

1. Policy Statement

SPLASH is committed to ensuring that all food and beverages provided to children are nutritious, safe, and appropriate to each child's individual dietary requirements. The service will promote healthy eating, support children's wellbeing, and ensure safe food handling practices in accordance with the Education and Care Services National Law and Regulations.

2. Background

The Education and Care Services National Regulations require approved providers to ensure that policies and procedures are in place for nutrition, food and beverages, and dietary requirements. Access to nutritious food and safe food practices is essential for children's growth, development, health and wellbeing. OSHC services play a key role in supporting children to develop positive lifelong eating habits and promoting awareness of healthy lifestyle choices.

3. Legislative requirements

SECTION/REGULATION	DESCRIPTION
Section 2A	Paramount consideration- safety, rights and best interests of children
Regulation 77	Health, hygiene and safe food practices
Regulation 78	Food and beverages
Regulation 79	Service providing food and beverages
Regulation 80	Weekly menu
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided
Regulation 160	Child enrolment records to be kept by approved provider
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and Care services must have policies and procedures
Regulation 170	Policies and Procedures to be followed
Regulation 171	Policies and Procedures to be kept available
Regulation 172	Notification of change to policies and procedures

4. Principles to inform our Policy

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- We prioritise children's health, safety and wellbeing. This includes safe practices for handling, preparing and storing food, as well as providing food and beverages that are nutritious and adequate in quantity, and chosen based on each child's dietary and medical requirements
- We promote a healthy lifestyle, including healthy eating and physical activity. We support children and families' understanding about the importance of nutrition and food choices
- We value our families and their cultures, customs and religious traditions. We work with them to ensure that the food and beverages we provide to their children reflect their preferences
- We incorporate children's agency and decision-making into our educational program. We plan mealtimes and other food-related experiences that enable this.

5. Key Terms

TERM	DEFINITION	Source
ACECQA - Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	ACECQA.gov.au
Dietary requirements	Food and beverages provided by a service must have regard to individual children's dietary requirements, meaning: <ul style="list-style-type: none"> • each child's growth and development needs • any specific cultural, religious or health requirements. 	National Regulations (Regulation 79)
Food Safety	Safe practices for handling, preparing and storing food to minimise risks to children.	National Law (Regulation 77)
Risk Minimisation Plan	Your service's medical conditions policy must include a risk minimisation plan to be developed in consultation with families of children with a specific health care need, allergy or relevant medical condition. This is to ensure that:	



	<ul style="list-style-type: none"> • The risks of the child’s specific health care need, allergy or relevant medical condition are assessed and minimised • Practices and procedures for the safe handling, preparation, consumption and service of food are developed and implemented • Practices and procedures to ensure that families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented • Practices and procedures ensuring that all educators, staff and volunteers can identify the child, the child’s medical management plan and the location of the child’s medication are developed and implemented • Practices and procedures ensuring that the child does not attend the service without medication prescribed by the child’s medical practitioner for that child’s specific health care need, allergy or relevant medical condition are developed and implemented. 	
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6. Links to Other Policies

- Medical Conditions Policy
- Incident, Injury, Trauma and Illness Policy
- Enrolment and Orientation Policy
- Providing a Child Safe Environment Policy
- Excursion Policy
- Governance and Management Policy

7. Induction and Training



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- All educators and staff will receive training in:
 - safe food handling practices
 - allergy and anaphylaxis awareness
 - hygiene and infection control
- Food handling staff will hold or complete recognised food safety training.
- Procedures will be included in staff induction.
- Ongoing training and updates will be provided regularly and discussed at staff meetings.

8. Policy Review

Last review: March 2026

Next review: March 2027

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Procedural Guidelines

1. Reference to Policy and Philosophy

This procedure aligns with the SPLASH nutrition, food and beverages, dietary requirements policy and the SPLASH philosophy, which prioritises children's health, safety, wellbeing and development. The service is committed to promoting healthy eating habits, safe food practices and inclusive approaches that respect each child's individual dietary needs, cultural background and family preferences.

2. Procedures

2.1 Collecting and Managing Dietary Information

- Dietary information is collected during enrolment, including:
 - allergies
 - medical conditions
 - cultural or religious requirements
- Information is recorded in the child's enrolment record (Reg 160 & 162).
- Updates from families must be documented immediately.
- A system (e.g. allergy list, alerts) is maintained and accessible to all staff.
- Risk minimisation plans are developed for children with medical conditions.

2.2 Menu planning and food provision

- Food provided will:
 - follow Australian Dietary Guidelines
 - be nutritious and adequate in quantity
 - reflect children's dietary needs
- A weekly menu will:
 - be displayed for families (Reg 80)
 - accurately reflect food served
 - be updated as required



- Children will have access to drinking water at all times.
- Food will be offered at regular intervals.

2.3 Food Safety and Hygiene

- Food will be prepared, handled and stored in accordance with Australian Food Safety Standards.
- Educators will:
 - wash hands before handling food
 - ensure children wash/sanitise hands before eating

Procedures include:

- safe food storage (e.g. refrigeration)
- temperature control
- preventing cross-contamination
- cleaning schedules

2.4 Managing Allergies and medical conditions

Risk minimisation plans will be followed at all times.

Educators will:

- be aware of children's allergies
- ensure children are not exposed to allergens

Strategies include:

- no food sharing
- supervision during meals
- clear identification of children with allergies

Medication must be available where required.

2.5 Food from home

- Families will be encouraged to provide nutritious food.
- Food from home must:
 - comply with service guidelines



- not contain prohibited allergens (if applicable)
- Shared food (e.g. celebrations) must meet safety requirements.

2.6 Mealtimes

Mealtimes will:

- be supervised at all times
- promote social interaction and learning
- encourage independence and choice

Educators will:

- role model healthy eating
- engage children in discussions about food

2.7 Educational Program

- Healthy eating will be incorporated into the program through:
 - cooking experiences
 - discussions about nutrition
 - promoting healthy choices
- Children will be encouraged to participate in food preparation where appropriate.
- Children assist kitchen staff with kitchen duties such as dishes and clean up- this procedural document is in conjunction with a risk assessment (**see Appendix B**)

3 Roles and Responsibilities

ROLE	RESPONSIBILITIES
Approved Provider	<ul style="list-style-type: none"> • Ensure that obligations under the Education and Care Services National Law and National Regulations are met • Ensure adequate health and hygiene practices are followed, as well as safe premises, equipment and practices for handling, preparing and storing food, in line



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	<p>with Australian food safety standards and any jurisdictional requirements</p> <ul style="list-style-type: none"> • Ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to each child’s needs on a regular basis throughout the day • Ensure the food and beverages provided are nutritious and adequate in quantity, and chosen based on each child’s dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements) • Display and make accessible to family members a weekly menu which accurately describes the food and beverages to be provided by the service each day • Ensure that child enrolment records include any special considerations for the child, such as cultural or religious dietary restrictions, as well as any health-related dietary restrictions • Ensure risk minimisation plans are developed for children with medical conditions that can be impacted by food • Ensure that healthy eating is promoted • Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Nutrition, food and beverages, dietary requirements policy and procedures • Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection • Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> ○ affect the fees charged or the way they are collected or ○ significantly impact the service’s education and care of children or ○ significantly impact the family’s ability to utilise the service.
Nominated Supervisor	<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



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	<ul style="list-style-type: none"> • Ensure adequate health and hygiene practices are followed, as well as safe practices for handling, preparing and storing food, in line with Australian food safety standards and any jurisdictional requirements • Ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to each child's needs on a regular basis throughout the day • Ensure the food and beverages provided are nutritious and adequate in quantity, and chosen based on each child's dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements) • Display and make accessible to family members a weekly menu which accurately describes the food and beverages to be provided by the service each day • Ensure that child enrolment records include any special considerations for the child, such as cultural or religious dietary restrictions, as well as any health-related dietary restrictions • For children with medical conditions that can be impacted by food, work with families to develop risk minimisation plans and ensure educators and staff implement these plans • Ensure that a system for ongoing communication is developed and maintained between families, educators, staff and cooks, so that all are aware of children's nutrition and any special dietary requirements • Develop program planning that promotes healthy eating and knowledge of nutrition by children and families and involves children in decision-making about healthy food and beverage choices.
Educators	<ul style="list-style-type: none"> • Implement the Nutrition, food and beverages, dietary requirements policy and procedures • Handle, prepare and store food using safe practices, in line with Australian food safety standards and any jurisdictional requirements • Ensure safeguards are in place to prevent children being provided the wrong food



	<ul style="list-style-type: none"> • Ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to each child’s needs on a regular basis throughout the day • Monitor children’s food and beverage intake to ensure it is adequate and appropriate to each child’s needs • 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 • Maintain ongoing communication with families and other members of staff (including the Nominated Supervisor) about any changes to children’s dietary requirements and ensure these changes are reflected in the mealtimes • Implement and reflect on program planning to: <ul style="list-style-type: none"> ○ promote healthy eating and knowledge of nutrition by children, e.g., eating with the children, conversations during mealtimes around food ○ promote healthy eating among families ○ involve children in decision-making about healthy food and beverage choices, e.g., having them assist with food preparation.
Cook/Kitchen Staff	<ul style="list-style-type: none"> • Implement the Nutrition, food and beverages, dietary requirements policy and procedures and ensure all the action plans that are in place are carried out in line with these • Handle, prepare and store food using safe practices, in line with Australian food safety standards and any jurisdictional requirements • Plan the menu to ensure food and beverages are nutritious, adequate in quantity, and based on each child’s dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements) • Display and make accessible to family members the weekly menu which accurately describes the food and beverages to be provided by the service each day • Maintain communication systems with management, educators, staff and families to ensure all changes with food preparation and provision of food are actioned.
Families	<ul style="list-style-type: none"> • Ensure the service is advised of their child’s dietary requirements – relating to their child’s growth and



	<p>development needs, as well as any specific cultural, religious or health requirements – at the time of enrolment, and that this information is kept up to date</p> <ul style="list-style-type: none">• Should their children have a medical condition that can be impacted by food, work with the service to develop risk minimisation plans• Read the service’s weekly menu and provide any feedback• If 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.
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4 Related Policies

- Medical Conditions Policy
- Incident, Injury, Trauma and Illness Policy
- Enrolment and Orientation Policy
- Providing a Child Safe Environment Policy
- Excursion Policy
- Governance and Management Policy

5 Induction, Training and Policy Availability

- All staff receive training on Nutrition, food and beverage and dietary requirements
- Policies are included in staff induction
- Ongoing review at team meetings
- Policies and procedures are:
 - available to families and staff
 - accessible on site and/or digitally
 - Families will be notified at least 14 days prior to significant changes.

6 Monitoring and implementation

- The service will:
 - regularly review menus
 - monitor children’s food intake



- conduct food safety checks
- Checklists and records may include:
 - menu reviews
 - allergy management plans
 - food safety logs

7. References and Sources

- ACECQA – Creating a positive mealtime routine
<https://www.acecqa.gov.au/newsletters/acecqa-newsletter-issue-2-2019>
- ACECQA – Guide to the National Quality Framework
<https://www.acecqa.gov.au/nqf/about/guide>
- ACECQA – Opening a new service <https://www.acecqa.gov.au/resources/opening-a-new-service>
- Australasian Society of Clinical Immunology and Allergy – Guidelines for prevention of anaphylaxis in schools, preschools and childcare
https://www.allergy.org.au/images/stories/pospapers/Vale_et_al-2015-Journal_of_Paediatrics_and_Child_Health.pdf
- Australian Government – Australian Dietary Guidelines
<https://www.eatforhealth.gov.au/guidelines>
- Australian Government – Food Standards Australia New Zealand
<https://www.foodstandards.gov.au/>
- Australian Government – Get up & grow:
<https://www.health.gov.au/resources/collections/get-up-grow-resource-collection>
- Australian Government – Staying Healthy- <https://www.nhmrc.gov.au/about-us/news-centre/childs-play-preventing-and-controlling-infectious-diseases-stay-healthy>
- Nutrition Australia <https://www.nutritionaustralia.org>



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8. Appendices

- Appendix A: Splash Safe Food Handling and Temperature Control Procedures
- Appendix B: Risk Assessment for child kitchen duties

9. Procedure Review

Last reviewed: March 2026

Date for next review: March 2027

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APPENDIX A

SPLASH Safe Food Handling & Temperature Control Procedure

Service Name: St Paul Lutheran School OSHC

Date: 18/02/2026

Review Date: 18/02/2027

Purpose: To ensure all food provided to children is prepared, stored and served safely in accordance with the Education Standards Board (ESB) and Australian food safety requirements.

Statement: Our service follows safe food handling practices consistent with the requirements of Food Standards Australia New Zealand (FSANZ), Education Standards Board (ESB) and relevant state health regulations. All staff must follow this procedure when preparing and serving food, including when serving outdoors.

Alignment with Food Standards Australia New Zealand (2023):

This procedure aligns with (FSANZ, 2023);

Standard 3.2.2 – Food Safety Practices and General Requirements

- ✓ Safe storage temperatures maintained
- ✓ Temperature monitoring in place
- ✓ Prevention of contamination
- ✓ Safe reheating and cooling practices

Standards 3.2.3 – Food Premises and Equipment

- ✓ Clean and sanitised equipment
- ✓ Accurate temperature measuring device available
- ✓ Proper storage facilities

2-Hour / 4-Hour Rule (FSANZ Guidance)

- Less than 2 hours in danger zone → Use immediately or refrigerate
- 2-4 hours → Use immediately
- Over 4 hours → Discard



1) Temperature Control Requirements

Safe Temperature Zones

- **Cold food:** 5°C or below
- **Hot food:** 60°C or above
- **Danger Zone:** 5°C – 60°C

Food must not remain in the danger zone for more than **2 hours total**.

The 2-Hour / 4-Hour Rule

If food enters the **5°C – 60°C danger zone:**

Time Out	What You Must Do
Under 2 hours	OK to chill again or serve
2-4 hours	Serve immediately, do not refrigerate again
Over 4 hours	Throw away

2) Storage Requirements

- Refrigerators must operate at **5°C or below**.
- Freezers must operate at **-18°C or below**.
- Temperatures must be checked and recorded daily.
- Food must be covered, labelled, dated, and store appropriately.

3) Food Preparation

- Wash hands before handling food.
- Clean and sanitise preparation surfaces
- Minimise time food is out of refrigeration.
- Use gloves or utensils when handling ready-to-eat food.
- Check allergy requirements before preparing food.

4) Temperature Monitoring

Staff must:

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- Use a digital probe thermometer.
- Clean and sanitise the probe before and after use.
- Check food temperature:
 - When removed from refrigeration
 - Before serving
 - Every 30 minutes when serving outdoors
- Record temperatures on the Food Temperature Log.

How to check temperatures:

1. Use a probe thermometer.
2. Clean and sanitise the probe before use.
3. Insert into the **centre or thickest part** of the food.
4. Record the temperature in the Food Temperature Log.
5. Clean and sanitise the probe after use.

5) Outdoor Food Service

When serving food outdoors:

- Keep food in shaded areas and out of direct sunlight.
- Keep food covered at all times when not actively serving.
- Check and record food temperatures before serving and every 30 minutes during service.
- Discard food left in the Temperature Danger Zone (5°C – 60°C) for more than 2 hours.

Extreme Weather Requirement

- If the outdoor temperature reaches or exceeds 35°C, all food service must be relocated indoors (SPLASH kitchen or school hall).
- No food is to be prepared or served outdoors in temperatures of 35°C or above.
- The Responsible Person (nominated shift supervisor) must monitor weather conditions prior to outdoor service.
- Food already taken outside must be temperature-checked immediately and either:
 - Returned to refrigeration if still within safe temperature limits, or
 - Discarded if outside safe limits.

6) Disposal

Food must be discarded if:

- It has been in the danger zone for more than 2 hours.
- Temperature cannot be verified.



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- It shows signs of contamination.

7) Responsibilities

- **Responsible Person (nominated shift supervisor):** Ensure compliance and monitoring.
- **Kitchen Staff:** Follow procedure and complete records.
- **All Staff:** Maintain hygiene and report breaches immediately.

8) Reference List:

Food Standards Australia New Zealand. (2023). *Safe Food Australia – A Guide to the Food Safety Standards*. Commonwealth of Australia.

<https://www.foodstandards.gov.au/publications/safefoodaustralia>.

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