

## CEEC HS PRO NUTRITION PROCEDURE

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Related legislation	Education And Care Services National Law Act 2011 Education And Care Services Regulation 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework QLD Food Act 2006 NSW Food Act 2003 Australia New Zealand Food Standards Code

### PURPOSE

To provide a standard operating procedure for the provision of healthy and nutritious food across Catholic Early EdCare (CEEC).

### SCOPE

This procedure applies to all staff members and volunteers.

### 1. PROCEDURE

- 1.1 Catholic Early EdCare recognises the importance of providing and recommending food that is both nutritious and appropriate to the needs of the children attending its Services.
- 1.2 Catholic Early EdCare encourages and promotes the health and wellbeing of children through providing positive learning experiences during meal/snack times, where good nutritional food habits are developed in a happy, social environment. Parents are encouraged to participate in this approach to nutrition for their child.

- 1.3 Catholic Early EdCare services will encourage positive eating experiences, through the provision of:
- Menus that are healthy, diverse and balanced (Refer to Appendix 2)
  - Menus which will expose children to cuisine of varied cultures
  - Nutritional food and snacks, in a happy and social environment; and
  - Activities that promote an understanding of healthy eating practices
- 1.4 Catholic Early EdCare services are required to –
- Liaise with Parents/Carers about their child's food interests, dietary requirements and eating habits
  - Request Parents/Carers complete the sections dietary plans and medication information in the Enrolment forms
  - Adhere to the CEEC HS POL 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 that is available on AI (Appendix 4)
  - Supply food that is nutritious and prepared and stored in a safe and hygienic manner, complying with all laws and regulations, including the Food Act 2006.
  - Act to control the spread of infectious diseases, by ensuring that children and staff wash hands before preparing and handling food and eating.
  - Display a menu that meets the requirements outlined in Nutrition Australia's Dietary Guidelines for Children and Adolescents in Australia.
  - Where children are on special diets, staff members will liaise with the Parents/Carers and, where by agreement meals may be supplied from home
  - Long Day Care services are required to complete CEEC HS Form – Daily Meals and Bottles Record (also available on AI) for children aged three and under and display this information at the Service (Appendix 5)
  - On request from a Parents/Carers a Service may record the food intake for a child in an older age groups
  - Provide to Parents/Carers current information on allergies, intolerance, food safety, nutrition and breast feeding
  - Aim to be nut and allergy free environments
  - Request Parents/Carers do not bring into the Services foods containing peanuts, nuts or nut products. This requirement should be discussed during the orientation process with Parents/Carers by the Director/Coordinator
  - Request Staff Members and Volunteers do not bring foods containing peanuts, nuts or nut products into a Service
  - Encourage social interactions during meal and snack times

- Provide information to Parents/Carers about food and nutrition in the Service's orientation program and throughout the year, with additional information sourced from recognised health authorities
- Display the weekly menu
- Respect Parents/Carers' religious and cultural beliefs
- Celebrate special occasions with culturally appropriate food
- Seek menu feedback from Parents/Carers, workers and children. Ideas for new food experiences will be included in menu plans, with menus reflecting the cultural diversity of the community
- Ensure food and nutrition activities are incorporated into children's planned learning experiences at Services. Activities will include children's shows 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
- Provide a varied menu from across the 5 food groups (bread and cereals, fruit and vegetables, lean meat and vegetarian protein alternatives, milk and dairy foods) during daily mealtimes within the centre. (Refer to the Australian Dietary Guide to Healthy Eating at [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au))
- Invite Parents/Carers, workers and children to contribute to the menu by sharing popular home recipes and asking for comments on draft menus prior to their commencement
- Inviting Parents/Carers to join the children for a meal for social and cultural gatherings at the Service
- Encourage children to taste new foods, with variety in tastes, textures, colours and flavours
- Use fresh fruit and vegetables which reflect seasonal change
- 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
- Provide a range of utensils and furniture that encourages comfort and independence for children that are ergonomically designed and culturally appropriate for the workers serving and eating with the children
- Display relevant and current procedures for food preparation and food handling in the food preparation areas and playrooms
- Maintain membership with Nutrition Australia and will regularly access information on health and nutrition matters from recognised health authorities.

1.5 Catholic Early EdCare Staff members are required to –

- Be mindful of children's medical conditions and food allergies and/or intolerances
- Assist with identifying children with allergies or intolerances of certain foods
- Support and work with Parents/Carers and specialists in order to assist children with particular eating, feeding, health or medical conditions

- Sit with children at meal times, discussing food being served, promote hygienic self-help practices and use positive strategies to promote children's interest in foods and good eating habits
- Collaborate with Parents/Carers 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
- Create a physically pleasant environment for children to eat
- Use small, social groups of children sitting with a staff member and encourage children to remain seated until they have finished eating.
- Encourage the development of independence, decision-making and self-help by providing age appropriate cutlery and giving children a choice during morning/afternoon tea and snack time
- Offer children a choice of food and small portions to begin with. Those who finish their portions and are still hungry will be offered another serving of the meal
- Encourage children after meals to scrape the food from their bowls, pack away their bowls, cups and cutlery before moving away to another experience

## **2. FOOD PROVIDED BY SERVICES**

- 2.1 Long Day Care and OSHC Services will attempt to meet the health requirements of all children in their care and individualised menus will be provided upon request and after discussion with Parents/Carers and children.
- 2.2 Long Day Care and OSHC Services will display a menu that meets the requirements as outlined in Australian Dietary Guidelines (Appendix 1 - Educator's Guide or Summary of the Australian Dietary Guidelines 2013 and Appendix 3 Food Serving Sizes).

## **3. LONG DAY CARE**

- 3.1 Food provided in long day care (LDC) environments will meet the recommended minimum food requirements for children (i.e. at least 50% of the recommended dietary intake nutrients for eight hours of care)
- 3.2 Each LDC will employ a primary food handler (i.e. cook) who has received current and approved training in nutritional needs for children
- 3.3 Lunch, morning and afternoon tea are provided by most LDC services daily
- 3.4 Individual needs for quantity and timing will be considered in meal schedules and planned in the best interests of the children

- 3.5 Food provided will be varied, seasonally appropriate and the menu cycle will be rotated to ensure that children attending part time will have opportunities for experiencing a range of healthy and nutritious foods. Foods will offer different colour and textures
- 3.6 Fruit and/or milk-based desserts will be offered to children even if they have not eaten their main meal
- 3.7 At some services, full cream milk will be served once a day unless otherwise specified by Parents/Carers and only calcium fortified beverages will be used as a substitute for milk
- 3.8 Parents/Carers of children on special diets will be asked to 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
- 3.9 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
- 3.10 Services will encourage and support breastfeeding
- 3.11 Feeding schedules for infants will be flexible and adaptive to individual routines. These routines will be developed in consultation with Parents/Carers at orientation and will be regularly reviewed and updated in accordance with the changing needs of the developing child
- 3.12 Preparation instructions for infant formulas will be displayed in the nursery food preparation area of LDCs. Bottles of infant milk will be stored in the refrigerator
- 3.13 Infants will be kept on breast milk or infant formula as the main drink until at least 12 months of age, unless otherwise indicated on their individual care plan
- 3.14 Expressed breast milk and infant formula will be warmed in either warm water or a bottle warmer, not a microwave
- 3.15 Promote effective practice for storage and use of bottles, formula, breast milk, and food brought in by Parents/Carers
- 3.16 Unused infant formula or breast milk will be discarded at the end of the day
- 3.17 All infant drink bottles stored at a Service will be labelled with the child's name
- 3.18 Ensure infants are not lying flat when offered a bottle
- 3.19 Ensure children do not have bottles in bed during rest and sleep times
- 3.20 Introduction of solids will occur in consultation with Parents/Carers and in line with the current Australian Dietary Guidelines.
- 3.21 Parents/Carers will provide a list of foods introduced to children prior to it being offered at the centre.
- 3.22 Solid foods will be given to babies once the family has commenced this, at around six month of age, in consultation with the child's family
- 3.23 Following this a puree of individual fruits; vegetables; meats; poultry or fish may be introduced gradually in any order. Also at this stage finger foods such as toast or rusks may be offered

- 3.24 Next mashed or chopped foods will be offered. At this stage egg yolk, cereal, yoghurt, custard and pasta may also be introduced individually. It is not necessary for children to have teeth to be offered the range of textures
- 3.25 By 12 months of age it is expected that food will replace milk as the main source of nutrition, children will be eating family meals and having 600mls of milk (or dairy food equivalents) per day.
- 3.26 Staff Members and Parents/Carers will be made aware of foods that may cause choking and will prevent infants and children from having access to these foods
- 3.27 Children will be praised and supported in their attempts to feed themselves. The seating arrangements for high chairs and low tables and chairs will be arranged to encourage social interactions at meal times
- 3.28 Infants under twelve months will be provided with cooled boiled water for extra fluid
- 3.29 Workers and Parents/Carers will monitor and discuss children's appetite, fluid intake, interest in food and self-help skills
- 3.30 Offer children water - after milk bottles, lunch and before rest - as part of dental hygiene. (See also Health and Hygiene Procedure)
- 3.31 Honey will not be served to children under 12 months of age unless it is labelled 'sterilised honey'

#### 4. OUTSIDE SCHOOL HOURS CARE (OSHC)

- 4.1 Services will provide support to Parents/Carer in meeting the Australian Dietary Guidelines by offering the following on their menus –

<b>Breakfast</b>	<ul style="list-style-type: none"> <li>▪ 1-2 serves of milk, yoghurt or cheese</li> <li>▪ 1-2 serves of cereals</li> <li>▪ 1-2 serves of fruit</li> </ul>
<b>Morning Tea (if provided during Vacation Care/ Student Free Days)</b>	<ul style="list-style-type: none"> <li>▪ 1-2 serves of cereals</li> <li>▪ 1-2 serves of fruit</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>▪ Provided by Parents/Carers</li> </ul>
<b>Afternoon Tea</b>	<ul style="list-style-type: none"> <li>▪ 1-2 serves of milk, yoghurt or cheese</li> <li>▪ 1-2 serves of cereals</li> <li>▪ 1-2 serves of fruit</li> </ul>

#### 5. FOOD PROVIDED FROM HOME

- 5.1 For Services where a child is provided by food from home, and for special occasions, such as birthdays, Parents/Carers will be encouraged to provide nutritional food and will be given details of foods not to be sent to the Service.

- 5.2 Parents/Carers are encouraged to prepare food at home following food safety protocols.
- 5.3 Food provided by the Parents/Carers will be stored at an appropriate temperature in accordance with the QLD Food Act 2006 and NSW Food Act 2003.
- 5.4 It is the preference of Catholic Early EdCare that Staff members at Long Day Care Services that do not hold a food license along with Kindergarten and OSHC Services should not reheat or cook food provided by Parents/Carers as Catholic Early EdCare cannot ensure compliance with food safety standards and all related Catholic Early EdCare food and nutrition policies and procedures in this situation; however it is at the discretion of a Service Director/Coordinator if they choose to reheat food provided from home and to manage this practice in accordance with all related Catholic Early EdCare food and nutrition policies and procedures.
- 5.5 Food provided from home is expected to comply with the food provision rules of the individual Service, where plans are in place to manage food allergies. Parents/Carers can access food allergy information of food allergies from the Service.

## **6. USE OF COOLER BAGS AND INSULATED LUNCHBOXES**

- 6.1 According to research closed cooler bags/insulated lunch boxes are not safe to be placed straight into the refrigerator; this is due to the lack of air being circulated thus leaving the food inside these containers at risk of potentially unsafe temperatures.

## **7. BIRTHDAYS AND OTHER CELEBRATIONS**

- 7.1 Catholic Early EdCare services are required to-
  - Inform Parents/Carers that they can only provide birthday cakes and/or celebration related foods for their child's consumption only
  - Prepare birthday cakes for celebrations as required/requested by Parents/Carers
  - Not accept birthday cakes and/or cultural foods prepared outside the Service

## **8. PROVISION OF DRINKING WATER**

- 8.1 Children shall be encouraged to drink extra water during periods of high humidity and warmer weather.
- 8.2 Water will be available in at least one of the following ways: drinking fountains; individual water bottles filled throughout the day; water canteen; trainer cups.

## **SUPPORTING DOCUMENTS**

N/A

# COMPLIANCE

Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

# IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors 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. Contact the Policy Sponsor for further interpretation of this policy.

# DEFINITIONS

<p>Staff Member</p>	<p>In relation to an education and care service, means any individual (other than a volunteer )employed, appointed or engaged to work in or as part of an education and care service, whether as an</p> <ul style="list-style-type: none"> <li>▪ Educator</li> <li>▪ Director/Coordinator</li> <li>▪ Nominated Supervisor;</li> <li>▪ Or otherwise.</li> </ul>
<p>Educator</p>	<p>Educator means an individual who provides education and care for children as part of an education and care service.</p>

## 9. RECORD KEEPING

- 9.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 9.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 9.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 9.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 9.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 9.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.

## APPENDIX 1: RECOMMENDED AVERAGE DAILY NUMBER OF SERVES FROM EACH OF THE FIVE FOOD GROUPS

Infants Aged 7 – 12 months			
Food	Serve 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 or 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	Serve 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 – 1 ½

Note - An allowance for unsaturated spreads or 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

<b>Children Aged 2 – 18 years</b>				
<b>Food</b>	<b>Male/Female</b>	<b>Age</b>	<b>Quantity</b>	
<b>Vegetables and legumes/beans</b>	Both	2 – 3	2 ½	
		4 – 8	4 ½	
		9 – 11	5	
	Male	12 – 13		5 ½
			Female	5
	Male	14 – 18		5 ½
Female			5	
<b>Fruit</b>	Both	2 – 3	1	
		4 – 8	1 ½	
		9 – 11	2	
		14 – 18	2	
<b>Grain (cereal) foods, mostly wholegrain and/or high fibre cereal varieties</b>	Both	2 – 3	4	
		4 – 8	4	
	Male	9 – 11		5
			Female	4
	Both	12 – 13	5	
		14 – 18	7	
<b>Lean meats, poultry, fish, eggs, tofu, nuts and seeds, legumes/beans</b>	Both	2 – 3	1	
		4 – 8	1 ½	
		9 – 11	2 ½	
		12 - 13	2 ½	
		14 – 18	2 ½	
<b>Milk, yoghurt, cheese and/or alternatives</b>	Both	2 – 3	1 ½	
	Male	4 – 8	2	
			Female	1 ½
	Male	9 – 11		2 ½
			Female	3
	Both	12 – 13	3 ½	
14 – 18		3 ½		
<b>Approx. number of additional serves from the Five Food Groups or unsaturated spreads and oils or discretionary choices for additional serves for more active, taller or older children and adolescents</b>	Both	2 – 3	0 – 1	
	Male	4 – 8	0 – 2 ½	
			Female	0 – 1
	Both	9 – 11	0 – 3	
	Male	12 – 13		0 – 3
			Female	0 – 2 ½
	Male	14 – 18		0 – 5
			Female	0 – 2 1/2

Note - Includes an allowance for unsaturated spreads or oils and 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

## APPENDIX 2: HEALTHY EATING PYRAMID



## APPENDIX 3: FOOD SERVING SIZES



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



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