



H&S Food and Nutrition, Food Safety Policy

Just Kidz Educare is committed to promoting an environment that supports children in health and well-being. As a part of this commitment, we provide healthy and nourishing meals onsite for all children. We are committed to serving food and drink at regular intervals, in such variety, quality and quantities to meet the needs of all the children attending.

Procedure:

General:

- Centre staff request that parents provide written information about children’s dietary requirements, including infants feeding routines.
- Just Kidz Educare will supply meals for all children, including breakfast, morning tea, lunch and afternoon tea if the parents wish their child to have the Centre food.
- A small late snack will also be provided for children attending after 5:10 pm.
- All food provided by Just Kidz will be nourishing and form part of a balanced diet. Food will be provided of sufficient quantity, variety, and quality to meet the nutritional and developmental needs of each child.
- Each Centre will attain the Healthy Heart Award for their Branch
- No other food or drink is to be brought into the centre, and parents must ensure no food or drink is stored in children’s bags. Limited exceptions may be allowed where the child’s dietary requirements cannot be met by the Centre. Where there is an exception the parents will be advised of our Lunch Box Guidelines.
- Water is the best liquid to quench thirst. Older children are able to access water independently throughout the day, while younger children are offered water frequently by staff (not under 6 months).
- Children are supervised while eating and will remain seated while eating. (HS22)
- Children of all ages who can sit independently, will be expected to sit up straight with good posture and food will be placed directly in front of them to avoid twisting and choking. Children will be encouraged not to talk when their mouths are full.
- No child will have access to any food or liquid while in bed (HS9) (or any other sleeping or resting place).
- Parents and staff are supported to breastfeed their children.
- Just Kidz Educare provide food for all children and cater for (but not limited to) allergies, cultural requirements, vegetarians, vegans.
- At all times, for every 25 children present, there will be an adult present who holds a current first aid qualification, from a NZ qualification Authority accredited first aid training provider. Employed permanent staff at Just Kidz are required to hold a current first aid certificate that includes managing choking situations and a first aider will respond and administer first aid, should an incident occur that requires treatment.
- Staff will consider food safety at all times and (as well as adopting hygienic practices), they will ensure that children are given food appropriate to their development and abilities to **avoid incidents of choking**. Food will not be given unless prepared as follows using ministry of health guidance.

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Guidelines for this are as follows:

For children under three years of age:

Apples or carrots: Only grated, stewed or soft (cooked) apple or carrot is to be given to this age group.

For all age groups:

Food should be prepared in a manner that limits choking. Grapes and cherry tomatoes if used should be cut lengthwise (avoid round varieties or cut in quarters).

Foods that are to be avoided:

- large seeds, like pumpkin or sunflower seeds
- whole or pieces of nuts (we are a nut free centre)
- hard or chewy sweets or lollies
- crisps or chippies
- hard rice crackers
- dried fruit
- sausages, saveloys and cheerios
- popcorn
- marshmallows.

Some foods need to be altered to make them safe:

How to alter high-risk food to lower its choking risk

Food characteristics	Examples	Choking risk	Changes to reduce risk	
			1–3 years old	4–6 years old
Small hard food	<ul style="list-style-type: none"> • Pieces of raw carrot, apple or celery 	Difficult for young children to bite through and break down enough to swallow safely. Pieces can become stuck in children’s airways.	<ul style="list-style-type: none"> • Grate raw carrot, apple or celery, spiralise to create vegetable or fruit spirals, slice thinly using a mandolin. • Cook until soft² and cut into strips (around 4–6 cm long) that can be picked up with one hand. 	<ul style="list-style-type: none"> • Prepare as for 1–3 years. • Raw or cooked vegetables or fruit cut into sticks (approximately 4–6 cm long) that can be picked up with one hand.
Small round or oval food	<ul style="list-style-type: none"> • Fruit with stones and large seeds or large pips like watermelon • Grapes, large berries, cherry tomatoes • Raw green peas 	Small round foods can lodge in children’s airways.	<ul style="list-style-type: none"> • Remove stones and large seeds or large pips. • Quarter or finely chop grapes, berries and cherry tomatoes to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork). • Cook and squash with a fork. 	<ul style="list-style-type: none"> • Halve or quarter grapes, berries and cherry tomatoes • Whole cooked green peas are acceptable.
Food with skin or leaves	<ul style="list-style-type: none"> • Chicken 		<ul style="list-style-type: none"> • Remove skin from chicken. • Finely slice or chop salad leaves, spinach and cabbage. 	



Food characteristics	Examples	Choking risk	Changes to reduce risk	
			1–3 years old	4–6 years old
	<ul style="list-style-type: none"> Lettuce and other raw salad leaves, spinach, cabbage Stone fruit (eg, plums, peaches, nectarines) Apples and pears Tomatoes 	Food skins are difficult to chew and can completely seal children's airways.	<ul style="list-style-type: none"> Grate raw carrot, apple or celery, spiralise to create vegetable or fruit spirals, slice thinly using a mandolin. Cook until soft³ and cut into strips (around 4–6 cm long) that can be picked up with one hand. 	<ul style="list-style-type: none"> Prepare as for 1–3 years. Raw or cooked vegetables or fruit cut into sticks (around 4–6 cm long) that can be picked up with one hand.
Compressible foods	<ul style="list-style-type: none"> Pieces of cooked meat 	Can fit into the shape of the airway and get wedged tightly.	<ul style="list-style-type: none"> Cook meat until very tender. Choose mince, shred or chop meat to 8mm x 8mm sized pieces. 	<ul style="list-style-type: none"> Prepare as for 1–3 years; or offer thin strips of meat (around 4–6 cm long) that can be picked up with one hand or with a fork.
Food with bones	<ul style="list-style-type: none"> Fish Chicken nibbles 	Small bones present a choking risk.	<ul style="list-style-type: none"> Remove all bones. 	
Thick pastes	<ul style="list-style-type: none"> Nut or seed butter 	Can fit to the shape of a child's airway or stick to side of airway.	<ul style="list-style-type: none"> Use smooth thick pastes sparingly, spreading thinly and evenly onto bread. 	
Fibrous or stringy food	<ul style="list-style-type: none"> Raw pineapple 	Fibres make it difficult for children to break up the food into smaller pieces.	<ul style="list-style-type: none"> Peel the skin or strong fibres off where possible. Slice these foods thinly across the grain of fibres. 	

³ 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue.

For further guidelines staff should refer to the guidelines from the Ministry of Health [Reducing food-related choking for babies and young children at early learning services \(health.govt.nz\)](https://www.health.govt.nz/our-work/keeping-young-children-safe/keeping-young-children-safe-reducing-food-related-choking-for-babies-and-young-children-at-early-learning-services)

Educational:

- Posters, stories and activities about children's nutrition are provided.
- Nutrition information via relevant websites is available for parents and whānau on request and through online notices.
- On enrolment, families will receive a copy of [Reducing food-related choking for babies and young children at early learning services \(health.govt.nz\)](https://www.health.govt.nz/our-work/keeping-young-children-safe/keeping-young-children-safe-reducing-food-related-choking-for-babies-and-young-children-at-early-learning-services)
- Weekly nutrition-based activities are included in the curriculum.
- Staff role model healthy eating habits and talk about which foods are the most nutritious.
- Mealtimes are treated as social occasions where children are encouraged to develop table manners and independent skills in serving food and clearing up after meals and snacks.

Hygiene:

- Safe hygiene practices are adhered to when preparing, serving and eating food. The cook has a current food safety qualification in which they follow many safety procedures to ensure the correct temperature of food is maintained, good hygiene is followed, and that all food is safe



to eat. (F-060 Daily Kitchen Safety Checklist) and Food safe templates as per food licence training (kitchen folder – kept by the cook).

- Staff and children use good food hygiene practices such as washing hands before eating, preparing food and after going to the toilet.

Events and Celebrations:

- Throughout the year, Just Kidz Educare may host a variety of special events, e.g.: centre excursions, Christmas functions etc. Just Kidz Educare may provide food that differs from the regular menu during these events.
- Healthy foods are used for celebrations and fundraising events within the centre as much as practicable.
- Just Kidz Educare can also celebrate birthdays here for children, if parents would like to provide a cake for their child, they are welcome to, however they are requested to please ensure they only bring one item as we serve this alongside fruit. We request that parents provide a list of the ingredients.

Professional Development:

- Funds are available for resources to support nutrition education
- Funds are available for nutrition related professional development for staff, throughout the year.

Menu:

- Just Kidz Educare has a menu that operates on a 4-weekly summer and winter cycle. This menu is available on the notice board for viewing and is reviewed every year. When possible, this will be available on our online platform.
- Just Kidz Educare maintains a record of all food items served to children, including any baking/cooking that may happen within individual rooms. These records are archived for a minimum of 3 months should they need to be referred to in the future.
- Children transitioning to solids will be offered the same food as at home to ensure consistency and to eliminate the risk of an allergic reaction to a food they have not yet been introduced to.

Meal times:

- Breakfast will be served on an as required basis prior to 8.30am.
- Morning and Afternoon Tea will be served in a fashion to assist in ensuring children get the right food and to encourage conversation at the table.
- Lunch is served in a Whānau setting where all children in the room gather together.
- A designated staff member is always assigned to each mealtime and required to sit with the children.

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Bottles:

- Parents/whānau will provide a feeding bottle or cup to be used to provide breast milk, infant formula, or an appropriate milk alternative to their child.
- Bottles and cups will be clearly labelled with the child's name.
- If expressed breast milk is to be used, space is provided in the refrigerator for safe storage at 2-4°C.
- Staff will follow safe food practices for storage and reheating expressed breast milk. A microwave will not be used to reheat breast milk.
https://www.cdc.gov/breastfeeding/pdf/preparation-of-breast-milk_H.pdf
- <https://www.healthline.com/health/baby/breastmilk-storage>
- Infant formula must be provided by parents/whānau which is clearly labelled with their child's name and the correct ratio of formula to cooled boiled water along with the measuring scoop for that particular formula.
- Breast milk or an approved infant formula are the only appropriate milk foods for children under one. No other fluids other than cooled boiled water for hydration purposes will be offered to children under the age of one (from a minimum of six months). Water should not be offered to babies under the age of 6 months due to risk of water intoxication (hyponatremia). [Water Intoxication in Babies: Everything You Need to Know | Parents](#)
- Formula will be prepared using cooled boiled water. Water will be boiled and kept in a covered jug in the fridge for this purpose. Fresh boiled water will be prepared daily and any unused water will be discarded at the end of the day.
- Infant formula will be prepared fresh as needed. If for any reason prepared formula is not required immediately it will be stored at 2-4°C and discarded after 4 hours.
- Infant formula will not be reheated. Any left-over feeds will be disposed of after 15 minutes.
- Feeding and preparation equipment (cups, bottles, teats and spoons) will be cleaned thoroughly using hot soapy water and a bottle brush. Once cleaned the equipment will be rinsed with hot water and sterilised. (See Cleaning and Storage of Bottles Appendix 1)
- Sterilised bottles will be assembled and stored with the bottle cover attached to prevent contamination.
- Centre staff are responsible for informing parents when supply is running short.
- Formula will be labelled with the date it was opened and discarded (4 weeks after this date as per the advice on the label).
- Children are supervised while eating (HS22)
- No child will have access to any food or liquid while in bed (or any other sleeping or resting place). (HS9)
- Staff will hold children while bottle feeding until such time as the child is able to sit up and hold a bottle or cup for themselves. 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.
- <https://www.healthed.govt.nz/resource/feeding-your-baby-infant-formula>

Cleaning and Storage of Bottles

- Empty and rinse out bottles as soon as possible after use.
- Wash hands thoroughly with soap and water and dry them using a single-use paper towel.

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- Wash the bottles, teats and lids thoroughly in hot soapy water. Use the bottle brush to scrub the inside and outside of bottles and teats to ensure all remaining feed is removed.
- Put the bottles, teats and caps into the steriliser with 1 cup of water. Microwave on high power for 5 minutes.
- Before removing the bottles from the steriliser wash hands thoroughly with soap and water, and dry them using a single-use paper towel.
- Remove the bottles from the steriliser and assemble fully with the cap on to prevent contamination before storing.

CAUTION - Take care when removing the steriliser from the microwave and when removing the lid– IT IS HOT

Criterion: HS9, HS19, HS20, HS21, HS22, HS23, PF16, PF17

BREASTFEEDING POLICY

Breastfeeding is a valuable contributor to children’s on-going health and development benefiting both mother and child. The Ministry of Health recommends exclusive breastfeeding until babies reach 6 months of age. At Just Kidz Educare we support breastfeeding mothers within the centre.

Procedure:

- Breastfeeding parents and staff members are encouraged to feed their children at our Centre.
- A quiet and comfortable space is provided for breastfeeding and for expressing milk.
- Space is available in the refrigerator to store expressed breast milk for children.
- Staff will follow safe food practices in storing and reheating expressed milk.
- Resources with information and support on breastfeeding are available for families online at www.la lecheleague.org.nz and in booklet form at the centre.
- As part of the on-going education programme, children develop awareness of connections around breastfeeding and the wider world through activities such as books, pretend play and discussions.

Criterion: HS19, HS20, HS22, HS23, PF16,

MEAL AND DRINK RECORD

At Just Kidz records of the types of food and drink that are provided will be kept for the purposes of referring to if there is a complaint or should a child have any reaction to a food given.

Procedure:

1. A diary will be kept in the kitchen, which is called “Meal Record” and will contain data which records the date, the time of the meal and a description of the type of food and drink that was provided.
2. The diary will be written in daily by the person who prepared/was responsible for the making of the meal. They will ensure that the record is accurate, complete, and up-to-date.

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3. The record will be kept for a minimum of 3 months, however if a diary is kept, up to 12 months may be available.
4. The Director/Manager/Supervisor will ensure that the diary can be viewed at reasonable times by staff, parents, or officials on request.
5. The diary must be readable and available for inspection.
6. A menu is displayed indicating the food for the week.

Criterion: HS9, HS22

LUNCH BOX GUIDELINES

At Just Kidz we promote healthy eating, and while we supply all meals we understand that some parents wish to pack their child's lunch each day or have special requirements for their child that they wish to meet. On these occasions we have set guidelines for parents to adhere to, to continue to support the healthy food message that we set for the centre. Each parent that may choose to bring their child's food will be provided with the following guidelines detailed below along with the ministry advice:

[Reducing food-related choking for babies and young children at early learning services \(health.govt.nz\)](https://www.health.govt.nz/our-work/keeping-children-safe/food-safety/food-related-choking-hazards)
[\(this will be provided to each parent on enrolment\)](#)

Procedure:

- Spending the day learning and playing requires the right sort of fuel. Good nutrition can lead to better concentration and improved learning as well as healthy growth and development. It is important to load children's lunch boxes with tasty food that is both healthy and appealing.
- Water is the best drink for children and we have this freely available throughout the day. We ask parents to refrain from bringing in any other drinks. We also ask parents and caregivers to exclude treats/occasional food from the children's lunches. This includes lollies, chippies, chocolate etc. (some of these are also known choking hazards).
- As we are a nut free centre, all nut products will be sent home unopened. It is important to be aware of hidden nuts such as pine nuts in pesto, nuts in chocolate Nutella spread or nuts in muesli bars and bliss balls.
- With guidance from the National Heart Foundation we recommend that you choose at least one item from each of the four food groups:
 - ❖ Breads and cereals
 - ❖ Vegetables and Fruits
 - ❖ Milk and Milk products
 - ❖ Lean meats, chicken, seafood, eggs, peas, lentils and dried (cooked) beans

All foods should be prepared (or excluded) using the ministry guidelines given to parents.

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