

1. Policy Statement

St Nicholas is committed to providing environments that promote the health, safety, and wellbeing of all children through positive nutrition practices in OOSH. Recognising the essential role of healthy eating in children’s growth, development, and learning, each service ensures food provision supports these outcomes. St Nicholas also acknowledges the serious nature of anaphylaxis, allergies, and food-related medical conditions and is committed to minimising known risks. All services operate as allergy-aware environments where staff, families, and stakeholders remain informed, vigilant, and responsive to managing allergies and dietary requirements.

2. Purpose

The purpose of this Policy and Procedure is to ensure:

- St Nicholas services and employees are able to promote healthy nutrition and ensure the safety of children with dietary related medical conditions.
- families are informed of, and have access to, the service’s procedures relating to nutrition, food and beverages, and dietary requirements.
- compliance with the Education and Care Services National Law and National Regulations, which require services to have policies and procedures in place for nutrition, food and beverages, and the management of dietary needs.

1. Procedure Direction

Step	Detail
Safe food handling practices	<p>In accordance with the Australia New Zealand Food Standards Code, Standard 3.2.2A, services that handle unpackaged, potentially hazardous, ready to eat food must comply with the applicable food safety management requirements.</p> <p>Where the service undertakes category one food handling activities (for example, processing potentially hazardous food through activities such as chopping, cooking, heating, thawing or washing, and serving that food to children), the service must implement the following food safety management tools:</p> <ul style="list-style-type: none"> • Appoint a Food Safety Supervisor • Ensure team members handling food have completed food handler training • Substantiate critical food safety controls (demonstrate food is safe)

Food Safety Supervisor

Each service must have at least one qualified Food Safety Supervisor (FFS) on site. St Nicholas requires an OOSH Coordinator to be qualified as a FFS.

The Food Safety Supervisor will:

- be formally trained to recognise and prevent risks associated with food handling in food businesses
- hold a current NSW Food Authority FSS certificate (no more than 5 years old) as per the NSW Food Act Section 106B(1a)
- train and supervise other people in the business about safe food handling practices, and
- has the authority and ability to manage and give direction on the safe handling of food

Our services will ensure that food and drinks provided to children are stored, prepared and served in a safe and hygienic manner in line with Australia and New Zealand Food Safety Standards to promote hygienic food practices.

Person preparing food will:

- undertake Food Handler Basics training if they do not hold a current FFS
- wear gloves or use tongs for all 'ready to eat' foods
- store and serve food at safe temperatures i.e. below -5C or above 60C
- use separate cutting boards for raw meat; utensils and hands are washed before touching other foods
- store all open food packages in sealed, labelled containers with the use-by date clearly displayed to ensure freshness and traceability.
- store food and drinks in a manner that minimises the risk of cross-contamination
- ensure fridge and freezer temperature checks are conducted regularly
- check food temperature using a probe thermometer; ensure the thermometer is calibrated/verified and cleaned between uses.

Educators will:

- undertake Food Handler Basics training
- ensure that both children and educators practice appropriate hand-washing practices before and after handling food or eating meals and snacks.
- wear gloves or use tongs for all 'ready to eat' foods
- discourage children from handling other children's food and utensils
- thoroughly wipe down tables and chairs with soapy water or an appropriate cleaning chemical before and after meals

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	<ul style="list-style-type: none"> ensure children do not share food or drinks and do not eat/drink from another child's plate, bowl, cup or cutlery
Management of dietary requirements	<p><u>Nominated Supervisor will:</u></p> <ul style="list-style-type: none"> ensure parents have recorded children's dietary requirements including cultural, religious and diagnosed medical requirements in the child's enrolment form consult with parents/guardians and follow the information recorded in the enrolment form, medical action plans and/or other dietary requirement related information to develop a medical risk minimisation and communication plan for each child communicate all relevant information to the OOSH team create a dietary requirement card immediately when a dietary need is identified, using the most recent St Nicholas template. Dietary requirement cards include child's name, colour photo and dietary requirement details. ensure adequate supply of all colour-coded equipment is maintained maintain the St Nicholas dietary quick reference (DQR) guide listing all children with diagnosed food-related medical conditions and dietary preferences. display the DQR guide in the kitchen print the guide in colour and keep it current <p><u>Staff member preparing the food will:</u></p> <ul style="list-style-type: none"> follow the information recorded on individual children's medical risk minimisation plan, medical action plan and/or other dietary requirement related information when preparing children's food use separate clean utensils for preparing meals for children with dietary requirements; if shared utensils are used, wash in soapy water or dishwasher between uses to remove traces of potential allergens. prepare meals for children with individual dietary requirements first to help prevent cross-contamination. for meals/drinks prepared for children with dietary requirements: cover with cling wrap or suitable alternative, attach the child's dietary requirement card, then add a second layer of cling wrap or suitable clear alternative to keep the card secure and clearly visible. Use colour coded plateware at all times to help prevent cross-contamination and reduce the risk of incorrect meals/drinks being served: RED – medically diagnosed food-related conditions (including anaphylaxis, allergies, coeliac disease, FPIES, EoE, medically diagnosed intolerances).

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	<p>YELLOW – dietary preferences (including cultural and religious preferences). OTHER COLOURS – all other children</p> <p><u>Educators will:</u></p> <ul style="list-style-type: none"> • follow the information recorded on individual children’s medical risk minimisation plan, medical action plan and/or other dietary requirement related information when serving children’s food including when on excursions. <p>For large services, or services with multiple food allergy children</p> <ul style="list-style-type: none"> • complete the St Nicholas meal checkpoint form to confirm the child receives the right food and drinks. Educators sign when receiving the food, serving the food and checking the correct child has received the food. • meal check point form must be completed every time a child with a dietary requirement is served any food or drinks other than water. • serve children, or allow children with dietary requirements to serve their food and drinks before other children • clean up food and drink spills immediately. <p>Foods with precautionary allergen labelling statements such as “may contain traces of …” must not be provided to children allergic to specific foods unless written consent is provided by the parent/guardian.</p>
<p>Menus</p>	<ul style="list-style-type: none"> • Our service will promote healthy foods and drinks based on the Australian Dietary Guidelines and the Australian Guide to Healthy Eating • Menus will be planned to ensure food and beverages are nutritious, adequate in quantity, and based on each child’s dietary requirements. They will account any specific cultural, religious or health requirements. • Food and beverages provided will accommodate children with allergies, medical conditions, or disabilities related to eating and nutrition. • Weekly menus accurately describing the food and beverages provided to children will be available to parents and guardians with advice provided in the event of changes being made to the menu and will be reviewed regularly to ensure they meet the nutritional needs of children. • Safe drinking water will be readily available (both indoors and outdoors) for children to consume throughout the day

Eating environments	<p>Our service will provide positive eating environments that are relaxed, social and reflect cultural and family values.</p> <p><u>Educators will:</u></p> <ul style="list-style-type: none"> • supervise children while eating and drinking • be familiar with the individual needs and action plans for the children in your care with specific dietary requirements, and ensure those requirements are taken into consideration, including on excursions • actively engage children in positive conversations about food and nutrition • conduct mealtimes in a calm and relaxed atmosphere allowing sufficient time to eat and engage socially. • encourage children to participate in mealtime routines (setting/clearing tables and serving themselves where possible) to build independence and confidence • respect children’s appetites; do not insist children eat if they are not hungry; show patience toward slow eaters • encourage children to try different foods but do not force them to eat • never use food as a reward or withhold food from children for behaviour guidance purposes
Educational program	<ul style="list-style-type: none"> • children and team members must wash and dry hands before and after cooking. • stay alert to risks from heat sources such as stovetops, ovens, and hot appliances. • long hair must be tied back for safety and hygiene. • children may only prepare uncooked food for themselves; shared food must be cooked thoroughly. • a full risk assessment must be completed for all cooking activities, including appliance use, knives, hygiene, non-cooked food preparation, and kitchen access. • cooking activities must be directly supervised at all times. • involve children in decision-making about the OOSH menu • provide hands on food preparation opportunities to build skills and positive relationships with healthy foods

2. Roles and Responsibilities

Role	Responsibility
Approved Provider	<ul style="list-style-type: none"> • ensure obligations under National Law/National Regulations and relevant NSW legislation are met.

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	<ul style="list-style-type: none"> ensure adequate health and hygiene practices are followed, as well as safe premises, equipment and practices for handling, preparing and storing food, in line with Australian food safety standards and any jurisdictional requirements take reasonable steps to ensure that St Nicholas staff members, educators and visitors follow the policy and procedures
Nominated Supervisor Responsible Person	<ul style="list-style-type: none"> ensure that regulatory obligations are met in relation to nutrition, food and beverages, and dietary requirements implement procedures for nutrition, food and beverages, and dietary requirements request families inform St Nicholas of allergies, intolerances or dietary requirements so the service can work collaboratively to meet individual needs. take reasonable steps to ensure that the policy and procedures are communicated to educators take reasonable steps to inform and support educators and staff of their responsibilities in implementing the policy and procedures at all times guide and mentor educators and staff to be able to follow the policy and procedures
Educators St Nicholas Staff	<ul style="list-style-type: none"> adhere to St Nicholas policies and procedures
Parent/Guardian	<ul style="list-style-type: none"> ensure the service is advised of your child's dietary requirements as well as any specific cultural, religious or health requirements, at the time of enrolment, and that this information is kept up-to-date should your child have a medical condition that can be impacted by food, work with the service to develop risk minimisation plans when providing food and beverages from home, ensure these are nutritious and plentiful and that they are in line with service requirements (e.g., that they do not contain allergens that could harm other children at the service), noting that the service is not required to serve food and beverages from home to children. be aware of, support and follow the service's policies and procedures

3. Related Documents

Policies and Procedures

- St Nicholas Administration of First Aid Policy and Procedure

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- St Nicholas Enrolment and Orientation Policy
- St Nicholas Dealing Medical Conditions in Children Policy and Procedure
- St Nicholas Incident, Injury, Trauma and Illness Policy and Procedure
- St Nicholas Dealing with infectious diseases Policy and Procedure
- St Nicholas Child Safe Environment Policy and Procedure
- St Nicholas Excursions Policy and Procedure
- St Nicholas Governance and Management Policy and Procedure

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 77, 78, 79, 80, 90, 91, 92, 93, 94, 95, 96, 160, 162, 176
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 165, 167
- [Standard 3.2.2A Food Safety Management Tools | NSW Food Authority](#)

Other References

- [australian-dietary-guidelines.pdf](#)
- [National Quality Standard | ACECQA](#)
- [Children's services | NSW Food Authority](#)
- [Australia New Zealand Food Standards Code – Standard 3.2.2A – Food Safety Management Tools - Federal Register of Legislation](#)
- [Children's education and care - Allergy Aware](#)
- [Best practice guidelines for anaphylaxis prevention and management in Children's Education and Care - Allergy Aware](#)
- [Welcome to Allergy & Anaphylaxis Australia](#)
- [Staying healthy: Preventing infectious diseases in early childhood education and care services - 6th Edition](#)
- [Nutrition, food and beverages, dietary requirements.pdf](#)

Other Related St Nicholas Documents

- St Nicholas Medical Risk Minimisation and Communication Form
- St Nicholas Allergen Cards
- St Nicholas Dietary Quick Reference Guide
- St Nicholas Meal Check Point Form
- OOSH Cleaning Schedule

National Quality Standard

Quality Area 2	Children's health and safety
Quality Area 3	Physical environment
Quality Area 5	Relationships with children
Quality Area 6	Collaborative partnerships with families and communities

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4. Definitions

Term	Definition
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
OOSH	St Nicholas service providing education and care to school aged children
Food Safety Supervisor	A Food Safety Supervisor (FSS) oversees day to day food handling operations, helps all food handlers to handle food safely and ensures food safety risks are managed. They must be certified within the past 5 years and have skills and knowledge in food safety, especially around high-risk foods.

5. Document Review

- 5.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

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