

Ko Taku Reo Preschool:

Food Preparation & Consumption Procedure

Hygiene Practices

All adults involved with food preparation or handling will ensure their hands are clean by thoroughly washing using soap. Liquid soap will be made available for staff and children to use. This applies to all mealtimes and any cooking activities.

All children's lunchboxes will be placed in the fridge under the kitchen bench. This is the responsibility of the person signing individual children into Preschool. The fridge is kept at 5° or below and monitored throughout the day.

Foods requiring heating will be done so by the person responsible as 'kitchen help' at mealtimes.

Food Allergies

Staff are made aware of any food allergies when new children enrol into the centre or after an allergy is diagnosed.

In the case of a severe food allergy, i.e., those requiring an EpiPen or other prescribed medicine, those food items will be excluded from the preschool. Parents will be informed of these food items during the process of enrolment. Information notices to exclude certain foods will be given to parents/caregivers if a new allergy is diagnosed.

Mealtimes

The children have two mealtimes during the preschool day - morning tea and lunch, and optional 'fruit time' in the afternoon. Parents are asked to send their child with a named lunchbox containing enough food for each meal. Children are asked to remain seated during a meal. If they have eaten enough, they are encouraged to close their lunch box and chat with the other children or adults. Children are permitted to eat whenever they are hungry, even if this is outside the designated mealtimes.

To minimize choking hazards, children will always be seated and supervised while eating and all preschool staff will maintain a current first aid certificate.

Preschool will provide the information contained in the "Reducing food-related choking for babies and young children at early learning services" publication from the Ministry of Health to all parents upon enrolment. For all food provided by the preschool or by parents to share (i.e. celebration foods) we will follow the Ministry of Health guidelines as above. Food provided by the parents in the lunchboxes will be at the discretion of each family. Preschool staff will not exclude or alter foods within the lunchbox unless a child is visibly struggling in which case this will be discussed with the family. Communication with families will be timely and regular if needed.

While eating, the children will:

- Choose their own seat at a table.
- Remain seated while eating.
- Eat from their lunch box only. Children are not permitted to share food due to possible food allergies and choking hazards.

Staff will:

- Sit with the children during mealtimes.
- Assist e.g., warming food or cutting up fruit - this responsibility is designated on staff daily rosters.
- Ensure that all children have enough to drink. If a child has no named water bottle, cups and water will be available at mealtimes and during the day.
- Encourage and support children while they develop self-help skills.
- Some children will require 1:1 supervision during mealtimes to ensure their safety e.g. choking or tube fed. An adult will sit with these children at each mealtime. Care plans are available in the Health & Safety Teams channel and on the wall in the kitchen.

Records of food provided:

Any foods provided during the pre-school session will be recorded in the Storypark App.

This includes:

- Special food provided by a parent that is served to all children e.g., Birthday party food.
- Any baking or cooking completed as part of the preschool programme, including a list of ingredients.
- All known allergens (as per Allergy Register) – will be avoided.

Reviewed	May 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	May 2026
Signed:	
Preschool Lead	Susan Swolfs