature of food is below 50 degrees prior to serving.

### **Food Allergies**

Food allergies can be life threatening. They are caused by a reaction of the immune system to a protein in a food.

The most common sources of food allergy in children under five are cow's milk, soy, eggs, peanuts, tree nuts, wheat, sesame, fish, and shellfish.

Food allergy occurs in around one in 20 children, and some of these allergies are severe.

Symptoms of an allergic reaction are usually immediate and can include hives or a rash on the skin; swelling of the lips, tongue, or mouth; vomiting; diarrhoea; or difficulty breathing.

Severe cases of allergic reaction can lead to an anaphylactic reaction, where breathing becomes extremely difficult. This can cause loss of consciousness, severe injury or even death.

When children have a severe food allergy, it is likely that parents will already have an allergy management plan that has been developed with their doctor.

### **Managing allergies**

- Any child that enrolls at the service that has a diagnosed allergy must have an allergy management plan that has been completed by the child's doctor.
- Nominated supervisor will in conjunction with the parent/guardian complete a **medical risk minimisation and communication record**.
- Service will have an EpiPen available in a prominent position with a sign stating where it is out of reach of children but within easy reach of staff in the event of an anaphylactic incident.
- Nominated supervisor will ensure that a fully qualified first aid staff member is on premises, and they have current First aid, CPR, Anaphylaxis and Asthma training.
- The service will promote that it is NUT FREE and have signage around the service stating this.
- There will be signage displayed that alerts everyone who enters the service that we have a child/ren with anaphylaxis, if applicable. This will be displayed in a prominent position in the foyer.
- All staff will be aware of any child with anaphylaxis as well as any other medical conditions.
- The chef/ cook will have a record of any child's allergies to food and cater accordingly each day that children with allergies attend the service.
- Staff will ensure that there is no exposure to food allergy products in activity times such as cooking, play dough etc.

### **Breastfeeding**

Breastfeeding is the first food experience for most babies. Breastmilk has all the nutrients a baby needs, and is the only food required until around six months. Ideally, babies will continue to enjoy and benefit from breastfeeding until at least 12 months, or longer if desired.

- Service will promote and encourage mothers to breastfeed their child by providing a comfortable space for this to occur.
- If parents need more information, refer them to a health worker or the FREE Australian Breastfeeding Helpline on 1800 mum 2 mum or 1800 686 268 or the website at [www.breastfeeding.asn.au](http://www.breastfeeding.asn.au).
- Staff will hold babies whilst bottle feeding them and sit in a comfortable relaxed position.
- Babies will not be left alone to bottle feed when they are older, they will be constantly supervised.
- Breastmilk that is unused will be returned to the mother at the end of the day.
- Breastmilk can be served cold however if baby prefers it heated, we will place the bottle in a container of warm water and check temperature on the back of our wrist before serving to the baby.
- Milk will not be heated up in a microwave due to the inconsistency and hot spots that can occur through heating this way instead the staff will use bottle warmers or warm water in jugs to heat bottles.

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- Nominated supervisor and staff will request that formula is premeasured by families and bottles with boiled water are supplied with the child's name clearly labelled.
- Staff will ensure that any formula left in the bottle will be discarded and not given to the baby later.
- Babies must NOT be placed in a cot whilst bottle feeding, staff will refrain from propping a baby up with cushions and allow them to have a bottle as this can lead to choking and ear infections.
- Staff will rinse bottles and teats and send home for proper sterilising at the end of each day. We will not reuse a previously emptied bottle.
- In consultation with parent/guardian staff will introduce soft suitable foods to babies after 6 months of age and advise the chef /cook.
- In consultation with family's staff will commence by offering the baby 1 or 2 teaspoons of food after a milk feed and the food offered will be finely mashed or pureed food and slowly change to chopped food when baby and parent/guardian is ready.
- Staff will allow baby to decide how much they want to eat – never force baby to eat or finish food.
- Staff will consult with parent/guardian and offer new foods regularly, including a variety of tastes, textures, and colours.
- The chef / cook will supply the following- pureed cooked vegies – potato, pumpkin, carrot, or broccoli/ pureed cooked fruit – apple or pear finely mashed soft fruit – banana, mango or avocado full fat yoghurt, smooth cheese, and custard.
- Staff who are returning to work after maternity leave and wish to enrol their child who is still breastfed will be accommodated and nominated supervisor will work with staff member to ensure that this occurs.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

#### **The Approved Provider**

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

#### **The Nominated Supervisor**

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.

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	<ul style="list-style-type: none"> <li>Will ensure the policy is kept up to date with current legislation, research, and best practice.</li> <li>Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.</li> </ul> <p><b>Educators</b></p> <ul style="list-style-type: none"> <li>Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.</li> <li>Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.</li> <li>Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.</li> <li>Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.</li> <li>Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will provide feedback regarding policy review when required.</li> </ul> <p><b>Chef / cook will</b></p> <ul style="list-style-type: none"> <li>Abide by this policy and procedure and ensure that they practice safe handling, preparation, and storage of food in line with Australian food safety standards.</li> <li>Prepare the menu to ensure food and beverages are nutritious, meet children's dietary requirements, allergy requirements, cultural or religious requirements.</li> <li>Ensure that food prepared is sufficient for all children – seek feedback from staff on a regular basis.</li> <li>Alert nominated supervisor to any change in the menu on the day of the change.</li> <li>Order food according to the service budget and alert nominated supervisor when increases in occupancy impede the quantity or quality of food being served.</li> <li>Ensure the kitchen is cleaned daily and kept clean at all times, complete paperwork relating to the position.</li> </ul> <p><b>Families will</b></p> <ul style="list-style-type: none"> <li>Ensure they advise the nominated supervisor of any dietary requirements – relating to their child's growth and development needs, as well as any specific cultural, religious or health requirements – at the time of enrolment, by completing the enrolment record accurately.</li> <li>Advise the nominated supervisor if their child/ren has a medical condition that can be impacted by food.</li> <li>Ensure that they work with the nominated supervisor to develop <b>medical risk minimisation and communication record</b> if their child/ren has any food allergies or later develops food allergies.</li> <li>Provide feedback to the nominated supervisor regarding the menu in particular likes/ dislikes of the child or provide favourite recipes that can be shared with the chef/cook.</li> <li>Ensure that food sent from home, if service doesn't provide, is nutritious and plentiful and is reflective of service requirements such as nothing that causes food allergies, no nuts if applicable.</li> <li>Be aware that food sent from home doesn't have to be served by staff if it contravenes the health and safety of other children and staff.</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to regulation 77 -Health, hygiene and safe food practices and 78 - Food and beverages and 79 -Service providing food and beverages.</b>	<p><b>Approved provider and Nominated supervisor will</b></p> <ul style="list-style-type: none"> <li>Ensure that food safety infection control is paramount in the service and will be controlled by hand hygiene; not sharing food, plates, or utensils; preparing and storing food properly; and keeping food preparation areas clean.</li> <li>Encourage the cleaning of food preparation surfaces with hot water and detergent or service preferred cleaning products.</li> <li>Ensure that there is a designated hand washing sink only, available to staff to access and monitor practices regarding these sinks.</li> <li>Ensure that staff practice correct hand washing and drying procedures at all mealtimes and prior to serving food to children. Gloves are not a substitute for clean washed and dried hands.</li> <li>Staff will ensure that children wash and dry hands prior to eating.</li> </ul>

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	<ul style="list-style-type: none"> <li>Staff will encourage and provide children with clean drinking water throughout the day, checking that children's bottles are kept full and that children have access to water at all mealtimes and when playing indoors and outdoors.</li> <li>If water trough is available at the service, it will be cleaned regularly to allow for children to access when required.</li> <li>Ensure that staff who are involved in the preparation of food such as chef/cook refrain from changing nappies as this can increase the incidences of diarrhoea by 3 times in the service.</li> <li>Ensure staff will ensure that children can access food when requested and not restrict them when they request that they are hungry. Offer water initially as sometimes hunger can be misconstrued for thirst.</li> <li>Ensure food that is served at the service meets dietary guidelines, addresses any cultural requirements, and supports children with allergies.</li> <li>Ensure processes are in place to ensure that staff are careful when serving children who have allergies, processes will be in place from the kitchen ensuring that there is no cross contamination of food. Suggest separate meal for the child on allergy designed plate/ chart attached to trolley designating who has an allergy/ name placed on meals to avoid confusion/ allergy tables if more than one child presents with anaphylaxis.</li> <li>Ensure staff will report back to the kitchen and nominated supervisor if there was an inadequate amount of food or if the food served was not eaten by the children.</li> <li>Ensure nominated supervisor will seek feedback and input from families regarding food served at the service on a regular basis through emails/ newsletters/ surveys.</li> </ul>
In regard to regulation 80 – weekly menu	<p><b>Approved provider and nominated supervisor will</b></p> <ul style="list-style-type: none"> <li>Ensure that the weekly menu is on display in a prominent position for families to view.</li> <li>Ensure it may be displayed on a blackboard at front of service / emailed out each week and should be placed on parent notice board in each room and in the foyer.</li> <li>Ensure any change to the menu throughout the day must be conveyed to families by the chef/ cook/ via email / notice board/ online apps or by alerting the nominated supervisor of the change so that they can alert families.</li> <li>Ensure menu will be reviewed based on parent feedback and children's input and will be rotated every 4 weeks and changed every seasonal quarter.</li> </ul>
In regard to regulation 90 -Medical conditions policy and 91 - Medical conditions policy to be provided to parents	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that there is a policy to support and guide all staff on the management of medical conditions. The policy will have clear guidelines as to the following:</li> <li>Any child enrolled who has a specific health need such as Anaphylaxis / Diabetes/ Asthma or other condition with specific requirements can only attend when there is a <b>medical risk minimisation and communication record</b> in place.</li> </ul> <p><b>Nominated Supervisor will</b></p> <ul style="list-style-type: none"> <li>Ensure a plan will be developed in conjunction with the parent/guardians and nominated supervisor.</li> <li>The plan will include a communication record for all staff and parents.</li> <li>The nominated supervisor will ensure that all staff are made aware of the plan for the child and that there is notification in the child's room and staff room if applicable.</li> <li>Permission to display is sought from the parent / guardian on the <b>medical risk minimisation and communication record</b>.</li> <li>When parent and child present with specific medical condition the nominated supervisor will provide parent with a copy of all policies relating to medical conditions to ensure that parents are well informed.</li> <li>Nominated supervisor must display a notice in the service stating that there is a child at risk of Anaphylaxis if the medical condition presents as Anaphylaxis. The notice must include the food that may cause Anaphylaxis and inform the staff and the chef if food is supplied prior to child's attendance.</li> <li>Ensure that the process for determining how to deal with the medical condition is in place and is followed and overseen by the nominated supervisor, chef and staff in the child's room: for example – separate meal for the child on allergy designed plate/ chart attached to trolley designating who has an allergy/ name placed on meals to avoid confusion/ allergy tables if more than one child presents with anaphylaxis.</li> </ul>

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	<ul style="list-style-type: none"> <li>Room meeting will be conducted on a regular basis and information regarding medical conditions will be discussed and documented to advise if there are changes or updates or to gain feedback or information regarding child/ren's health.</li> <li>Any new staff will be advised of medical conditions within their induction.</li> <li>Nominated supervisor in conjunction with lead educator from the room of the child with allergies will review the medical plan and communication record on a regular basis.</li> <li>Nominated supervisor will send out <b>change of details record</b> to all families to ensure that opportunities to capture change to medical conditions are captured.</li> <li>Staff Meetings will include updates and issues with medical conditions for all children in the service.</li> </ul>
<b>In regard to regulation 160- Child enrolment records to be kept by approved provider.</b>	<p><b>Approved Provider and Nominated Supervisor will</b></p> <ul style="list-style-type: none"> <li>Check that an accurate <b>enrolment record</b> is completed prior to enrolment of the child.</li> <li>Ensure all records will be kept confidential and will be updated at least annually or if changes are required.</li> </ul> <p><b>Enrolment records must include but not be limited to the following for each child that is enrolled:</b></p> <ul style="list-style-type: none"> <li>The full name, date of birth and address of the child.</li> <li>The name, address and contact details of—</li> <li>Each known parent of the child.</li> <li>Any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted.</li> <li>Any person who is an authorised nominee.</li> <li>Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child.</li> <li>Any person who is authorised to authorise an educator to take the child outside the education and care service premises.</li> <li>Details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities, or authorities of any person in relation to the child or access to the child.</li> <li>Details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person.</li> <li>The gender of the child.</li> <li>The language used in the child's home.</li> <li>The cultural background of the child and, if applicable, the child's parents.</li> <li>Any special considerations for the child, for example any cultural, religious, or dietary requirements or additional needs.</li> </ul>
<b>In regard to regulation 162- Health information to be kept in an enrolment record</b>	<p><b>Approved provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that any records relating to authorisation of medical conditions and information to support the condition be kept in an enrolment record.</li> </ul> <p>In regard to health information to be kept in enrolment record the following must be included.</p> <ul style="list-style-type: none"> <li>Name and address of child's medical practitioner.</li> <li>Child's Medicare number.</li> <li>Specific medical conditions which may include anaphylaxis/ dietary restrictions/ diabetes/ asthma</li> <li>Medical management plan from the child's medical practitioner relating to any diagnosis.</li> </ul> <p><b>The nominated supervisor will ensure the medical management record will include:</b></p> <ul style="list-style-type: none"> <li>Child's name.</li> <li>Date of birth.</li> <li>Recent photograph.</li> <li>Information on the child's medical condition.</li> <li>Immunisation status</li> <li>Symptoms and consequences of the condition.</li> <li>Indicators of the need for medical intervention or treatment.</li> <li>Emergency contact people and phone numbers (including parents/guardians and child's medical practitioner).</li> </ul>

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	<ul style="list-style-type: none"> <li>Clear instructions to cover all foreseeable circumstances including management in the service (indoors and outdoors) and on excursion.</li> <li>Emergency procedures.</li> <li>Specific information about medication including administration, storage, timing, dosage, and side effects.</li> <li>Relevant forms and written advice from medical practitioners and parents/guardians regarding the medical treatment of the child.</li> <li>Any specific instructions on meal management.</li> <li>The people responsible for actions.</li> <li>Consideration of issues of privacy and confidentiality – who needs to know what.</li> <li>Medical management plan record is developed by the nominated supervisor in consultation with the child's parents/guardians.</li> <li>Copies of the plan should be kept with the child's medication and also accompany them on any excursions.</li> <li>In New South Wales families must provide certificates for immunisation or exemption for the child. These are required under section 87(1), (2) and (3) of the <i>Public Health Act 2010</i> of New South Wales.</li> <li>In Victoria, an immunisation status certificate must be provided to the service or details of any exemption in relation to the child under section 143C of the <i>Public Health and Wellbeing Act 2008</i> of Victoria.</li> </ul>
<b>In regard to regulation 168- Education and care service must have policies and procedures.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that obligations under the Education and Care Services National Law and National Regulations are met.</li> <li>Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly and communicated to educators, staff, and stakeholders.</li> <li>Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times.</li> <li>Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures.</li> <li>Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection.</li> <li>Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> <li>Affect the fees charged or the way they are collected or</li> <li>Significantly impact the service's education and care of children or</li> <li>Significantly impact the family's ability to utilise the service.</li> </ul> </li> <li>Ensure policies and procedures regarding regulatory requirements are in place at the service.</li> <li>Ensure that a suitable Nominated supervisor is in place and will monitor practices and procedures relating to all policies in the service.</li> <li>Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review.</li> <li>Ensure all stakeholders are involved in the review.</li> <li>Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.</li> </ul>
<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171-</b>	<p><b>Approved Provider will</b></p>

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Owner	Fishbowl Service Support Pty Ltd				
Policy published	March 2019	Last review date	March 2025	Next review date	March 2026
<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				



<b>Policies and procedures to be kept available.</b>	<ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<b>CONTINUOUS IMPROVEMENT</b>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>Actively seeking feedback from children, families, and staff members.</li> <li>Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li><b>ACECQA</b> – Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.</li> <li><b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>Australian Children’s Education &amp; Care Quality Authority. ACECQA</li> <li>Code of Ethics</li> <li>Department of Health Australia <a href="http://www.health.gov.au">www.health.gov.au</a></li> <li>Education and Care Services National Regulations.</li> <li>Education and Care Services National Law Act 2010.</li> <li>Get up and grow <a href="http://www.health.gov.au">www.health.gov.au</a></li> <li>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>Guide to the National Quality Framework.</li> <li>Munch and Move NSW</li> <li>National Quality Standard.</li> <li>Nutrition Australia</li> <li>Public Health and Wellbeing Act 2008 of Victoria.</li> <li>Public Health Act 2010 of New South Wales.</li> <li>Staff and carer book   Australian Government Department of Health</li> <li>United Convention on the Rights of the Child</li> </ul>

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