



NUTRITIONAL PRACTICES PROCEDURE

Our Service recognises the importance of safe food handling and healthy eating to promote the growth and development of young children and is committed to supporting the healthy food and drink choices of children in our care. We acknowledge that the early childhood setting has an important role in supporting families in providing healthy food and drink to their children.

Changes to the Food Standards Code and Food Act 2003 (Standard 3.2.2A) involve the appointment of a Food Safety Supervisor who must be available to supervise food handlers at the Service. It is a requirement that both the Food Safety Supervisor and all food handlers attend food safety training. Additionally, records must be maintained relating to receiving, storage, processing, displaying and transportation of food. These records must be retained for a period of 3 months

Working in conjunction with the *Nutrition and Food Safety Policy*, this procedure provides detailed steps for Kitchen Staff and educators handling food in relation to food hygiene, orders and deliveries of food supplies, safe storage, preparation, menu development and kitchen cleaning when handling food for children within the Service. Our Service maintains a culture of vigilance and shared responsibility to ensure that children's safety, rights and best interests are the paramount consideration in all Service decisions relating to nutritional practices and food safety.

Education and Care Services National Law and Regulations (*S. 2A, 3A [NSW], 166A R. 77, 78, 79, 80, 90, 91, 162, 168*) NQS QA 2: *Element 2.1.2 and 2.1.3 Children's Health and Safety*
Related Policies: *Nutrition and Food Safety Policy*

NUTRITIONAL PRACTICES PROCEDURE		
The approved provider/ nominated supervisor will:		
1	review the Service's <i>Nutrition and Food Safety Policy</i> annually with educators, staff, families and children to ensure an awareness of safe food handling practices while promoting healthy eating	
2	advise families of the <i>Nutrition and Food Safety Policy</i> upon orientation at the Service and maintain up-to-date documentation for each child's dietary requirements and medical conditions, including completion of a <i>Dietary Requirement Plan</i> and any relevant <i>Medical Conditions Plans</i>	

3	ensure educators sit with children during mealtimes, encourage independence with children's experiences with food and provide positive mealtime environments at all times	
4	provide training and guidance to ensure educators must not force children to eat or engage in any inappropriate conduct or inappropriate discipline, including coercion, bribery, punishment or negative language in relation to food and eating	

MANAGEMENT OF DIETARY REQUIREMENTS PROCEDURE (including food identified allergies, intolerance, cultural or religious consideration or medical conditions)

Staff will:

1	consult with families and management regarding children with a food identified allergy, intolerance, cultural or religious consideration or medical condition and how to accommodate for individual children's requirements. Information regarding identified food allergies, intolerances, cultural or religious consideration or medical conditions is collected during enrolment.	
2	assist and consult with staff and educators to ensure all staff are aware of children who have identified allergies, intolerances, cultural or religious considerations and medical conditions	
3	adhere to individual children's risk minimisation plans for anaphylaxis/allergy prevention and steps to take with a reaction	
4	ensure each child's medical management plan is available in each classroom for educators to refer to	
5	complete qualified training for anaphylaxis and allergies and refresh training every year and upon enrolment of a child with these conditions	

FOOD HYGIENE PROCEDURE

All educators handling food will:

1	change gloves or wash hands between handling different foods or changing tasks	
2	wash hands frequently as required using soap, warm running water and single-use disposable towels following the <i>Hand Washing Procedure</i>, including: • when entering the kitchen • before touching food • between touching raw and cooked foods • before wearing disposable gloves • before serving food • after going to the toilet	

	• after touching face or nose • after touching anything that may cause contamination in food	
3	use utensils to handle food where possible	
4	supervise children to wash their hands before participating in cooking experiences	
5	ensure children do not touch food unnecessarily and use utensils where possible during cooking experiences	

REVIEW OF PROCEDURE			
Date procedure created	30.9.2026	To be reviewed	SEPT 2027
Approved by	Michelle Donadel	Signature	<i>Michelle Donadel</i>
Location of procedure	Dropbox -policies and procedures/ Policy folder/OWNA		
Procedure reviewed date	Modifications/Changes		
May 2026	Procedure reviewed with minor amendments made to include paramount consideration and inappropriate conduct/inappropriate discipline and food brought from home guidance. Food safety incident/risk response procedure table added. Resource list updated.		
July 2024	• added the Safety Standard 3.2.2A and made adjustments to include Food Supervisors and Food Safe Handlers training and requirements • all information required has been included to be able to use in conjunction with a Food Safety Program • merged existing procedures into this procedure: Menu Development and Review Procedure, Kitchen Area Cleaning Procedure, Food Hygiene Practices Procedure • added new sections: Management of Allergies and Anaphylaxis Procedure, Kitchen Cleaning Procedure, Pest Control Procedure • removal of menu to meet 50% recommended dietary guidelines – menu guidelines based on Australian Dietary guidelines • added information regarding new <i>Dietary Requirement Form</i> • <i>Nutritional Practices Resources</i> section added		



NUTRITIONAL PRACTICE RESOURCES		
NAME OF RESOURCE	RESOURCE DESCRIPTION	DESKTOP LIBRARY LOCATION
POLICY AND PROCEDURES		
<i>Nutrition and Food Safety Policy</i>	The <i>Nutrition and Food Safety Policy</i> establishes guidelines and standards required by the National Regulations and relevant legislation to ensure an awareness of safe food handling practices while promoting healthy eating	Policies > QA 2 Health and Safety
<i>Nutritional Practices Procedure</i>	This procedure provides detailed steps for Kitchen Staff and educators in relation to food hygiene, orders and deliveries of food supplies, safe storage, preparation, menu development and kitchen cleaning when handling food for children within the Service	Resources > Procedures
<i>Dietary Requirement Plan</i>	This procedure is used to record, manage and communicate children's non-medical dietary requirements e.g. cultural, religious or food intolerances	Resources > Procedures
<i>Food Safety Program</i>	This form is a comprehensive document to assist in identifying and managing food safety hazards associated with the Food Safety Standards	Resources > Forms
<i>Menu Record</i>	Available to document the service menu and nutritional information	Resources > Forms
<i>Menu Amendment Notifications</i>	Available to record any amendments made to the Service menu and advise families of changes to the menu	Resources > Forms
<i>Menu Evaluation Survey</i>	Available to record menu evaluations from educators, children and families	Resources > Forms
<i>Nutritional Practice Survey</i>	Children, families and educators are invited to participate in reflection of the Service menu	Resources > Forms
<i>Food Safety Certificate Register</i>	Available to provide evidence of all food handlers completing Food Safety and Food Hygiene training	Resources > Forms
<i>Food Delivery Register</i>	Available to check items against order record, completed upon receipt of food supplies	Resources > Forms



<i>Supplier Register</i>	This form is available to record details of businesses and retailers who supply food items and equipment to the Service (including local bakery, butcher, fruit and veg, etc)	Resources > Forms
<i>Cooking, Cooling, Reheating and Pureed Register</i>	Available to record temperatures during the cooking process to ensure correct temperatures are maintained during the cooking process. This register can be used on a sample meal once a month	Resources > Forms
<i>Right Child, Right Meal Form</i>	This form has been designed to reduce risks for children enrolled at the Service with identified dietary requirements, allergy or anaphylaxis, and includes documenting a 2-person check when preparing and serving meals for children	Resources > Forms
<i>Menu Planning Checklist</i>	Available to review the service menu against the Australian Dietary Guidelines and ensure food provided is nutritious and balanced	Resources > Checklists
<i>Menu Planning - Vegetarian Checklist</i>	This checklist has been developed to review the vegetarian menu provided to children following a vegetarian or plant-based diet	Resources > Checklists
<i>Kitchen Cleaning Checklist</i>	The checklist provides evidence to ensure a clean, safe, and hygienic area is provided for food preparation and cooking	Resources > Checklists
<i>Daily Kitchen Checklist</i>	The checklist assists to ensure all necessary tasks are completed to meet the Food Safety Standards to maintain a clean, organised and safe kitchen environment	Resources > Checklists
<i>Kitchen and Nutritional Practices Audit</i>	This audit ensures that compliance is maintained in all areas of the kitchen, nutrition, food safety and hygiene	Resources > Audit
<i>Dietary Request Letter</i>	This formal letter has been developed to request medical or dietitian documentation as well as a supporting letter from families to support and safely implement a child's specific dietary requirements in line with the Service's nutrition and food safety practices.	Resources > Letters