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# FOOD AND DRINK POLICY

It is the responsibility of:

**Lisa Lowes (Proprietor/Owner/Manager)**

To ensure this policy is followed at all times.

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## 1. POLICY STATEMENT

*We are committed to the health, safety and wellbeing of everyone within the nursery. Staff work towards encouraging children and adults to make healthy, informed choices and discourage harmful practices. We share responsibility with parents and other professionals to give guidance and education on health issues and the risks of unhealthy eating practices including dental health issues.*

*We believe food can be used in a variety of educational ways. Children can learn about where food comes from, growing cycles, the seasons, and learn about other peoples' lives and cultures. Children are encouraged to celebrate holidays, religious festivals, special events and the various foods associated with these events and are encouraged to experiment with unfamiliar foods.*

*Our setting regards snack and meal times as an important part of the setting's day; we welcome cultural and religious differences and respect the individual needs of children, parents and staff. Eating represents a social time for children and adults and helps children to learn about healthy habits. All snacks and meals will be homely, healthy, balanced and nutritious to meet the children's dietary needs.*

*We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food and are registered as a food provider with the local authority Environmental Health Department. All meals are prepared on the premises, unless the parent has been asked to provide a special diet for their child. We follow safer food better business guidelines regarding the correct handling and management of food. Our kitchen is inspected by the local authority environmental health authority. At present we hold a **food hygiene rating score of 5 out of 5**.*

### **a) Meals:**

- Breakfast is available between the hours of 8-8.30am.
- Mid-morning snack is served between 9.30-10 am
- Lunch is served at 12 pm
- Afternoon snack is served between 2.30-3pm
- Tea is served at 4pm

*\*Where children are sleeping over mealtimes their meal is covered and stored correctly and served when the child awakens.*

*We have summer and winter menus', and welcome suggestions from children, staff and parents when planning these. Menus are on a three-week rolling cycle and based on School Food Trust guidelines and will reflect other cultural backgrounds, with a variety of flavours and textures.*

Main meals will include a variety of foods from the four main food groups:

- Starchy foods (up to 4 portions per day –at least 1 will be part of a snack)
  - Fruit and vegetables (up to 5 portions per day as part of all main meals and some snacks)
  - Meat, fish, eggs, beans and non dairy sources of protein (1 at lunch and 1 tea)
  - Milk and dairy foods (3 portions per day)
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- Whilst we recognise some children have larger appetites, portion sizes are based upon School Food Trust '*Eat Better Start Better*' guidelines and specific dietary needs in order to prevent childhood obesity.
  - Where possible food provided will not contain nut or nut products. Foods containing gluten (e.g. bread pasta etc) are not given to children under the age of 6 months.
  - Salt and sugar is restricted in all meals, naturally sweet fruits are used to sweeten foods.
  - Children are offered a piece of fruit if they refuse their pudding. They still receive dessert even if they refuse their main course unless their parents have requested otherwise.
  - Staff will not consume their own food in front of children unless they have a specific dietary requirement.

#### **b) Drinks:**

- Water is provided at all meal/snack times, (8am, 9.30 am, 12pm, 2.30pm and 4pm).
- Children in Tiny Tots and Little Stars have free access to the water dispenser; babies are offered additional drinks as and when (key workers understand their key children's need and react accordingly).
- Milk or diluted fresh fruit juice is available at some meals/snack times (see menu's). Children under the age of 2 years are given whole pasteurised milk; children over 2 will be given semi-skimmed milk. Soya drinks are only given as a substitute for cow's milk with the parent/guardian's agreement and then only those fortified with calcium are given.
- All non-baby milk drinks are offered in feeder cups or mugs; **under no circumstances will we give fruit juice in a bottle or feeder cup.**
- **Parents must sign their all about me form to allow nursery to give pre-made up milk to their child. They must ensure any milk is safe for consumption, staff will store this in the fridge until it is ready to use. Fresh and frozen breast milk provided by parents must be used within 24 hours and have the expressed date on. We accept no responsibility for any pre made bottles/breast milk.**
- Staff will not consume fizzy drinks etc. in front of children

Staff will:

- Make powdered milk up according to manufacturers' instruction.
- Discard any unused milk within 1hr of being made up/ heated.
- Store milk cartons according to manufacturers' instructions and refrigerate opened milk cartons and discard after 24hours.

- Store breast milk in the fridge and discard any milk after 1 hour of being heated.
- All milk will be heated to the temperature parents have noted on their child's all about me forms, bottles will be shaken then temperature tested prior to giving to the children.
- Where a child needs their bottle to go to sleep, there will be an adult sitting with the child-No child will be placed in a cot with a bottle.

## 2. ROLES AND RESPONSIBILITIES

**The cook will** be responsible for:

- Food preparation and following the principles of Hazard Analysis and Critical Control Point (HACCP) and risk assessment with regards to the purchase, storage, handling, preparation and serving of food.
- The completion of all Safer Food Better Business documentation
- Ensuring staff are following guidelines when preparing snacks, re-heating food, cooking with the children or using kitchen equipment. (See kitchen risk assessment and safer food better business documentation located in the kitchen).
- Planning 3 weekly rotational menus in line with School Food Trust guidelines.
- Consulting with staff, children and where possible parents when planning meals and snacks and adapt meals to meet the dietary requirements of all those who attend our setting.
- Making recipes are available for parents to take home on request.
- Reporting any unsafe practice/incident to the manager (Lisa Lowes) immediately.

**Staff will:**

- Be responsible for completing Safer Food Better business checks upstairs (Cherubs staff).
- Sit with children while they eat and provide good role models for healthy eating. Conversation is encouraged at each table, staff will observe the children to ensure they are drinking/eating enough and be aware that behaviour may suggest the child is thirsty/hungry. Food intake is recorded in learning journals for each child under the age of 24 months, this is only done over the age of 24 months at parents request or where there are concerns over eating habits/food consumption.
- Encourage children to develop good eating skills and table manners all are encouraged to say 'please' and 'thank-you'. We use meal times to help children to develop independence through making choices, serving food and drink and feeding themselves. Staff will be sensitive to the needs of children who are fussy eaters or small eaters.
- Ensure children are given plenty of time to feed and hold feeding utensils, bibs are used where necessary and hands/ faces are cleaned with an individual soft clean flannel.
- Discourage children from sharing and swapping their food with one another in order to protect children with food allergies.
- Encourage children in Tiny Tots and Little Stars to use the water dispenser located on the ground floor. Babies are offered additional water throughout the day. Additional cool drinks and/or ice lollies are offered after exercise and during warmer months, hot drinks are offered during extreme cold weather.

- Ensure that parents are given adequate notice of any changes to meals, food choices or any other aspect of food provision.
- Treat all children equally, ensuring appropriate utensils are available for children and their stage of development. Staff will take account of the eating practices in their cultures.
- Not give sweets as rewards-we believe in rewarding the children through verbal praise and stickers.

#### **Senior management will:**

- Review menus and meal times to ensure children's needs are being met.
- Ensure we use reliable suppliers for the food we purchase and Inform parents who provide specialist food for their children about the storage facilities available in the setting.
- Inform environmental health of any major incident or concern over food hygiene where applicable. Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency and will comply with any investigation or act on any advice given. If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.
- Ensure equipment is suitable for its use (including fire safety equipment) and provide separate facilities for hand-washing and for washing up in the kitchen area. Appropriate utensils are provided for children suitable to their stage of development..

#### **Parents:**

- Must provide us with information on their child's dietary requirements, likes/dislikes, weaning stage (where applicable) and special requests (i.e whether the child can have puddings).
- Must complete their child's dental emergency details and inform us of any changes to a child's dentist.
- Must provide specialist food for their children where applicable.
- Are advised that suitable portion sizes are imperative in the prevention of childhood obesity and that vitamin supplements are not necessary if a child has a healthy balanced diet.
- Must be mindful that children should not bring in food/drinks from home-especially chocolate/sweets/biscuits, juice/tea etc in bottles-these will be taken off the child and sent home.
- Are allowed to bring in cakes/treats for their child's birthday (these must not contain nut or nut products). Any 'treats' will be handed out at the end of the session.
- Must be mindful that dipping dummies/comforter into sugary drinks or giving juice in a bottle can seriously contribute to tooth decay (even when it appears no teeth are apparent).

### **3. TRAINING AND DEVELOPMENT**

On induction staff are given information on food hygiene, on site training is available to all staff. Staff are encouraged to go on various training that gives knowledge on food and nutrition and dental health. All information gathered is passed to the rest of the team.

- Staff who work directly with food have received safer food better business training. Some staff have completed level 2 food hygiene training.
- The cook will renew food hygiene training every 2 years.
- Staff will receive addition allergy management training where applicable.
- Parents will be given information on healthy eating/dental health through their welcome pack, newsletters, general discussions and displays around the nursery.
- Children are encouraged to participate in the making and preparing of different foods and are made aware of the importance of clearing up, keeping themselves clean and looking after ones physical and emotional well being.
- Children and staff are taught about basic hygiene e.g. washing hands with soap and water before eating meals or snacks after going to the toilet /changing nappies/wiping noses or handling animals.

#### 4. DIETARY REQUIREMENTS/ALLERGIES AND INTOLERANCES

(See illness, accidents, allergies, medication and emergency policy)

##### Definition

*Intolerance is used to describe all untoward reactions to foods.*

*Food allergy refers only to those adverse reactions, which involve the immune system*

##### The cook will:

- Check all food labels checked to ensure the food contains none of the specified allergens. Depending on the severity and medical advice the food exclusion may need to be extended to include factory or production.

##### Staff will:

- Liaise with parents to complete care plans where a child has severe allergies.
- Share information with other staff and ensure dietary requirement boards are up to date.
- Sit with children at mealtimes and ensure that those with special dietary requirements do not have access to food which may cause them harm.
- Inform the manager of any food allergies and complete a health care plan as appropriate. With permission from the adult other staff may be informed and shown how to administer medication if necessary.

##### Parents:

- Must provide information on dietary requirements, allergies and intolerances on their child's confidential information forms or as they occur in their child's learning journal (including those that pertain to religious or cultural beliefs).
- Must complete a health care plan form where their child has a food allergy this will contain:
  - The allergen:
    - (i.e. the substance the child is allergic to such as cow's milk, wheat, eggs, fish, shellfish, nuts, and legumes (such as Soya).
  - The nature of the allergic reactions e.g.
    - Coughing and wheezing, Rashes, reddening of the skin, Skin swelling.

- Vomiting/ and or diarrhoea which can sometimes be bloody, a bloated tummy
- Runny eyes and nose, Difficulty in breathing-due to severe asthma or throat swelling(anaphylactic shock)
- This form is kept in the child's/ staff's personal file and a copy of information is displayed where staff can see it.

**The manager (Lisa Lowes) or Deputy manager (Sally Lane) will:**

- Liaise with other professionals such as dietician, practice nurse, GP or health visitor regarding a child's eating/dietary requirements/allergy.
- Review control measures – such as how the child/adult can be prevented from contact with the allergen and kitchen risk assessments with the cook where a child or member of staff has a food allergy.

**WEANING**

We advise parents that solid and non-milk drinks are not started before 4 months, however guidance recommends up to 6 months old. Staff will follow parents requests with regards to baby-led weaning. Weaning is based on each child's individual needs and when the baby is ready

Age (approximately)	Recommendations
<b>Between 4 and 6 months:</b>	<ol style="list-style-type: none"> <li>1. Baby rice/mashed rusk</li> <li>2. Baby cereal</li> <li>3. A variety of pureed fruit/and or vegetables/ fromage frais</li> <li>4. Introduce some finger foods- carrot sticks, toast, rice cakes)</li> </ol>
<b>Between 6 and 9 months:</b>	<ol style="list-style-type: none"> <li>5. Introducing white meat, rice, pasta</li> <li>6. Normal cereal made with baby/milk</li> <li>7. Texture is gradually introduced (i.e. mashed, then lumpy consistency)</li> <li>8. Introduce red meat.</li> </ol>
<b>Between 9 and 12 months:</b>	<ol style="list-style-type: none"> <li>9. Mincing or finely chopping food</li> <li>10. Yoghurts</li> </ol>
<b>By 12 months:</b>	<ol style="list-style-type: none"> <li>11. Offer a varied and well balanced diet including the introduction of Marmite/ Wheetabix</li> <li>12. Introduce cow's milk.</li> </ol>

**EYFS Key themes and commitments**

Health and well-being	Respecting each other Parents as partners Key person	Supporting every child The wider context	Personal, social and emotional development
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**LEGAL FRAMEWORK:**

- Children's act 1989, 2004
- Data Protection Act (1998)
- Equalities Act (2006)
- Every child matters (2004)

Health and Safety at Work Act 1974

Health protection agency act 2004

Public health (control of diseases) regs 1984 and (infectious diseases) regs 1988

Regulation (ec) 852/2004 of the european parliament and of the council on the hygiene of foodstuffs

Statutory framework for the early years foundation stage department for education (DfE) 2012

Un convention on rights of child 1989

## FURTHER GUIDANCE

*Safer Food, Better Business* [www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/)

*Eat Better Start Better. Voluntary Food and Drink Guidelines for Early Years Settings in England – A Practical Guide* available at <http://www.schoolfoodtrust.org.uk/parents-carers/for-parents-carers/eat-better-start-better/voluntary-food-and-drink-guidelines-for-early-years-settings-in-england-a-practical-guide>

This policy was adopted

All Staff

Held on

December 2012

Date to be reviewed

December 2013

Signed

Name of signatory

Lisa Lowes

Role of signatory

Manager