

Food and Drink Policy

Food Hygiene

Statement of intent

First Steps regards snack and lunch times as an important part of the session. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Aim

At snack times, parents are asked to provide a healthy, nutritious option such as fruit, vegetables, breadsticks or rice cakes.

At lunch times parents are asked to provide a nutritious, healthy lunch for their child.

First Steps aim to provide nutritious food, which meets the children's individual dietary needs. We aim to meet the full requirements of The National Standards for Day Care on Food and Drink (Standard 8).

Staff

At least one staff member of staff in session to have a current Food Hygiene certificate.

Our daily checks include the temperature of the fridge.

The kitchen is cleaned regularly either by staff or by the setting cleaner.

Methods

- Before a child starts to attend First Steps, we find out from parents their children's dietary needs and preferences, including any allergies.
- Information about each child's dietary needs is on her/his registration form and parents sign the record to signify that it is correct.
- First Steps regularly consults with parents to ensure that our records of their children's dietary needs - including any allergies - are up to date. Parents sign the termly 'Contact and other details' page to signify that it is correct. (See Allergies and Food Intolerances below)
- Current information is displayed about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- Systems are implemented to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes.
- Parents are given information and advice regularly through newsletters to provide nutritious food avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- In addition to parents providing snacks, First Steps will provide a regular opportunity for children to access fruit and veg to try together as a group. This will be provided by staff.

- The children will be encouraged to wash their hands before snack, prepare the snacks where appropriate and wash their plates up afterwards.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts. This will be reviewed regularly in line with the children's needs.
- First Steps requires staff to show sensitivity in providing for children's diets, allergies or religious/ cultural practices. Staff do not use a child's diet, allergy or religious/ cultural considerations as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We observe some celebrations, cultures and special events through food, lunch and snack.
- Snack and lunch times is organised as a social occasion in which children and staff participate.
- Snack and lunch times are used to help children to develop independence through making choices, helping with food preparation and drink and feeding themselves.
- We encourage common courtesies such as saying 'please' and 'thank you'. We plan snack and lunch times as a regular, pleasant and social event.
- Through the fruit or vegetables provided by staff, we encourage the children to take turns, serve food and share.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- For shared lunch food activities (such as Christmas party) and cooking, we complete a food allergy sheet displayed on the door and/or the welcome table. Food provided at snack is also recorded on the common allergens sheet displayed in the kitchen.

Availability of water

- We encourage parents to bring fresh drinking water in water bottles in each day. These are readily available for children and staff at all times inside and outside throughout the day.
- We encourage the children to help themselves to water, either with support or independently.
- We support the children in recognising that they need to drink water when they are thirsty, hot or tired, or feeling unwell, and to ask for refills if their bottles are empty (staff will also monitor if bottles need refilling).
- Children are reminded throughout the day to drink.
- For children who drink milk, we provide whole pasteurised milk which is kept at the correct temperature and in date at snack time.

Packed Lunches

- We inform parents that perishable contents of packed lunches are not usually refrigerated unless requested. We encourage the use of cool packs in sandwich boxes.
- We encourage parents to provide sandwiches with a healthy filling, fruit/veg and milk based desserts such as yoghurt. We discourage sweet drinks and can provide children with water or milk.
- We discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks, cakes and biscuits limiting these 'treat foods' to no more than two items.
 - Parents are directed to NHS healthier families, regularly throughout the year through newsletters. <https://www.nhs.uk/healthier-families/>
- We provide children bringing packed lunches with plates, cups and cutlery if required.
- We ensure staff sit with the children to eat their snack and lunch so that the mealtime becomes a social occasion.

Storage and preparation of foods

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks in unsealed cups through the play area. These are consumed within the kitchen area behind the closed stairgate or in a sealed lidded cup. The exception to this may be events including parents where parents are given reminders to keep hot drinks out of reach, and are offered them only during snack times when children are seated.
- Children do not have unsupervised access to the kitchen.
- Designated staff and regular volunteers have in-date Level 2 Food Hygiene Certificates and disseminate key information to all staff members.
- All staff follow the guidelines of Safer Food Better Business (Obtainable from the Food Standards Agency).
- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food Better Business. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- The person responsible for food preparation and serving carries out daily checks on the kitchen to ensure standards are met consistently (see Safer Food Better Business).
- All surfaces are clean and non-porous.

Food for play and cooking activities

Some parents and staff may have strong views about food being used for play. It is important to be sensitive to these issues. For example, children who are Muslim, Jewish, Rastafarian, or who are vegetarian, should not be given any food to play with that contains animal products

(Gelatine). Parents' views should be sought on this. In some cases, it is not appropriate to use food for play at all, particularly in times of austerity.

- Food for play may include dough, corn flour, pasta, rice, food colourings/flavourings.
- Jelly (including jelly cubes) is not used for play.
- Food for play is risk assessed against the 14 allergens referred and is included in the written risk assessment undertaken for children with specific allergies.
- Staff are constantly alert to the potential hazards of food play, in particular choking hazards and signs of previously undetected allergies.
- Lentils are not recommended as they can be poisonous when raw or may cause choking.
- Adults will supervise play/cooking with raw vegetables.
- Dried food that is used for play should be kept away from food used for cooking.
- Foods that are cooked and used for play, such as dough, have a limited shelf life.
- Cornflour is always mixed with water before given for play.
- Cornflower and cooked pasta are discarded after an activity due to a high risk of bacteria forming.
- Utensils used for play food are washed thoroughly after use.

Children's cooking activities

- Before undertaking any cooking activity with children, members of staff should check for allergies and intolerances by checking children's records.
- Children are taught basic hygiene skills such as the need to wash hands thoroughly before handling food, and again after going to the toilet, blowing their nose or coughing.
- The area to be used for cooking is cleaned; a plastic tablecloth is advised.
- If aprons are needed, children should wear aprons that are used just for cooking.
- Utensils provided are for children to use only when cooking, including chopping/rolling boards, bowls, wooden spoons, jugs, and are stored in the kitchen.
- Members of staff encourage children to handle food in a hygienic manner.
- Food ready for cooking or cooling is not left uncovered.
- Cooked food to go home is put in a paper food bag and refrigerated or stored appropriately until home time.
- Food play activities are suspended during outbreaks of illness.

Allergies and food intolerance

When a child starts at the setting, parents are asked if their child has any known allergies or food intolerances. This information is recorded on the registration form.

- If a child has an allergy or food intolerance, a risk assessment form is completed with the following information:
 - the risk identified – the allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc.)

- the level of risk, taking into consideration the likelihood of the child coming into contact with the allergen
- control measures, such as prevention from contact with the allergen
- review measures
- **Health care plan form** must be completed with:
 - the nature of the reaction e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
 - managing allergic reactions, medication used and method (e.g. EpiPen)
- The child's name is added to the Dietary Requirements list.
- A copy of the risk assessment and health care plan is kept in the child's personal file and is shared with all staff and is also kept in the cook's Food Allergy and Dietary Needs file.
- Parents show staff how to administer medication in the event of an allergic reaction.
- Generally, no nuts or nut products are used within the setting but First Steps is not currently a no nuts setting.
- Where parents are experimentally excluding foods such as dairy, a risk assessment and health care plan will only be completed if appropriate to the circumstances.

Oral Medication

- Oral medication must be prescribed or have manufacturer's instructions written on them.
- Staff must be provided with clear written instructions for administering such medication.
- All risk assessment procedures are adhered to for the correct storage and administration of the medication.
- The setting must have the parents' prior written consent. Consent is kept on file.

For other life-saving medication and invasive treatments please refer to 04.2 Administration of medicine.

References

Safer food, better business for childminders - Food Standards Agency. Includes information about Campylobacter, Straphylococcal, E.coli, safe handling of food etc.,

Food and Drink Risk Assessment Form

A full risk assessment to be completed if required

Child's Name:

Risk area:		Carried out by:		Date:
Risk identified	Who is at risk	Level of risk	Control measure and person/s responsible	Review

Health Care Notes – a full Administration of Medicines Form to be used if medications form part of the management of the allergy/intolerance.

Nature of allergic reaction/intolerance	Simple notes on management of reaction eg medicine and method required

A Medication Form has been completed: Yes/No