

LITTLE GRANGE SPECIAL DIETS POLICY

AIM

Little Grange Nursery endeavours to cater for all children; including those who have additional requirements due to their health, culture or religion. 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 and settling sessions through the Family App and 'All about Me' document in close consultation with parents/carers and any medical specialists or general practices as required.

The following policy and procedure document outline how we intend to manage the process.

SPECIAL DIETARY REQUIREMENTS

Specific requirements and procedures may relate to children with special dietary requirements. This may apply to:

- Food Allergies;
- Diabetes or other medical conditions;
- Cultural and religious beliefs (Preference); or
- Children in weaning stages.

There is, therefore, a process to identify any special dietary requirements and to manage this within the kitchens where food is prepared and served in the nursery; ensuring each child consumes the appropriate food and drink.

SPECIALIST/ MEDICAL DIETS

LGN caters for a range of specialist diets as above; we aim, in partnership with Chartwell Independent to provide nutritional and varied meals. We follow a plate system to ensure the correct meals are served to the correct child, where a child has a specialist diet.

The plate system for special diets is as follows:

- Children who have no allergies or preferences are classed as 'Normal Diet' will have their food served on **normal plates**. The child will also have a placemat with a white border.
- Children who have a preference i.e. vegetarian or are unable to eat food due to religious beliefs will be classed as 'Preference Diet' and will have their meal served on a **blue plate**. The child will also have a placemat with a blue border.
- Children who have a mild intolerance or a severe allergy will have their meals prepared and served separately, labelled with their name and allergy from the kitchen and will be served on a **red plate**. A red cup should also be used if the child has an allergy to

milk or liquid-based products that they may drink whilst at nursery. The child will also have a placemat with a red border.

- An allergy health care plan must also be completed along with a risk assessment for this child. This information must be held by the nursery manager in the Health Care Plan Folder and a copy held in the room where the child is based.

COMMUNICATION REQUIREMENTS

To effectively communicate the information to all those within the nursery that require it, staff will ensure the following forms are completed.

- Allergy Health Care Plan
- Risk Assessment
- All About Me
- Shared on Family

All children who have an allergy or intolerance must have the following before starting at the nursery. If any items are not in place then the child is unable to start

- The correct coloured placemat completed with their dietary requirement.
- A completed Allergy Health Care Plan
- A completed Risk Assessment
- A Health Care Plan for any medication needed to be stored on site.

It is important that when parents/carers are communicating their child's dietary requirements we have honest conversations with them. When children are weaning they can often have mild reactions to certain foods ie acidic foods such as tomatoes, this however does not mean that they have an allergy. This however can mean that parents sometimes remove this food from their child's diet due to fear.

During this time staff should have supportive conversations with parents/carers and support them to seek advice from health professionals such as their Health Visitor, GP or hospital specialist. Staff should follow up these conversations so that we can ensure we have the most up-to-date information.

SPECIAL DIETARY REQUIREMENTS FORM

The purpose of this form is to record all of the dietary requirements for all children in each room identified as having specialist diets. A copy of this form will be kept in all rooms where food is served to children and also the kitchen. All children's photos and information must be up to date.

To ensure clear communication between the room and kitchen, a copy must be provided to the kitchen where food is prepared and the kitchen where the food is served up.

This form must be completed and signed by management. It must also be reviewed whenever a child joins/leaves or if there are any changes to a child's dietary requirements, or at least every 3 months, whichever is sooner.

The information necessary to complete this form can be found on the child's Allergy Health Care Plan and the Family app.

Please note that children's planned activities must be checked against the specialist diet form in case of any allergies or intolerances.

MILK CHART

This is to support the rooms in the nursery where milk is provided to children. The milk chart is to record the milk and bottle provided for all children to support staff with bottle feeding:

a) This is completed at the point of registration/settling-in sessions and details the required milk type (including breast milk, formula milk etc.), frequency of feeds, bottle and teat type.

This is signed and dated by the parent and is displayed in the room.

b) In all cases, milk is to be given within 1 hour of being prepared. If the milk has not been consumed within 1 hour after it has been made, then this must be thrown away.

c) Formula milk should have the date it is opened written on the formula container/bottle that is opened at nursery. A disposal date should also be written and the milk should be thrown away 1 month after opening, or as per the manufacturer's instructions.

e) Breast milk should only be provided chilled, but not frozen, daily. The bottle should be labelled with the child's name and date that it was brought into the nursery and this will be stored in the kitchen fridge in a labelled box. We are not able to store breast milk throughout the week and each bottle of breast milk must be either thrown away or given back to the parent at the end of each day.

f) If there are no specific feeding times 'as required' can be written across the boxes on the chart.

g) This form must be reviewed as required by staff, however, must be at least every 3 months.

MEAL NUMBERS LUNCH & TEA

Meal requirements will be provided to Chartwell Independent daily. The Medical Diets form is used to ensure that the Chef is aware of the number of children that are being catered for and their diets. The secondary purpose of the form is to ensure that the meals are signed by all required persons to ensure the correct meal reaches the correct child as per their requirements.

Once the kitchen receives the meal numbers, then Chartwells Independent Medical Diet Policy will be followed until the food is delivered and plated for serving at Little Grange Nursery.

A member of the Nursery Management team will visually check every special diet meal against the allergen sheet provided by Chartwells team. They will sign off each special meal before it goes into the room with the children.

Before any meal is given to a child, the staff in the room must ensure that children with a food allergy or intolerance has a red-bordered place mat and children with a preference have a blue-bordered place mat and have been sat in the most appropriate place for staff to manage their meal.

The staff member staying with the children will also sign the Medical Diets Double-Checking Confirmation form to witness that they have checked the food before serving this to the child.

The paperwork must then be filed for a month from service in the Medical Diets Policy folder.

Any changes in children's diets must be communicated with the kitchen as soon as possible. Discussions do however need to happen with parents/carers as we need to allow the kitchen up to 7 days' notice to be able to cater for the diet. If this is an immediate change needed by the parent/carer then they may need to provide a lunchbox for the child for the first 7 days whilst the kitchen has time to order and prepare the food needed to cater for the child's new dietary requirement. This will be communicated to parents once the nursery have spoken to Chartwells.

BREAKFAST

The Breakfast Special Diets form will be used during the preparation and serving of breakfast and completed with all the requested information. The following procedure must be completed:

- a) There must be a two-check process for breakfast and that are provided to children with allergies and preferences. All items served must be plated onto the correct coloured plate/bowl.
- b) The Breakfast Special Diets paperwork should be completed to show those with allergies/preference and to document what they have been served. These will be kept in the Daily Checks Folder in the office for two months following service.
- c) Children are able to independently access fruit bowls, however, children should still be encouraged to sit down when eating to ensure that the Special Diets process can be effectively followed.

Where a child has a dairy allergy or intolerance, a red cup must also be used during snack time.

MEAL SERVING IN THE KITCHEN AND ROOMS

The preparation of the meals and the serving of them to the children must work in synchronization with each other to ensure the smooth operation of mealtimes. To further reduce risks of accidental cross-contamination certain meals must be prepared and served before others. The following guidance outlines this process.

Preparation in kitchen

All specialist diets must be prepared and served in the kitchen on the following plates:

- a) Allergies (Red Plate)

b) Preferences (Blue Plate)

c) No Allergies or Preferences (Normal Plates)

Meals must be plated up in the order listed above using separate cooking utensils to prevent cross contamination.

Specialist diets must be served first at mealtimes, starting with allergies and followed by preferences and then normal food. The counter signatory process must be completed in full before any food is served to the children and practitioners should cross-check the paperwork against the food provided. Either a two or three-person signatory process will be in place, depending upon the meal type.

Children's placemats must be set out before food is served and all children must have a placemat in place. Children's plate colour, placemats and diets should match and act as a visual reminder to staff of those children on specialist diets.

The nursery practitioner that signs the food as the last signatory in the counter signatory process should be the person that serves the food to the children. The practitioner must stay in the room throughout the duration of the mealtime.

Practitioners must have good hygiene by washing hands thoroughly before meals and snacks begin.

Practitioners must use muslin cloths to serve bottles to babies while following PPE guidelines.

Before eating all children should wash and dry their hands.

Bibs should be used where appropriate.

Flannels are to be used for smaller children to clean their hands and faces of any food and allergens after the meal. Older children should wash their hands and face in the bathroom.

Any clothing with food on should be changed to reduce cross-contamination.

Drinks bottles that are to remain in the room should be cleaned to ensure there is no food debris on them that could cause cross contamination. Where possible open cups should be used at mealtimes as these are washed after each meal.

After any meal, tables and chairs should be cleaned with antibacterial cleaner to remove any food and allergens.

The floor will be swept and cleaned with a spray mop containing antibacterial cleaner to remove any food and allergens.

SELF-SERVING OF MEALS

Where possible, we will endeavour to ensure children are free to learn whilst eating and one of those learning opportunities is self-serving. However, we must weigh those benefits against the risks of cross-contamination.

Therefore, it is for the nursery management team to assess the risk of self-serving. If a child attending the nursery has a severe allergy/intolerance/preference that could cause harm, we would discourage the use of self-serve at mealtimes.

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Person responsible: Anna Biddlestone