

4.5.1 Introduction

Childbase endeavours to cater for all of the children at the Nursery, and that would extend to those who have additional requirements due to their health, religion or personal preferences. To that end we operate a colour coded plate system to ensure that the correct meal is served to the correct child.

Details of a given child's dietary requirements are obtained during the registration process in close consultation with the Parent and/or Guardian along with any Medical Specialists or General Practitioners as required.

The following policy and procedure document outlines how we intend to manage this process throughout Childbase.

4.5.2 Special Dietary Requirements

Specific requirements and policies relate to children with special dietary requirements.

This may apply to:

- Food allergies
- Diabetes or other medical conditions
- Parental Preferences
- Children in weaning stages

There is therefore a process to identify any special dietary requirements and to manage this within the Nursery, to ensure each child consumes the appropriate food and drink.

Childbase caters for children with the following diets:

- Vegan:
- Vegetarian:
- Cultural or Religious:
- Mild Allergies:
- Severe Allergies or Medical Conditions:

4.5.3 Specialist Diets

Childbase caters for a range of specialist diets as above. To ensure the correct meal is served to the correct child where the Parent and/or Guardian have expressed a requirement the following apply.

Severe Allergies

Severe allergies are those where symptoms can directly endanger the life of the child if the allergen is consumed, touched, or inhaled. For example a nut allergy that would prompt an anaphylactic episode. Children with severe allergies, or medical conditions that are linked to diet, will have a unique meal made for them that is labelled and covered on a red plate, every single time a meal is served (excluding rolling fruit snack). The dietary information will also be mirrored on a red place mat that is unique to that child.

Mild Allergies or Intolerances:

Mild allergies (sometimes referred to as intolerances) are those causing symptoms that are uncomfortable, but not endangering the life of the child. For example lactose intolerance that results in digestive distress. Children with Mild Allergies or Intolerances will have a unique meal made for them that is labelled and covered on a white plate, every single time a meal is served (excluding rolling fruit snack). The dietary information will also be mirrored on a white place mat with an orange border that is unique to that child.

Cultural or Religious:

Children may have a cultural or religious preference so may not be able to eat certain food products (e.g. pork, beef or shellfish). Children who have a religious preference will have a unique meal made for them, when the meal contains a product that the child cannot consume, that is labelled and covered on a white plate. On a day that a meal does not contain any products they cannot eat then the child can self-serve out

of the main dish and “self-serve” will be written in the meal provided on HS29. The dietary information will also be mirrored on a white place mat with an orange border that is unique to that child.

Vegan:

Children who are Vegan cannot eat meat or any produce that is derived from animals such as eggs or milk. Children who wish to have a Vegan diet at Nursery will have a unique meal made for them, when the meal contains meat that the child cannot consume, that is labelled and covered on a white plate. On a day that a meal is vegetarian and does not contain any products they cannot eat then the child can self-serve out of the main dish labelled as “suitable” and “self-serve” will be written in the meal provided on HS29. The dietary information will also be mirrored on an orange-bordered white place mat that is unique to the child.

Pescatarian (Vegetarian – can eat fish):

Children who are Vegetarian cannot eat meat but some do eat fish and can eat produce that is derived from animals such as eggs or milk.

Children who wish to have a Pescatarian diet at Nursery will have a unique meal made for them, when the meal contains meat that the child cannot consume, that is labelled and covered on a white plate. On a day that a meal is vegetarian the child can self-serve out of the main dish labelled as “suitable for vegetarians” and “self-serve” will be written in the meal provided on HS29. The dietary information will also be mirrored on an orange bordered place mat that is unique to the child.

Vegetarian:

Children who are Vegetarian cannot eat meat or fish, but can eat produce that is derived from animals such as eggs or milk.

Children who wish to have a vegetarian diet at Nursery will have a unique meal made for them, when the meal contains meat or fish that the child cannot consume, this is labelled and covered on a green plate. On a day that a meal is vegetarian the child can self-serve out of the main dish labelled as “suitable for vegetarians” and “self-serve” will be written in the meal provided on HS29. The dietary information will also be mirrored on a green place mat that is unique to the child.

4.5.4 Communicating the Requirements

In order to effectively communicate the information to all those within the Nursery that require it we have several forms that are detailed below. This process links closely to the Registration Process when a child first enrolls with Childbase.

When recording a child’s name on the associated appendices, placemats and labels please ensure that you record both the First and Second Names. If the child has an alias this can be used provided it is used on all associated locations as above.

For Example:

Isabella (Bella) Smith on the Register can be written as Bella Smith.

HS05 – Milk Chart

The HS05 is split into two sections as per below:

- Page 1: Completed at the point of registration and details the required milk type (including breast milk, formula, etc.), frequency of feeds, bottle and teat type. This is signed and dated by the Parent and is displayed in the Milk Kitchen.
- Page 2: Completed daily based on the occupancy of the room and links to Page 1. For each Feed the person preparing must put the time and initial to say they have prepared the Milk as per the instructions. Then, the person giving the Milk must put the time and initial to say they have given as per the instructions.
- In all cases Milk is to be given within an hour of being prepared.

- Breast milk should only be provided to the nursery chilled, but not frozen. Reheating breast milk instructions can be found in the Managing Food & Kitchen Safety Manual under HACCP 9.
- If no specific feeding times “as required” can be written across the boxes on Page 1. Page 2 must still note the prepared and given times.

Details:

- Displayed in the Milk Kitchen
- Page 1 reviewed at least every 1 Months or when required, Page 2 reviewed daily,
- Keep old copies for 3 Months in the B File then destroy,
- Parents to sign Page 1, Relevant Practitioners to initial Page 2,

HS80 to HS84 - Registration Pack

This pack is used to establish all the information we require to feed a given child. This form also includes weaning information provided by the Parent and should be updated frequently to ensure we have the information available.

Details:

- Kept in each child / baby A File
- Weaning information to be updated following discussions with Parents
- Archived as per A File contents

HS27 – Allergy Care Plan

The purpose of this form is to ensure the Nursery is equipped with any allergy information for the child before they start at the Nursery. This form must be completed with the Parent / Guardian and is designed to ensure we manage the allergy as required. The form can also be used should an existing child become allergic to a previously unidentified allergen.

The completion of the form may prompt the need to request medical information from the child’s General Practitioner on the food allergy and type. This can be completed by the Parent / Guardian taking the form to the General Practitioner, or with a letter from the General Practitioner with details of the allergy.

A Risk Assessment can be completed to supplement the Plan where there is a particularly complex case. This should be completed with the Parent / Guardian, along with information obtained via the General Practitioner where relevant. If the allergy is severe (e.g. would provoke an anaphylactic reaction) and the child has been prescribed with medication to manage the reaction (e.g. an epi-pen), a HS36 - Health Care Plan must be completed.

Details:

- Kept in the relevant A File,
- Reviewed at least every 6 months, or when required,
- Keep old copies for 7 years from the point the child leaves Nursery,
- Requires signatures from: Parent, GP, Key Person, Cook, Nursery Manager
- Cooks are to review along with the Key Person and Management Team where applicable,
- This information should be inputted on the HCP Spreadsheet,

HS28 - Specialist Dietary Requirements

The purpose of this form is to record all of the dietary requirements for those children with any specialist diets as outlined above (4.5.3). A copy of this form will be kept within each Room with that Room’s specialist diet children listed. The form should be visible to all employees so that all employees who work in the area are aware of the dietary requirements within a given Room.

To ensure the clear communication between the Room and Kitchen, a copy must be provided to the Kitchen. Any changes or updates to the form must be passed to the Kitchen as and when applicable.

The form must be completed by room staff and then signed by the child's Parent/Guardian. The listing must be reviewed whenever a child joins or leaves the room or if there are any changes to a child's dietary requirement, or at least every three months.

The information necessary to complete this form can be found on the child's Registration Documents and the Allergy Care Plan (HS27). Please note that children's planned activities must be checked against the form should there be any allergies, for example messy play with baked beans, or handling eggs while observing chicks hatching.

Details:

- Displayed in the Room, and Kitchen,
- Only for children with a specialist diet as defined above in section 4.5.3,
- Old Versions to be destroyed,
- Reviewed at least every 3 months, or when required,
- Requires signatures from: Parent, Management

HS29 - Daily Meal Numbers

The purpose of this form is to ensure the Cook has the information required to prepare the meals for the number of children that are due to be in per meal, per room. The secondary purpose of the form is to ensure that the meals are signed by all required persons to ensure the right meal reaches the right child as per their requirements.

- The form should be completed by the Cook, or Practitioner prior to meals being prepared.
- It should be compared against the Menu for the day.
- The Cook has the responsibility to inform the Management Team of any changes to the agreed Menu.
- Severe Allergies (see section 4.5.3) are to be recorded on the HS31 Special Dietary Requirements, and there is a tick box to indicate any severe allergy sufferers are in per meal,
- Actual meal provided should be recorded or as per menu
- Allergies/Preferences should be recorded under the child's name

Once the meals have been checked for suitability and accuracy they will be signed by the Cook/Preparer, the Management Team and finally the Practitioner. Any meal found to be incorrect, or lacking a signature will be refused until rectified.

Details:

- Kept in the Kitchen,
- Completed daily,
- Once complete this is to be kept in the B file for 3 months and then destroyed,
- Signatures required from: Cook/Preparer, Management Team and Practitioner,

HS31 - Special Dietary Requirements

Form HS31 must be completed for any child who has a Special Dietary Requirement. This form is completed by the Cook for all meals except breakfast, where it is completed by the staff member serving the breakfast.

- The Cook must sign the HS31 to confirm they are handing the correct meal over to the specified practitioner for a specific child. (In the case of breakfast prepared in the room, the practitioner must get a sign-off from member of the Management for verification).
- At each meal and snack time a member of the management team must sign off the food before it is given to the child that has a special dietary requirement, a space is provided on HS31 for a management signature.
- Finally, the practitioner signs to confirm that the correct meal was served to the child.

Where any child in the Nursery's care has a special dietary requirement, in addition to completion of HS31 the following procedure will be followed, regardless of whether the generally prepared meals are suitable or not:

- All meals for children with special dietary requirements must be plated on red plates; separate from all other meals and clearly labelled with the child's name (other meals will be plated on white plates).
- In the case of preparation of baby foods, a specified member of staff should have the responsibility to check and prepare the food, ensuring that it is suitable for that child's current diet agreement with parents (ensure they always check any food labelling – never assume).
- All children requiring a special diet should be provided with a red place mat which has a photo of them on it and details of their allergen(s))
- Visual display in each room: Child's name, special diet to indicate to all staff including relief staff, children with food intolerances for use with craft/cooking activities as well as serving meals.

Details:

- Kept in the Kitchen
- Completed Daily
- Once complete this is to be kept in the B file for 3 months and then destroyed
- Signatures required from Cook, Management Team and Practitioner

HS33 - Approval Form for Parental Food Supply

The purpose of this form is to allow for Parents and/or Guardians to bring their own food to the Nursery for their child. This is only to be used in extenuating circumstances, for example severe food related medical conditions. The food products will be pre-packaged and manufactured by a recognised brand with detailed ingredients on the label. Home-made meals will only be accepted if required for medical reasons and instructed by a medical professional.

Any food products brought by the Parents and/or Guardians are required to be stored as per the packaged guidance. Temperature sensitive produce will be kept chilled up to the point of delivery to the Kitchen, where we will follow our legal obligations to chilling food. Childbase cannot accept responsibility for the safety of the food products before it arrives at the Nursery.

Information to be cascaded to the Room and Kitchen Team via the risk assessment that would be in place for the child and the food should be labelled with the child's full name.

Any food supplement that is to be added to meals provided by the Parent would be managed via the HS33. This includes prescription milks, dietary powders, bulking agents and similar.

Details:

- Kept in the specific child's A File
- Authorisation for Parental Food Supply from the Health, Safety & Environment Team,
- Once child has left, or need for Parent Food is complete, keep for 3 Months
- Reviewed by the Management Team

HS45 – Omitted Food Notification:

Nurseries that have several children who are on specialist diets may request to omit a food product from their menu with agreement from the Health, Safety & Environment Team. Requests will be assessed on a case by case basis with advice sought from the Health, Safety & Environment Team where required.

The HS45 will be kept in the front of menu plans and displayed on notice boards. The HS45 will need to be completed before this commences. These preference diets would then become a normal food plate but the child's dietary needs recorded on the HS21 Registration Information form.

The Nursery Manager will review this on a yearly basis with a decision to continue or not dependent on the number of children with a given specialist diet at that time.

Details:

- Kept in the Menu Plan Folder and on Parent Notice Boards
- Reviewed Annually, or more frequent depending on changes
- Signatures required from Cook and Management
- Old copies to be kept for 6 Months in the Menu Plan Folder

4.5.5 Meal Serving in the Kitchen and Rooms

The preparation of the meals and the serving of them to the children must work in synchronisation with each other to ensure the smooth operation of meal times. In order to further reduce the risk of accidental cross contamination certain meals must be prepared, and served before others. The following guidance outlines this process.

Preparation in Kitchen:

Meals will be prepared so far as is practicable in the following order:

1. Red Plate
2. Allergy / Preference Plate (White Plate)
3. Green Plate
4. White Plate

Checking Process

Management are to check meals are correctly plated, covered, labelled, signed and that the contents are suitable based on the child's paperwork. The primary responsibility for the accuracy of the food provision remains with the Kitchen Team with the Management and Practitioner checking stages intended to prompt for errors prior to serving.

For the avoidance of doubt this process must be completed prior to the child receiving the food.

Placemats:

Placemats should be visibly displayed using the following colour coding:

- | | |
|-------------------------------|---|
| 1. Red Plate | = Red Place Mat |
| 2. Allergy / Preference Plate | = White with an Orange Border Place Mat |
| 3. Green Plate | = Green Place Mat |
| 4. White Plate | = White Place Mat |

This should display the child's photograph, child's name, and any specific dietary requirements,

Meal Labelling:

NMS can produce labels regarding the dietary requirements at the Nursery. The Nursery is also free to produce labels outside of NMS. These labels can then be provided to the Kitchen Team for affixing to meals. This ensure the information is accurate, and critically, legible. Information that should appear on the labels is as follows:

- Child's Name
- Their Allergy / Preference

4.5.6 Serving Procedure

To aid understanding please see below guidance on best practice

Serving in Rooms:

- Specialist Diets should be served first at meal times whenever possible. The Practitioner can cross check the numbers to be served against the paperwork and that each child has the appropriate placemats before serving normal plated meals.
- Practitioners can make up and serve breakfasts if this is prior to kitchen staff being on site, however, each meal must be signed off by a member of the Management team. Three signatures would still be required if the Kitchen Team are not on site (e.g. Preparer, Management, Practitioner)
- Apprentices may assist serving normal plated meals only when supervised by another practitioner but may not collect plates from kitchen or sign off plates.
- Practitioners must follow PPE guidelines and practice good hygiene washing hands thoroughly before meals and snacks begin.
- Whichever Practitioner signs the paperwork, serves the food, with this Practitioner remaining present throughout the meal time in close supervision of the children.
- Agency and Student staff must not sign for dietary needs although may assist serving normal plated foods
- Practitioners must wear appropriate PPE to serve bottles to babies in-line with guidelines.

Breakfast and Snack Serving

- Children with specialist dietary requirements that are not on the breakfast menu (e.g. No Beef) do not need to be plated individually
- Placemats, plates, bowls etc. must remain in place as per the policy (e.g. colour coded as per the dietary requirement)
- Children with specialist dietary requirements that are on the breakfast menu (e.g. No Milk or Gluten) must be prepared, signed for and plated individually
- Children with specialist dietary requirements must still be recorded on the HS29 and HS31 as applicable with “self-serve” noted against the meal provided

Lunch and Dinner Serving

Childbase will endeavour to ensure children are free to learn while eating and one of those learning opportunities is self-serving. However we have to weigh those benefits against the impacts of cross-contamination.

- Normal Diets
 - Children with no specific dietary requirements can self-serve.
- Specialist Diets
 - Children with specialist diets can self-serve, providing the serving dish is prepared, sealed, labelled and suitable for the child
 - Vegan and Vegetarian children can self-serve from a dish labelled as suitable for vegetarians/vegans.
- Practitioners will oversee children self-serving or help in serving in rooms.

4.5.7 Breast Milk Policy

We will support parents who wish to breastfeed on nursery premises or provide expressed milk. Specific guidance on safe handling of expressed milk can be found below;

- Breast milk must be provided to the nursery chilled, but not frozen
- Milk must be provided with a date and time it was expressed

- Milk must be provided in a suitable container, labelled with the child's name, for example a sealable baby bottle
- Milk can be given to the child as per parental wishes documented on the HS05, for example warmed, room temperature or chilled
- Guidance on warming can be found under HACCP 9 in the Food & Kitchen Manual

Document Control

Title	4.5 Special Dietary Requirements
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