
	Management Area: Children's Services	Version No: 4.0 Pages: 8
	Category of Procedure: Operational	Approval Date: 12/07/2023 Procedure Approver: Head of Children's Services
Procedure Title: Nutrition, Food, Beverages, and Dietary Requirements Procedure		Author: Head of Children's Services

YMCA SOUTH AUSTRALIA

Nutrition, Food, Beverages and Dietary Requirements Procedure

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1. Purpose

The YMCA recognises and acknowledges the importance of providing food that is both nutritious, culturally diverse, and appropriate to the needs of the children. The YMCA encourages and promotes the health and wellbeing of children through providing positive learning experiences during meal and snack times where good nutritional food habits are developed in a happy, social environment. Parents and/or guardians are encouraged to participate in this approach to nutrition for their children, where establishing healthy eating behaviours in childhood can have a significant and positive influence on growth and development throughout life.

2. Scope

The scope of this procedure applies to all Board members, Sub Committee members, educators, and volunteers. This procedure applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this procedure.

3. Procedures

Nut Free Zone

The YMCA aims to be a nut free service to reduce the risk of anaphylactic reactions in response to the increase in children's nut allergies. No nut products will be provided to children, and families and carers are asked not to bring any nut or nut related products with their child into the service.

Food Safety and Hygiene

Educators maintain appropriate food safety and hygiene practices before, during and after handling food in accordance with requirements of '*Staying Healthy in Child Care*', by the National Health and Medical Health and Research Council.


All educators are provided with training to ensure food safety procedures and standards are met and maintained in accordance with the standards of the Food Act and in line with the guidelines in the National Law Act and the National Regulations.

Where possible a fridge will be available to store children's lunches in, to promote food health and safety. The fridge temperature will be checked daily and documented. Use by dates are checked and correct storage and food serving requirements are followed in relation to the health and safety guidelines and relevant Council Food Safety Program.

All staff are trained in the appropriate health and hygiene practices associated with food handling and information is available for families and staff on food safety.

Family Collaboration

The service is informed if a child cannot consume any food or drink due to specific health issues, religious reasons, or specific cultural requirements. It is the family's responsibility to

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ensure that educators are kept up to date with any changes to dietary requirements, food intolerances or allergies.

Daily Service Requirements

The weekly menu, which accurately describes the food and beverages to be provided by the service each day, is displayed in a place which is accessible to both parents and children in the service. The menu will be developed with consideration to each child's growth and developmental needs.

Menus and food related activities increase awareness in good eating habits and the diversity of cultural meals.

Children always have access to safe drinking water and are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day.

The service will work closely with children, families and, where relevant, schools and health care professionals to promote healthy lifestyles and ensure they understand and meet children's specific health requirements.

Educators are encouraged to eat healthy food with the children and to display appropriate role modelling. Food is not used as a bargaining tool for appropriate behaviour at any time.

Special occasions such as birthdays, Christmas celebrations and end of term parties are very important in a child's life; the service focuses on the occasion, not the treat or cake, making them as enjoyable as possible. Should parents wish to bring a treat or cake, the treat /cake must either be store purchased, sealed, and provide a list of ingredients, or if baked at home, the full list of ingredients and date baked must be provided.

Furniture and utensils that are age appropriate and developmentally suitable are provided to encourage children to be positively involved in and enjoy mealtimes.


Educational Program and Practice

Cooking with children encourages creativity, responsibility, and involvement. It requires a learning process of hands on, use of maths concepts, planning, thinking, and time management. As such, children may be encouraged to be involved in cooking activities or learn through age-appropriate food related experiences.

Bottle Preparation (ELC)

Preparation

1. When preparing bottles, always wash your hands first, and ensure that work surfaces, bottles and other equipment are clean. (If no handwashing facilities are available, hand sanitizer will be accepted)
2. Ensure all bottles are clearly labelled with child's name.

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3. Bottle is to be prepared as per bottle preparation machine instructions (Bottle prep guide on the wall next to bottle preparation machine).
4. Discard any left-over milk after 30 minutes- it must not be refrigerated, frozen or reheated.
5. Should bottles need to be re-used later in the day- they need to be cleaned and sterilized using the correct methods.

Formula

1. It is best to make fresh formula for each feed by following the instructions on the container of formula or by using the pre-measured formula provided by the families with the correct amount of water.
2. Families are to provide a new, un-opened tin of formula to be kept onsite. This will be labelled with the child's name. date the tin is open, the amount of water and the use by date (as specified on the formula tin- usually within one month of opening) OR families can provide a pre-measured dose of formula in a container with empty bottles and the required water dose.

Breast Milk

1. Must be labelled with child's name, date the milk has been provided to the centre and a bottle.
2. If you are unable to write on the frozen container, place milk in a zip-lock bag and clearly label with child's name and date.
3. Only the amount of feeds the child requires in one day will be stored at the centre and any remaining milk will be returned to the family or discarded at the end of the day.


Heating Breast Milk

1. Check the name on the breast milk is that of the child who is to receive it prior to warming.
2. Breastmilk bottles are to be heated/ thawed in a bottle warmer only.
3. Shake to distribute heat and are to be tested on inside of your wrist, by sprinkling a small amount ensuring the teat does not touch the wrist.




Children under 12 months old are to be nursed and engaged with during bottle feeding time if required based on the child's individual needs. No child should be popped up on a pillow unsupervised or left in their cot/mattress whilst having a bottle.

Dietary requirements and Allergy Management (ELC)

The service is informed if a child cannot consume any food or drink due to specific health issues, religious reasons, or specific cultural requirements upon enrolment. It is the family's responsibility to ensure that educators are kept up to date with any changes to dietary requirements, food intolerances or allergies in writing and this will be update on the child's Xplor profile.

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Colour coding system is in place to support the management of allergies and dietary preferences – Coding is as followed:

-  Anaphylaxis
-  Basic allergy
-  Dietary preference

Where applicable, a list of children with allergies and dietary preferences, will be provided to the centre cook and a displayed in the kitchen for all educators to refer too.

Safe meals will be provided to children in the correct colour bowl / plate and labelled to ensure educators are aware of which meal is safe for a child to consume. Communication between staff who prepared the meal and staff serving the meal is vital to ensure risks are minimised.

Site specific control measures may be implemented as part of a risk assessment to ensure the health, safety and wellbeing of children with allergies and dietary requirements.

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4. Roles and Responsibilities


Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the procedure and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate procedure awareness to all educators on the appropriate implementation and use of the procedure.</p>
Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the procedure.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this procedure and implementing strategies to help prevent non-compliance with this procedure.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this procedure.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the procedure.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this procedure.</p> <p>Responsible for raising concerns or complaints in accordance with this procedure.</p>

5. Definitions

Healthy Eating

Includes eating a wide variety of foods from the five food groups each day:

- Fruit,
- vegetables and legumes/beans,
- grain (cereal) foods, mostly wholegrain,
- milk, yoghurt, cheese and/or alternatives, and

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- lean meat, poultry, fish, eggs, tofu, seeds, and legumes/beans.

Healthy eating also means eating in a way that is socially, culturally, and developmentally appropriate, having regular meals and snacks and eating food to satisfy hunger, appetite, and energy needs.

Food Safety Plan

A program set out in a written document retained at the food premises of the food business, including records of compliance and other related action, that:

- Systematically identifies the potential hazards that may be reasonably expected to occur in all food handling operations of the food business.
- Identifies where, in a food handling operation, each hazard identified can be controlled and the means of control.
- Provides for the systematic monitoring of those controls.
- Provides for appropriate corrective action when that hazard, or each of those hazards, is found not to be under control.
- Provides for the regular review of the program by the food business to ensure its adequacy; and
- Provides for appropriate records to be made and kept by the service demonstrating action taken in relation to, or in compliance with, the food safety program.

6. Key Relevant Documents


- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- Nutrition, Food, Beverages, and Dietary Requirements Policy

7. Monitoring Evaluation and Review

This procedure will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

8. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	7/3/2016	Updated legislation.		
2.0	21/06/2019	Converted to procedure.		
3.0	12/07/2023	Removed HACCP food safety plan requirement – not relevant in SA.	12/08/2023	July 2025

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		Removed duplicate information and refined. Updated document name. Added policy reference.		
4.0	26/05/2025	Updated scope. Added bottle prep procedure.	26/05/2025	May 2027