

Playcentre Aotearoa's Food and Drink Procedure



Education (Early Childhood Services) Regulations 2008, 46 (1a)

Licensing Criteria for Centre-based Education and Care Services 2008:

HS19 Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Where food is provided by the service, it is of sufficient variety, quantity, and quality to meet these needs. Where food is provided by parents, the service encourages and promotes healthy eating guidelines.

HS20 Food is prepared, served, and stored hygienically.

HS21 An ample supply of water that is fit to drink is available to children at all times, and older children are able to access this water independently.

HS22 Children are supervised while eating.

HS23 APPLIES ONLY TO SERVICES LICENSED FOR UNDER 2-YEAR-OLDS: Infants under the age of 6 months and other children unable to drink independently are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is of a type approved by the child's parent.

Item	Procedure	Who
1.0	Preparing and Serving kai/food and drink	
1.1	Any kai/food prepared at Centre is prepared, served and stored hygienically.	Any adult handling with food
1.2	Everyone is required to wash hands before eating or handling kai/food.	Everyone handling food
1.3	Ensure that kai/food supplied to the Centre follows standard good hygiene practices and measures. Any kai/food prepared at the Centre must also follow good hygiene practices and measures.	Everyone handling food
1.4	Consider the risk of choking hazards (e.g.: hard foods, big pieces of food that may be swallowed whole) and ensure any kai/food prepared at Centre is prepared in a way to minimise any choking hazard possibilities. Foods that pose a high choking risk are not to be served unless prepared in accordance with best practice as set out by the MOH. Ensure this information is shared with Parents/Caregivers and Whanau when tamariki joins Centre	Any adult preparing food and supervising food being eaten by tamariki
1.5	Consider and apply bicultural practices when preparing and sharing kai/food at Centre.	Everyone handling food
1.6	Keep items used for preparing, eating and storing kai/food separate from other activities: <ul style="list-style-type: none"> - Ingredients and utensils for play activities should be stored separately from ingredients and utensils used in kai/food. - Kai/food items should not be used in play. - Ideally preparation and cleaning are also kept separate. - Tea towels and cloths for kai/food surfaces are washed in accordance with the Laundering Procedure. - Tea towels should never be carried on shoulders. - Tables should never be sat on. 	All at Centre



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	<ul style="list-style-type: none"> - Kai/food tables should be used solely for that purpose. A tablecloth must be used on tables that are used for multiple purposes prior to them being used for kai/food. - Centre Cleaning Protocol 	
1.7	<p>A record must be kept of all kai/food and drink prepared at Centre. (Any kai/food/drink brought to Centre by parents/whānau for their child only, does not need to be recorded.)</p> <p>Kai/Food Record should include, for all kai/food prepared at Centre.</p> <ol style="list-style-type: none"> Date prepared Type of food Ingredients <p>These records should be retained for <u>at least 3 months</u> from the date the kai/food/drink was served.</p> <p>Where this record is kept at Centre [REDACTED]</p> <p>If required, a Food Record Template is available for use.</p>	Any adult preparing food at Centre is responsible for recording this information.
1.8	<p>Studies show that a temperature of 52°C can cause a full-thickness skin burn in 2 minutes and a temperature of 54°C can result in a full-thickness skin burn in 30 seconds.</p> <p>NOTE: Keep cups/mugs ,as per design, keep drinks hotter for longer.</p> <p>For Hot Drinks: > 50°C (boiled water straight out of a kettle/jug)</p> <ul style="list-style-type: none"> • Drinks in keep cups or other types of cups should be cooled with milk or cold water first, lids tightened securely (as applicable) before leaving the kitchen. These cups should always be under “control” by the consumer of that drink when around tamariki. • It is recommended that cups with lids are in use at the Centre. • Never leave hot drinks on the edges of bench tops or counters of the kitchen while it is cooling down. <p>For Warm drinks: < 50°C (Water that has been boiled and allowed to stand for a bit of time to cool down)</p> <ul style="list-style-type: none"> • Once in a cup, and in the hand, can be enjoyed safely around tamariki. • Never leave cups unattended while around tamariki. <p>Consider:</p> <p>When holding a child in hand, it would be best practice to not hold the child at the same time when handling a hot/warm drink. Children will naturally reach for whatever is in front of them.</p>	
1.9	Adults will consider healthy eating guidelines when choosing kai/food to be eaten at the centre.	



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2.0	Supporting children while eating/drinking	
2.1	An ample supply of drinking water is always available to tamariki at Centre, through [REDACTED] Ensure older tamariki can access this water independently.	Adults responsible on session
2.2	Ensure tamariki are actively supervised and seated while eating. At least one adult will be present and monitoring tamariki at all times while they are eating. <ul style="list-style-type: none"> - Adults may like to sit at the same level as the tamariki to encourage social interaction. The development of self-help skills is encouraged during this time. - Tamariki with special needs who may not be able to eat or drink independently will need one-on-one supervision. 	Any adult supervising food being eaten by tamariki
2.3	All Tamariki not able to eat or drink independently (especially those under 6 months old) should be held semi upright while being fed to avoid choking and for comfort.	Supervising adult
2.4	Centres should support whānau to breast or bottle feed their infants/tamariki on demand or at times chosen by whānau.	All at Centre
2.5	No child should have access to any food or drink while in bed or in any other sleeping or resting place.	Supervising adult
3.0	Cleaning Up	
3.1	All cups, plates, dishes need to be hygienically washed following use.	
3.2	Dishes should be left to air dry, teatowels should not be used to dry them	
3.3	Kai/food table will be cleaned following use. Cloths used for kai/food areas will not be used in other areas of the centre.	

4.0	Allergies	
4.1	Capture information about allergies on a child's enrolment form. Update the child's enrolment record with any new allergies that develop after enrolment	Parent to complete
4.2	Appropriate steps will be taken to manage allergies. Display and maintain a list of tamariki and adults with food allergies or dietary requirements with any action required in the event of contact with the allergen.	Centre Member Responsible for Health and Safety



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4.3	Keep an allergy action plan on display (with photos of the child or adult if parent/whānau permission is granted) for those with severe allergies.	Centre Member Responsible for Health and Safety
4.4	In the event of severe allergies at Centre, the Centre may want to exclude specific foods from being brought into Centre. Make this clear to all Centre members at the time, and on enrolment of new Centre members.	All Centre Members
4.5	Everyone should be required to wash hands after handling food if it is an appropriate measure to ensure effective allergy management at Centre.	All at Centre

HISTORY OF DOCUMENT

Revision Number	Detail of Change made
2	Editorial
3	Rewording of statements across the document and the inclusion of drinks rather than only representing food in Step 1.4. Step 1.8 revised to include statements of when handling hot/warm drinks.

RESOURCES

Healthy Eating – Healthy Action (www.moh.govt.nz)

Under Fives Nutrition (www.nhf.org.nz)

Food Safety (www.foodsafe.org.nz)

Food and Nutrition Guidelines for Healthy Infants and Toddlers (aged 0-2yrs): A background paper (MoH2008/limited update 2012)

<https://www.health.govt.nz/publication/food-and-nutrition-guidelines-healthy-infants-and-toddlers-aged-0-2-background-paper-partially>

Food and Nutrition Guidelines for Healthy Children and Young People (aged 2-18yrs): A background paper (MoH 2012)

<https://www.health.govt.nz/publication/food-and-nutrition-guidelines-healthy-children-and-young-people-aged-2-18-years-background-paper>

Eating for Healthy Babies and Toddlers/Ngā kai tōtika mō te hunga

kōhungahunga <https://www.healthed.govt.nz/resource/eating-healthy-babies-and-toddlersng%C4%81-kai-t%C5%8Dtika-m%C5%8D-te-hunga-k%C5%8Dhungahunga>

Eating for Healthy Children aged 2 to 12/Ngā Kai Tōtika mō te Hunga

Kōhungahunga <https://www.healthed.govt.nz/resource/eating-healthy-children-aged-2-12ng%C4%81-kai-t%C5%8Dtika-m%C5%8D-te-hunga-k%C5%8Dhungahunga>

REFERENCES

Playcentre Aotearoa's Health and Safety Policy

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