

SECTION 1 - INTRODUCTION

1.1 BACKGROUND

Good nutrition provides children with the basic building blocks for good health both now and in the future. This is a lifelong process, but one that is made easier when children and families have the knowledge to make choices and children are exposed to healthy food choices from a young age. With healthy choices, also comes the importance of maintaining an active lifestyle and limiting screen time.

1.2 PURPOSE

This policy emphasises the importance of breastfeeding, healthy eating, physical activity and limiting screen time for the healthy growth and development of young children.

1.3 SCOPE

Fairfield City Council, Children and Family Services recognise the importance of supporting families in providing healthy nutritional food and drink options to their children. Educators acknowledge the important role we play in advocating for children's physical activity, breastfeeding and healthy use of screen time in early childhood.

1.4 LEGISLATIVE CONTEXT

Relevant National Regulations:

Part 4.2 – Children's health and Safety	
Regulation 77	Health, hygiene and safe food practices
Regulation 78	Food and beverages
Regulation 79	Service providing food and beverages
Regulation 80	Weekly menu
Part 4.7 – Leadership and service management	
Regulation 168	Policies and procedures

Relevant National Quality Standards:

Standard 2.1	Each child's health is promoted
Standard 2.2	Healthy eating and physical education are embedded into the program

1.5 STAKEHOLDERS

This document applies to all Children and Family Services Managers and Coordinator's, Authorised Supervisor – FDC Team Leader, FDC Educators, Coordination unit staff and administrators. Stakeholders also encompass Family Members and their Child/ren, Community Professionals (Health and Safety), who attend services

SECTION 2 - POLICY

1. Children's Nutrition

BACKGROUND

Good nutrition provides children with the basic building blocks for good health both now and in the future. This is a lifelong process, but one that is made easier when children and families have the knowledge to make good food choices and children are used to eating good food from a young age.

Australian Dietary Guidelines have been developed by the National Health and Medical Research Council in order to promote healthy food choices for all Australians. Children and adolescents are encouraged to;

- To achieve and maintain a healthy weight, be physically active and choose amounts of nutritious food and drinks to meet your energy needs
- Enjoy a wide variety of nutritious foods from the five groups every day
- Drink plenty of water
- Limit intake of foods containing saturated fat, added salt, added sugars and alcohol
- Limit intake of foods and drinks containing added salt
- Limit intake of foods and drinks containing added sugars
- Encourage, support and promote breastfeeding
- Care for your food; prepare and store it safely

OBJECTIVES

- For FDC Educators that provided food – to provided food that takes into consideration age appropriateness, cultural & religious preferences, nutritional guidelines, safety issues, children's individual appetite, the time the child spends in the service, food intolerances and allergies
- To support families in making good food choices for themselves and their children
- To promote a fun, exciting and healthy attitude to food with the children at the service
- To promote healthy food choices for families from an Aboriginal background in recognition of the high level of health related issues Aboriginal families living in urban areas can face due to poor food choices, i.e. cardiovascular disease, diabetes, overweight and obesity, high blood pressure, some cancers, circulatory diseases, stroke
- For all FDC Educators to be trained in Munch and Move and food handling

PROCEDURES

- Incorporate aspects of good nutrition into the program, displays and information provided to families
- Any food provided by the FDC Educator or provided by families will reflect the [Australian Dietary Guidelines – Eat for health \(2013\)](#)
- Soft drink and lollies will not be provided by the FDC Educator or encouraged to be brought in by families due to their high sugar content and low nutritional benefit for children
- All dairy products for children under two will be full cream as recommended by [Australian Dietary Guidelines](#). Once children turn two reduced fat dairy options are suitable
- Milk and water can be offered for morning and afternoon tea, while only water will be offered at lunch time to promote dental hygiene.
- Water will be made available for all children across the day in age appropriate ways, i.e. for FDC Educators to pour for younger children and for older children to self serve. Juice will not be provided by the FDC Educator due to its sugar content and because milk and water are the preferred options for fluid intake according to nutritional guidelines
- Food will be available at all times which will allow children to eat when hungry, families may provided fruit
- Munch and Move training is provided during the new educator intake training

KEY RESPONSIBILITIES

FDC Educator

- Discuss each child's nutritional requirements, cultural, religious and individual preferences, food intolerances, diabetes requirements and allergies during enrolment with their family and ensure families are aware of the Nutrition and Food Handling Policy provide each family with the Nutrition Policy
- Provide specific diet related information for Aboriginal families due to associated health issues in folders and pamphlets available from the Coordination Unit
- To provided food that takes into consideration age appropriateness, cultural & religious preferences, nutritional guidelines, safety issues, children's individual appetite, food intolerances, diabetes requirements and allergies
- To plan for and assist children in preparing food on a weekly basis and to plan for and assist children in preparing food to support the menu on a monthly basis

- Monitor equipment, posters and reading material in the service environment to ensure it does not reflect excessive representation of fast food providers and advertisements
- Share knowledge and resources with families to support the development of good nutrition within the service
- If the FDC Educator provides food they will need to have food available at all times for children in case the children are hungry outside standard meal times, eg fruit is always available on request
- FDC Educators are not to provide food for children under 12 months of age
- Incorporate food experiences into routines, program and environment to assist children in making good food choices both now and in the future. Examples of ways this can be achieved include;

Routine	Program	Environment
<ul style="list-style-type: none"> ▪ Children help prepare food on a weekly basis i.e. cutting fruit for afternoon tea ▪ Children prepare food on a monthly basis to support the menu or program i.e. healthy snacks or aspects of the main meal 	<ul style="list-style-type: none"> ▪ Opportunities to prepare food is incorporated into and recorded in the program ▪ FDC Educators may take part in Excursions (every 3 months) to purchase food from the local community i.e. fresh food markets, fruit shops or grocery stores. ▪ Opportunities to grow food for the FDC Educators service is incorporated into and recorded in the program ▪ Projects based on children's interest in types of food/ food production/ use of food are developed, recorded and displayed for children and families ▪ Celebration of cultures through sharing culturally specific food in appropriate ways 	<ul style="list-style-type: none"> ▪ Herbs/ vegetables grown in pots in the room ▪ Herb/ vegetable gardens developed in the outdoor environment ▪ Healthy food posters displayed in the environment ▪ Food based projects and related documentation displayed in the service and environment ▪ Provide fiction and nonfiction books that reflect healthy food choices, food development and production etc

Coordination Unit

- Provide current information for families from recognised health authorities within newsletters, fact sheets, displays and information folders regarding nutrition in languages reflecting centre families, staff and the wider community
- Ensure all FDC Educators are trained in Munch and Move and food handling
- Provide a copy of the Nutrition and Food handling policy to all families at enrolment
- Monitor FDC Educators menu plans, and provide support when needed, such as sharing of menus from CFS cooks

Families

- Provide the FDC Educator with current information regarding your child's food requirements on enrolment and as they change
- Provide the FDC Educator and Coordination unit with all information regarding your child's culture, religion, intolerances, allergies and any specific food regime that is required to maintain your child's health. This would include, information from doctors and any dieticians
- Provide additional fruit for children to have if they are hungry outside normal meal times
- Provide all food requirements for children under 12 months of age

2. Menu Planning and Mealtimes

OBJECTIVES

- To create pleasant mealtimes where children are able to enjoy their food, strengthen social bonds with their peers and caregivers, explore their own and peers culture while developing their independence and self help skills

- All FDC Educators services will be Allergy aware and hold current training in Anaphylaxis management
- For all FDC Educators to have training in Food Handling (certificate of attendance)
- Families that provide food for their child will take into consideration a nutritionally balanced diet
- For FDC Educators that provided food:
 - Have obtained a Food Handling Certificate
 - To provide nutritionally balanced menus that reflect current recommendations and guidelines while representing the cultural diversity present in the FDC Service and wider community
 - To provide 50% of a child's nutritional requirements during the day
 - To involve families and children in the development and evaluation of any menus
 - Will provide planned and nutritionally balanced morning tea and afternoon tea for children in care

PROCEDURES

- All eating utensils utilised by the children will be of child size and allow for the development of independence as well as children's culture
- All furniture utilised by children will be of child size and appropriate for their developmental requirements
- Nut or nut products will not be provided by the FDC Educator or given to children if provided by the family at all as they are a high risk food, particularly as they can cause anaphylactic reactions in susceptible children
- FDC Educators will sit with children to discuss nutritional aspects of food during mealtimes, strengthen social bonds, discuss issues of interest to the children and maintain effective supervision
- Menu's implemented at the service or food provided by families will be evaluated on a regular basis with involvement from families and CDO's
- In regards to children's eating habits or related situations:
 - FDC Educators will respect each child's individual food preferences, appetite, personality and mood
 - Children will be encouraged to eat, but will never be forced to eat
 - Food will not be used either as a reward or punishment
 - Children who do not eat their main meal will not be denied desert unless in consultation with families in response to an ongoing concern
 - Children may be offered alternatives to their meal while fruit will be offered as the only alternative for dessert
- All staff will respect family's wishes for religious or cultural aspects of eating, drinking and handling food

For FDC Educators that provide food:

- Will develop the menu, prepare the food and support families with the implementation of a nutritionally balanced diet
- The FDC Educators Food Handling certificate will be provided to the coordination unit and available at the service on request
- The menu will include morning and afternoon tea and lunch
- Breakfast will be provided for children within the hours dictated by the individual FDC Educator
- Evening meals will be provided for children within the hours dictated by the individual FDC Educator
- Healthy snacks are available at all times to cater for children who are hungry between meal times. A healthy snack can be breads/ cereals or fruit/ vegetable
- Two weeks of menus will be available for families to refer to
- The weekly menu plan must be on display at all times and any changes to the menu must be documented on the menu plan - QMF-CS-197 Fairfield City Family Day Care Educator Menu Plan

KEY RESPONSIBILITIES

CDO:

- Ensure that there is an evaluation the FDC Educators menu on a regular basis – for one week of each month QMF-CS-290 FDC Menu Evaluation
- Provide menu samples when requested (sourced from Children and Family Services Cook network group)
- To initial and date menus when checked

FDC Educator that provide food:

- Develop a menu that reflects nutritional guidelines, seasonal produce, cultural and religious preferences in addition to food intolerance and allergies.
 - Summer menus will be implemented from OCTOBER to MARCH
 - Winter menus will be implemented from APRIL to SEPTEMBER
- Ensure the menu reflects feedback provided by the CDO and families
- Review enrolment information and conduct meetings/ phone conversations with families of children with additional food requirements to effectively incorporate their needs into the menu. Ensure this information is documented
- Implement group menu planning with the children on a regular basis
- Complete a QMF-CS-290 FDC Menu Evaluation for one week in each month

ALL FDC Educators:

- Maintain a healthy environment by preventing children from sharing food and drink, eating from a dirty utensil or eating food or with utensils that have dropped on the floor
- Share children's individual culture within meal times through discussion and inviting families to participate where possible
- Create calm, happy and comfortable environments for mealtimes
- Infants will be closely supervised during all meal times while encouraging their self help skills. They will be provided support to feed where required

Families:

- We invite and encourage all families to share family recipes with their FDC Educator, particularly ones with that reflect your family culture so we can share this with all of the children at the service through incorporating them into the menu
- Inform your FDC Educator of any cultural or religious aspects of eating or preparing food to enable staff to ensure its implementation at the service

3. Breast/ Bottle Feeding

Following are safety tips for giving a baby a bottle from Better Health Website: *Bottle feeding – Safety Issues Fact Sheet* (2008)

- ✓ Don't prop the bottle in baby's mouth and leave baby to feed unattended, as the baby may choke
- ✓ Do not put baby to bed with a bottle. This can be tempting for older children, who can hold their own bottles, but it can damage their teeth. Milk sugars called lactose (which are found naturally in all milks) can cause very serious tooth decay. This can start soon after the first teeth appear
- ✓ Take the bottle away as soon as baby has had enough
- ✓ Cuddle baby close to the body, and hold the bottle while baby feeds. Feed time should be an enjoyable time for everyone

It is recommended that babies receive only breast milk or formula for their first 6 months to provide for their developing nutritional needs and to help prevent the occurrence of food allergies.

Some foods are not suitable for babies under 12 months. These include:

- ✓ Honey – there is a potential risk of bacterial infection from honey.
- ✓ Tea – contains tannins that can restrict vitamin uptake.

- ✓ Whole nuts – should be avoided due to the risk of choking. If there is no food allergy in your family, nut pastes can be used after 12 months.
- ✓ Fruit juice – contains no nutritional benefit and can reduce the amount of milk consumed.
- ✓ Reduced fat milk – is not suitable for children under two.

OBJECTIVES

- To provide unbiased information regarding breast feeding and bottle feeding to allow mothers to make informed choices
- To provide opportunities and comfortable areas for mothers to breastfeed at the FDC service if they choose to
- To ensure both breast milk and formula is stored, heated and given to the children in the most appropriate and effective way
- To provide current information and support for families introducing solids to their children

PROCEDURES

- Create space within the FDC environment that is comfortable for mothers to breastfeed or bottle feed their child if they wish to, i.e a couch or comfortable and supportive chair
- Ensure there is a designated space for families to store breast milk and formula and for the FDC Educator to heat bottles prior to giving them to babies and toddlers
- Breast milk and made up formula must be stored at the back of the fridge, never in the door to ensure it remains under 5°C
- Breast milk can be stored in the fridge for up to 2 days, made up formula for 24 hours
- If using frozen breast milk, families need to thaw it properly at home and inform staff the breast milk has been frozen as it can then only be stored for 24 hours
- Families can provide formula in two ways;
 - ✓ Pre made in a baby bottle
 - ✓ Measured formula in a container with a baby bottle of cooled water (cooled boiled water if the child is under 1 year old)
- Breast milk is not to be heated in the microwave under any circumstances, the recommended way to warm breast milk is to stand it in a container of warm to hot water. Always check the temperature of milk by dropping some on your inner wrist before giving it to a baby to ensure it's not too hot
- Heating formula in the microwave does not damage the nutrients, but is not recommended as it creates hot spots in the milk. The preferred method of warming formula is to stand it in a container of warm to hot water. Always check the temperature by dropping some formula on your wrist before giving it to a baby to ensure it's not too hot
- If using a microwave to warm formula is unavoidable, remove the lid and heat the milk gradually to avoid overheating, overheating may destroy nutrients in the formula. Swirl the milk for at least 30 seconds to ensure there are no hot spots in the milk, shaking will create bubbles in the milk that may cause excess wind for the baby. Check the temperature of the milk prior to giving the child their bottle. Always check with families as to their preference for heating their baby's bottle prior to using the microwave
- Discard breast milk and formula after a child's feed, it is never to be reheated
- Due to safety concerns, babies will not be put to sleep in a cot while drinking a bottle. If, due to the child's routine at home it is unavoidable, the FDC Educator must stay with the baby until the baby is finished with the bottle and remove the bottle before leaving eg the child is in the same room as the FDC Educator
- New foods will not be introduced by the FDC Educator for children under the age of 1 due to possible allergic reactions
- Children will not be given bottles that contain juice

KEY RESPONSIBILITIES

FDC Educator:

- Provide families with current information regarding breast and bottle feeding as well as introducing solids in the form of journal articles, fact sheets, booklets and pamphlets in languages representing the families at the FDC service

- Ensure that the service has a designated breastfeeding area which is comfortable and appropriate
- Ensure all bottles are stored, warmed and given to children in a safe environment as per the recommendations and procedures in this policy
- Support families during the introduction of solids and only give food to children that have already been introduced at home
- Always supervise children under the age of 2 around food

Families:

- Transport breast milk or pre made formula to the service safely
- Clearly label all bottles and containers
- Give baby bottles directly to the FDC Educator or place them in the designated fridge. Never leave bottles in your child's bag
- Inform your FDC Educator when you are introducing solids at home and provide a list of foods that your child is able to eat. Please update the list whenever a new food has been introduced successfully
- New foods will not be introduced by the FDC Educator for children under the age of 1 due to possible allergic reactions

4. Food Safety

OBJECTIVES

- To ensure all FDC Educator implement effective hygiene practices at all times and in particular when handling food
- To promote food safety in the home environment through the provision of current information
- For all FDC Educator who serve food to receive regular information and support on food handling, food safety and personal hygiene. All FDC Educators must have resourced in Munch and Move and a food handling certificate of attendance
- FDC educator that provide food must complete a food handling certificate course
- FDC Educators are responsible to ensure that all food/drinks are served and prepared in the correct manner, this includes supervising and monitoring any household member/visitor that may prepare and or serve food for children in care
- To ensure all food is stored, prepared and served following safe food practices

PROCEDURES

- Store food in food storage areas, never on the floor and always separately from chemicals
- All food at that requires storing must be stored in a container that is for food only and covered with a lid, foil or plastic film. The container needs to be labelled with the date it was stored. Do not reuse containers which are only meant to be single use, throw out containers which are not in good condition
- Keep foods below 5°C or above 60°C
- FDC Educators are to implement hygiene procedures at all times (as per [Hygiene Policy](#))
- Utensils must be used or disposable gloves worn when handling cooked or ready to eat foods
- Dish cloths, dish mops, scourers etc should be cleaned and sanitised after each use
- Fruit and raw vegetables that is to be eaten should be washed in running water before cutting
- FDC Educators use colour coded boards to prevent cross contamination when preparing food.

Green - Produce



White - Dairy



Yellow - Cooked Meat



Red - Raw Meat



Blue - Seafood



- The following food will be stored accordingly if not in vacuum sealed bags

<i>Raw Food</i>	<i>Storage life in Refrigerator</i>
Chicken	3 days
Meat	3 days
Fish	3 days
Minced meat	2 days
Prawns & other shellfish	2 days
Expressed breast milk (<i>if not previously warmed</i>)	2 days

KEY RESPONSIBILITIES

CDO

- Provided sample menus when requested by FDC Educator – obtained from Children and family services Long day care services
- Provide FDC Educators with information on food safety as requested, including information on web sites
- Discuss menus as part of the scheduled visit routine

FDC Educator

- Provide information for families on food safety in languages that reflect the, families of the service and wider community. Include fact sheets from recognised health authorities, information booklets and current pamphlets these can be obtained from your CDO
- The FDC Educator must have a copy of the following which can be:
Laminated and displayed the in areas where food is prepared and served or the FDC Educator can file the following posters with their weekly menu
 - ✓ Food Safety Rules
 - ✓ Keep Hands Clean and Food Safe
- Ensure the fridge thermometer is in working order and at the correct temperatures at all times below 5°C
- Check any food deliveries to ensure the cold food is under 5°C, frozen food is under 0°C degrees and all packaging is intact. This includes when the FDC Educator transports food
- Ensure each day the kitchen is clean and safe
- Work benches, surfaces and food preparation equipment should be washed with hot soapy water and then sanitised after each use.
- Store raw foods at the bottom of the fridge. All raw and ready-to-eat foods must be stored separately to avoid cross contamination
- If reheating food, ensure it reaches the temperature of 75°C to destroy any bacteria. Food is only to be reheated once
- Hygiene procedures are to be followed prior to handling food, refer to Hygiene Policy and the Food Safety Rules and Keep Hands Clean and Food Safe
- Any leftover food provided by families must be discarded EG half eaten sandwiches
- In the event of the Educator giving food for the children to take home (example: cake, Easter eggs, lolly bags) it is the responsibility of the Educator to ensure that the food is safe to consume

Families:

- When bringing food into the service please ensure it complies will aspects of this policy
- Please consider food safety when planning, packing and transporting food to the service
- When brining food to the service please ensure it is stored in the allocated fridge
- Ensure lunch boxes, bottles and any other items being taken to the FDC service are clearly labelled with your child's name
- Do not provide new 'first time foods', as they will not be introduced by the FDC Educator for children due to possible allergic reactions

SECTION 3 – GOVERNANCE

3.1 RELATED POLICIES/PROCEDURES

Policy Number	QMPOL-FDC- Hygiene Policy
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3.2 RESPONSIBILITY

Policy Owner	Children and Family Services
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3.3 VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
1	October 2015	Children and Family Services Committee	

3.4 REVIEW DATE

Every 5 years as required by quality assurance requirements or when a change to governing legislation occurs, whichever sooner

RELATED POLICIES/PROCEDURES/GUIDELINES

Appendix

Breast feeding welcome here – poster
Food culture and religion – Better Health Factsheet
Food Safety Rules – poster
Healthy Kids Website – poster
Keep hands clean and food safe - poster
Munch and Move

Supporting Documents

QMF-FDC-197 Fairfield City Family Day Care Educator Menu Plan
QMF-CS-101 Weekly Menu (Example)
QMPOL-FDC-104 Managing Infectious Diseases and Hygiene Policy