

Procedure for Mealtimes

Procedure Statement

Sawston Nursery provides all children with cooked meals, catering for most dietary and consistency requirements, provided full details have been provided. In the case of food allergies/intolerances, a doctor's letter confirming the nature of the allergy/intolerance, the likely reaction and procedure to be adopted in the case of a reaction, **must be provided** by the parents before the child starts at the Nursery. A letter must be provided if there is a change in dietary needs.

Parents are reminded, in writing, that whilst we will do our best, we cannot guarantee that a child will not eat a banned food at some time and must accept this proviso in accepting the place in Nursery.

At mealtimes tables are to be wiped with an anti-bacterial cleaner. Appropriate chairs are set around the tables. Those children old enough are taken to the sink and helped to wash their hands with soap and water. The younger babies' hands are wiped using wet kitchen roll or baby wipes once they have been strapped into their chair. All staff wash their hands before serving food and wear a clean, red, tabard over their uniform.

A drink is provided for every child in a beaker/plastic glass. For the babies, their drinks are stored in the fridge and a name tag attached. The name tag is to be removed before being given to the child. Own beakers are to be washed up after use, refilled, name tag replaced, and the beaker stored in the fridge for further use. Nursery beakers/glasses are washed up in the kitchen.

The children are offered snacks/food suitable to their stage of development and dietary requirements. Place name cards or peg pictures are set out for each child from Blue Room upwards. A large red card is attached to the back of the child's chair to alert staff to dietary needs and children in the Buttercup and Bluebell Rooms wear a 'funny face' red bib. Poppy Room and Sunflower Room children will set out their own space at the table, laying out their knives, forks, spoons and name cards.

It is the responsibility of the Room Leader or Senior Nursery Nurse to ensure these measures are undertaken at each and every mealtime and that specific needs are drawn to the attention of new or supply staff members. The Nursery Manager to regularly monitor these procedures.

Staff sit with their key worker group children wherever possible and are supervised at all times. After eating each child's hands and face are wiped using the individual flannels provided. All flannels are taken to the laundry room for washing after each use.

A member of the kitchen staff brings the trolley containing cooked food into the room once all the children are seated. Children in Bluebell Room are served via the hatch to the kitchen which is open only as long as necessary for serving food and returning dirty dishes and cutlery. Special meals are marked with a label that shows the child's name and details of the meal i.e. dairy free.

The older babies are encouraged to feed themselves either with their hands or with the plastic spoons and forks provided. Younger babies are to be fed by a member of staff sitting next to them. Older children are encouraged to use the metal spoons and forks, later knives, forks and spoons, provided. Older children are encouraged to help serve their own food onto their plate/bowl and to clear their plates at the end of the meal.

Tablecloths are used to provide a homely feel. Tablecloths are wiped down with diluted sterilising fluid after lunch.

All dishes, crockery and cutlery, are to be placed on the trolley which is taken to the corridor outside the kitchen. Care is to be taken disposing of uneaten and dropped pieces of food using the dustpan and brush and bin provided. The floor in each room is to be washed with sterilising fluid solution after lunch. Red tabards are washed daily.

A list of individual dietary and consistency requirements is held in each room and in the kitchen, which is reviewed and updated regularly.

The table and chairs are to be wiped down with a diluted sterilising fluid solution, the floor swept and then washed with a diluted sterilising fluid solution.

All chairs are to receive a more thorough cleaning, using sterilising fluid, once a week.

Procedure adopted by	Sawston Nursery
On	31/07/2002
Updated on	September 2020
Manager signature	