



**FAIRLANDS DAY NURSERY, CHURCH ROAD, SHEDFIELD,  
SOUTHAMPTON, HAMPSHIRE, SO32 2HY.**

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### **Snack/Mealtimes/Food Hygiene Policy (including Babies)**

In the office and in the pre-school kitchen there are Dietary, Allergy and Special requirements lists. All staff, students and volunteers are made aware of these lists and are required to check them before helping at mealtimes.

#### **Snack**

Our aim at Fairland's Day Nursery is to provide a wide and varied healthy, nutritious diet at snack times and to encourage children to try things they may not have had the opportunity to try.

The owner buys a variety of snack items, covering the five groups:

- 1/ fruit and vegetable
- 2/ breads and cereals
- 3/milk and dairy products
- 4/ meat, fish and alternatives
- 5/foods containing fats and sugars.

We also take care not to buy food items that children are allergic to. Snacks containing high levels of salt and sugar, such as crisps, chocolate, sweets are never bought for children's snack times. A list of regular items that are bought is displayed. We all sit down as a group for snack as we feel this is a time when we can socialize. We aim to provide a hygienic/safe quiet area at snack time and we find this a valuable opportunity to develop children's learning by incorporating Personal, Social and Emotional skills as well as Communication and Language.

All staff encourage their groups to be independent and choose their own snack, and in pre-school, the children hand out drinks and snack to their peers. Children are given water in between meals and a choice of milk and water at snack time.

### **Breakfast, lunchtimes and tea time**

Breakfast, lunches and tea are provided by parents/ carers. We encourage parents to provide well balanced meals through regular verbal guidance. All food must be clearly labeled, and advice and guidance on the appropriate storage areas for foods are given verbally to all parent/carers when they first start at Fairland's. The foods are put into the fridge by the parent when they arrive at nursery. Cereals, bread and fruit are stored appropriately. All rooms have a high standard of hygiene practice for the children; all children wash their hands before mealtimes and wash hands and faces after mealtimes. The staff will inform each parent of what their child has eaten at nursery; all uneaten food is returned in the child's lunchbox. It is the room supervisor's responsibility to ensure all members of staff follow the food hygiene preparation procedure.

### **Food hygiene preparation procedure.**

- Fridge temperature to be taken in the morning to show the temperature the food has been stored at. (A safe temperature is between -5 to +4 degrees centigrade.)
- Store food appropriately, ensuring that fridge and cupboards are cleaned regularly. Do not leave food lying around uncovered. Food should be clearly marked and stored.
- Wash all fresh foods thoroughly under running water.
- Always wash hands before and after handling food.
- A blue apron is worn when preparing food
- Ensure the area you are working in is clean. Using sterilising spray to clean the work top, following cleaning instructions and using the correct cloth.
- Foods that need to be heated. Staff will use the microwave in the food preparation area and check the temperature of the food using a food probe, each meal will be probed and the temperature will be recorded (food must be heated up to 75 degrees centigrade).
- The food temperature probe is wiped with an anti-bacterial wipe between each food that is tested. We also recalibrate the food temperature probe every 6 months by placing it into boiling water to check that it reads 100oC.

- Wash all utensils in dishwasher. If you need to wash anything by hand you can only use the kitchen sink to do so, using the appropriate food cloth and washing up liquid.
- Do not use the same utensils for different foods i.e. knife from margarine to jam.
- Check use by dates. If in doubt throw it out.
- Any unused foods must be sent home with the parent/carer.
- When the children are baking the above will also apply.
- Never warm up milk/drinks in the microwave. Only heat bottles in jug of warm water.

### **Baby food**

Parents and carers are informed during the registration process that we do not provide meals only snacks.

Baby formula can only be prepared by parents/carers we inform parents that we cannot on any circumstances make up baby formula. Babies under 1 must not be given cows milk. When parents begin weaning their baby we will assist as much as we can and as soon as the parent requests their child to be given breakfast and snack by us we will do so.

### **Bottle feeding policy**

- Bottles of milk that are brought in to the Nursery must be labelled on arrival with the child's name and dated.
- Bottles are pre-made by parent/carers, or brought to us with the formula and water already measured out.
- Bottles then must be put in to the fridge if they are cold.
- If bottles are hot or warm they must be left on a worktop until they have cooled enough to go into the fridge. These bottles must be labelled with an explanation that they are cooling.
- Bottles should be heated when required in a bottle warmer or a jug of hot water in the baby department. Under no circumstances should a bottle be re-heated in the microwave.
- The bottle warming chart in the baby department must be filled out immediately.

### **Procedure for feeding**

- After warming, milk must be checked for temperature before giving to the baby.
- Half way through feeding, pause to wind the baby by gently patting or rubbing the middle of their lower back.

- Commence feeding until the bottle has finished or the child pulls away.  
\*\*\*\*\***under no circumstances shall we force feed any child. If a child coughs remove the bottle from their mouth.**\*\*\*\*\*
- When the baby has finished wind them as before.
- If feeding has finished before the bottle is empty, the milk can be left for up to 1 hour from when the bottle has been heated. After that hour the milk must not be offered to a child and thrown away. ( the milk must never be heated more than once)
- The bottle should not to be cleaned out, so that parents know the bottles have not been sterilised.

### **Nappy Changing Procedure**

- At Fairlands we never discriminate against children wearing nappies and provide appropriate changing facilities for all age groups
- Gloves and an apron must be worn by staff when changing a nappy or dealing with bodily fluids
- These should be changed after each child to prevent cross contamination
- The member of staff must wash their hands before and after changing the child
- The changing mat must be wiped down between each nappy change
- The member of staff should talk to the child throughout the nappy change, chatting about what they are doing or offering reassurance if the child is unsure
- The child should then be encouraged to wash/wipe their hands after they have had their nappy changed
- The soiled/wet nappy should be put into a nappy bag and placed in the nappy bin
- The nappy log should then be completed and signed
- For children in the baby department this should then be noted in their communication book
- Any nappy cream should be clearly named for that child and a medical form must be completed
- If cream is needed it must be written onto the cream log
- Nappies are checked on a regular basis and changed if needed in between set nappy times
- Our set nappy change times are 10:15, 1:15 and 3:15/4:15

### **Potty Training**

- We provide parents with advice on potty training and liaise closely with them to support this
- We try and get children used to sitting on the potty and talk about what a potty is used for from a young age

- Children who are potty training are not consistently asked “do you want a wee”, instead we use times between activities to say ‘let’s go and have a try’, this avoids putting pressure on the child
- If a child has an accident at nursery we never punish or tell them off for this – we simply say ‘wee’s and poo’s go on the toilet’ and get them changed. We always deal with this in a sensitive and discreet way.
- We do not allow parents to bring in a potty from home
- Potty’s are kept in the designated toileting areas and never kept in the room
- Children are always supervised in the toilet area
- Potty’s are cleaned between every use
- Children are encouraged to wash their hands after using the potty/toilet

To ensure we respect children’s privacy and dignity during nappy changing and toilet/potty training, staff are responsible for limiting the number of staff and children in the area where the child is and to keep all nappy changes and toilet/potty training to the changing area and toilet facilities.

**ONLY STAFF WITH A SATISFACTORY ENHANCED DBS DISCLOSURE WILL ASSIST IN TOILETING, NAPPY CHANGING AND CHANGING OF WET/SOILED CLOTHING**

**Training/ students and volunteers**

We aim to have at least one person from each room to hold a food hygiene certificate. All staff, students and volunteers are given training by the manager during their induction training in the use of food probes and recording all foods heated. All staff will read and understand the food hygiene preparation procedure.

This policy was adopted at Fairlands’s Day Nursery on

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Signed on behalf of the Management Committee/ Proprietor

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Role of signatory (e.g. chairperson etc.)

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This policy was amended on

.....(date)

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