

	<p style="text-align: center;">Procedure</p> <h1 style="text-align: center;">Family Day Care Nutrition &amp; Dental Health</h1>	
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# Procedure

## Purpose & Scope

Children and adolescents need sufficient, varied, nutritious food and exercise to grow and develop normally. Lake Macquarie Family Day Care actively participates in and promotes NSW Health Munch and Move initiative and program.

Food provided in an education and care service has an important role to play in the growth and development of children, and in the development of sound eating habits. Food provided for children should contain a range of textures and tastes, appropriate to the developmental needs of the child and be stored and handled according to regulatory requirements to ensure it is safe for consumption.

Lake Macquarie Family Day Care promotes awareness of child health issues to parents by implementing nutritional standards, correct storage and handling techniques for food brought from home for children in care and by encouragement of breastfeeding.

Lake Macquarie Family Day Care respects cultural differences of families and encourages serving of food from varied cultural backgrounds and particularly food from the culture of the children in care.

Lake Macquarie Family Day Care recognises the importance of promoting dental health in young children. Family Day Care educators and staff play an important role in the education and modelling of healthy behaviours to young children and families through providing appropriate nutrition guidelines and information to families about positive eating and oral hygiene habits.

## Process

- 1 Before enrolling a child for education and care, educators must discuss and provide written information to parents about meal arrangements and the dental care program offered in the service and come to an agreement regarding:
  - whether the parent or the educator will provide meals and snacks
  - the number and timing of routine meal and snack times
  - suggested serving sizes and equipment needed (e.g. named lunch box, drink bottle)
  - which food and drinks will be regarded as special treats in their service
  - occasions when special treats are acceptable and how much to supply, (e.g. food for birthday parties, special events, excursions)
  - whether the educator has the parent's permission to provide special treats for the child
  - the cost to the parent of the educator providing either regular or occasional meals and snacks
  - any allergies or food preferences of the child and any religious or cultural requirements of the family
  - arrangements for provision of dental care products for use by the child whilst in care
- 2 Educators will encourage parents to join their child for mealtimes whenever possible and to join in celebration of special or culturally significant days.

### Drinks

- 3 Educators must ensure children in care have fresh drinking water freely available at all times and encourage children to take regular water breaks during play and select water as a first option to satisfy thirst.

- 4 Educators and staff must encourage children to drink water or milk and discourage flavoured fruit drinks.

### **Mealtimes**

- 5 Educators must provide regular meal and snack breaks for children in a relaxed, unhurried atmosphere, and closely supervise children during meal times to ensure:
- appropriate hygiene standards are maintained
  - children are encouraged to be independent and use socially accepted behaviour, appropriate for each child's developmental level (e.g. unwrap own food or take care of own belongings, if age appropriate, not talk with mouth full, hygiene standards are maintained)
  - cultural food requirements and any special dietary needs are observed (e.g. food intolerances, allergies)
  - children are safe (e.g. food wrappings are safely discarded, children are seated comfortably and quietly while eating, food is not shared, food is of correct size for the child to chew and swallow easily, food items are not a choking hazard, eating areas are kept clean)
  - healthy eating choices, habits, and dental care are freely discussed with children on a regular basis during mealtimes
- 6 Educators will not force-feed children or use food as a punishment or a reward for children (e.g. by providing or denying certain food to a child).
- 7 Educators and staff will model appropriate food behaviours to children at all times (e.g. sitting while eating, drinking water in front of children, not eating foods high in fat, sugar, or salt in front of children).
- 8 Educators must ensure hot beverages are inaccessible to children i.e. out of play area.
- 9 Educators must inform parents about the amounts and type of food eaten by their child while in care each day.

### **Food Safety**

- 10 Educators, staff and children must wash their hands before preparing, serving, or consuming food.
- 11 Educators and staff must ensure children avoid handling other children's food or drinks and children do not cough or sneeze over the food of other children.
- 12 Educators and staff must encourage parents to keep food cool whilst transporting.
- 13 Educators must refrigerate all perishable food items and infant formula/expressed breast milk at below 5°C immediately on the child's arrival.
- 14 Educators and staff must prepare and serve food in accordance with safe food practices, including:
- storing and serving food at safe temperatures (below 5°C or above 65°C)
  - raw foods (e.g. meat) will not come in contact with ready to eat foods (e.g. vegetables and fruits)
  - separate chopping boards and utensils will be used to prepare raw foods and ready to eat foods and educators will wash hands between exposure to raw and ready to eat foods

### **Meals and Snacks provided by educators**

- 15 When providing meals for children in care, educators must:
- register with the NSW Food authority if providing all meals for children attending their care. This can be done on line <http://www.foodauthority.nsw.gov.au/industry/food-standards-and-requirements/business-notification/>

- inform parents about the menu to be provided in the service each week and encourage parents to comment on suitability of that menu for their child, and display a copy of the weekly menu in the service
- ensure meals, snacks and drinks are varied (e.g. menus change daily and offer food from each of the five food groups recommended by National Health & Medical Research Council - See – [http://www.nhmrc.gov.au/publications/synopses/\\_files/n30.pdf](http://www.nhmrc.gov.au/publications/synopses/_files/n30.pdf))
- provide meals at regular intervals and respond to children's individual needs (e.g. have a flexible routine so children can eat when they are hungry, offer nutritious snacks between meals, provide late afternoon snacks for children in care for long hours each day)
- ensure the special dietary, religious or cultural needs and personal preferences of each child are met (e.g. do not serve foods known to cause severe allergy in a child or which should be refused for religious reasons, appropriately time snacks and meals for children with diabetes, encourage children to try new foods but do not force children to eat foods they dislike, serve foods familiar to the child and from other cultures in the community)
- ensure foods are safe for the age of the children (e.g. avoid small or hard foods likely to cause choking or which may be inhaled, make sure food is not too hot)

### Meals and Snacks provided by parents

- 16 Parents need to provide enough food for meals and snacks each day to meet their child's usual appetite when very active, taking into account:
- the age and length of time child is in care
  - the child's need for food and drinks from each of the five food groups recommended in Dietary Guidelines for Children and Adolescents in Australia by National Health & Medical Research Council – (See – [http://www.nhmrc.gov.au/publications/synopses/\\_files/n30.pdf](http://www.nhmrc.gov.au/publications/synopses/_files/n30.pdf))
  - the educators guidelines for provision of special treat items, "sometimes foods" discussed on enrolment
- 17 If the parent does not provide enough food for the child, or the parent only provides special treat items, the educator must substitute an alternate meal or snack for the child. The educator will charge the usual fee for providing a meal or snack, even if the educator returns uneaten special treat items to the parent.

### Infant Feeding

- 18 Educators and staff will endeavour to support and encourage mothers to continue breastfeeding babies where possible (or to provide expressed breast milk for babies clearly labelled with the child's name) and must ensure a quiet area is available for breastfeeding mothers at feeding times.
- 19 Educators and staff will encourage parents to maintain breast milk or infant formula as the main drink for the children until at least 12 months of age.
- 20 Educators will introduce, in consultation with parents, infants to solid foods from 6 months of age.
- 21 Parents must provide enough prepared and refrigerated baby formula or expressed breast milk for each of the infant's feeds, in bottles clearly labelled with the infant's name taking into account educators must discard any infant formula or expressed breast milk that is heated but not consumed by a child at a feeding;
- 22 Educators must rinse feeding bottles after use and return to the parent with the child's belongings each day, but are not required to sanitise items.
- 23 Educators must store infant bottles containing made-up formula or breast milk in the back of the refrigerator where it is coolest and must heat the bottle by standing in a container of hot water for 10 minutes; bottle should not be placed in the microwave oven to warm.

**Dental Care**

- 24 Educators will incorporate dental care awareness into their program of children's activities and will encourage teeth cleaning after each meal.
- 25 Educators must ensure children do not have access to infant bottles containing sweet or sugary liquids during rest periods.
- 26 Educators will report to the child's family any sign of:
  - visible decay or gum swelling
  - infection of the mouth (gums are red or bleeding)
  - problems chewing, eating, swallowing
  - the child complaining about oral discomfort and pain

**Food and Nutrition Training**

- 27 Educators, staff and parents will receive information about the services approach to food and nutrition as part of their orientation to the service.
- 28 All primary educators must demonstrate evidence of training in nutrition prior to commencing their education and care service or participate in a suitable in- service course e.g. Munch and Move
- 29 Staff will provide parents with information about food and nutrition learning activities available for children in the service and with information on regular opportunities to attend nutrition training e.g. Munch and Move

## Controlled Document Information

### Authorisation Details

<b>Folder No:</b>	F2004/12276-04	<b>TRIM Record No:</b>	D09069547
<b>Audience:</b>	Departmental - Family Day Care Staff, Educators and Stakeholders		
<b>Department:</b>	Community Planning		
<b>Officer:</b>	Service Manager - Jan Morgan		
<b>Review Timeframe:</b> Max < 4 years	3 Years	<b>Next Scheduled Review Date:</b>	19 September 2021
<b>Authorisation:</b>	Service Manager - Jan Morgan - 6 November 2018		

### Related Document Information, Standards & References

<b>Related Legislation:</b>	The National Quality Framework Work Health & Safety Food Act, 2001	(Relationship/Context)
<b>Related Policies (Council &amp; Internal):</b>	(Policy Name)	(Relationship/Context)
<b>Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:</b>	(Document Name)	(Relationship/Context)
<b>Standards COP's &amp; Other References</b>	Public Health (Amendment) Act (NSW) 1992;  National Health & Medical Research Council; <a href="http://www.nhmrc.gov.au">http://www.nhmrc.gov.au</a>  New South Wales Health, <a href="http://www.healthykids.nsw.gov.au">http://www.healthykids.nsw.gov.au</a>  Dental Health Resource Package, Centre for Oral Health Strategy NSW , NSW Department of Health 2010  Munch and Move training package- NSW Health	(Relationship/Context)

### Definitions

Term / Abbreviation	Definition
<b>Nominated Supervisor</b>	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.
<b>Educator</b>	(a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator) ; and  (b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator  (c) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as an educator assistant to educate, mind or care for children in the residence or venue of a primary educator for no more than 4 hours
<b>Parent</b>	The parent of child registered for care with Lake Macquarie Family Day Care and

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	includes: (a) guardian of the child, and/or (b) a person who has the custody of the child.
<b>Service</b>	an education and care service operated by a carer whose name appears on a current register of educators for Lake Macquarie Family Day Care.
<b>Service Approval</b>	Lake Macquarie Family Day Care.
<b>Staff</b>	a person or persons employed by Lake Macquarie City Council for service with Lake Macquarie Family Day Care
<b>Regulatory requirement</b>	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
<b>The National Quality Framework</b>	Includes: <ul style="list-style-type: none"> <li>a National Legislative Framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011</li> <li>a National Quality Standard</li> <li>an assessment and rating system</li> <li>a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.</li> <li>The Australian Children's Education and Care Quality Authority (ACECQA)</li> </ul>
<b>Work Health and Safety</b>	Includes: Work Health and Safety Act 2011 No 10 Work Health & Safety Regulations

### Consultation (update for each version created)

<b>Key Departments, Teams, Positions, Meetings:</b>	Family Day Care Staff, Educators and Stake Holders
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### Version History

Version No	Date Changed	Modified By	Details and Comments
2	13/3/2006	J. Wade	Updated reference to Children's Services Regulations 2004, updated National Heal & Medical Research Foundation website reference, included relief carer reference in definitions
3	2/1/2008	J Wade	Update references, include Infant Feeding, Drinks, Mealtimes, Dental Care, Food Safety and Food and Nutrition Training sections, include attachments
4	20/3/2009	J. Wade	Change superscript notation in safe food temperatures in section 3.13, remove 'only' from requirement to drink water in front of children in section 3.7
5	11/08/10	J. Morgan	Update responsible officer, add hot beverage 3.8 in mealtime, add website register for food handling in meals and snacks provided by carers. Add 3.26 reference to notifying families, update References
6	8/12/2011	S. Vickers	Update reference of carer to educator, Children's Services Regulation 2004 & NCAC to The National Quality Framework, OH&S to Work Health & Safety, home to residence or venue, childcare to education and care, added definition of The National Quality Framework and Work Health & Safety, updated definition of Authorised Supervisor
7	02/08/2013	J. Morgan	Updated reference to educator assistant, and Department of Health - Munch and Move program
8	24/06/2015	J Morgan	No changes
9	19/09/2018	J Morgan	Promotion of drinking water and discourage any fruit /sweet flavoured drinks. Ensure promotion of Munch and Move initiative

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