NQS2 Children's Health and Safety Procedure
Undiagnosed Dietary Requirements

Background

This procedure outlines responsibilities to manage the health needs of children with dietary requirements that are **not** diagnosed by a registered medical practitioner i.e. food restriction, preference, intolerance. An undiagnosed dietary requirement is not a medical condition and is identified by a child's parent/guardian in writing.

This procedure is implemented alongside the *Nutrition and Food Safety Procedure*.

Not in scope: Children with anaphylaxis, allergies and intolerances diagnosed by a registered medical practitioner. Instead follow *Anaphylaxis and Allergies Procedure (Childcare / Kindergarten / OSHC).*

Review and confirm enrolment dietary information

- Seek clarification from parent or guardian to determine if anaphylaxis, allergy, intolerance or dietary requirement recorded in a child's *Enrolment Booklet/Online Form* is undiagnosed or diagnosed by a registered medical practitioner.
- When an undiagnosed dietary requirement is recorded as a medical condition, amend Kidsoft by:
  1. "Add a Comment" on child's details. Include your name, parent name, date and details of conversation and if applicable, upload scanned copy of written parent/guardian instructions as "undiagnosed dietary requirement" to the child's record.
  2. Delete medical information record from the child's details.
  3. Create a tag "special dietary requirement" on child's Kidsoft record to reflect the undiagnosed dietary requirement.

Risk minimisation plan

Centre Director/Nominated Supervisor will:

- In consultation centre team, lead the development, implementation and review of *Centre Undiagnosed Dietary Requirements Risk Minimising Plan Childcare / Kindergarten and OHSC.* This risk minimisation plan forms part of a child's enrolment record. Individual risk minimisation plans (in Medical Condition Record) are not required.
- Direct centre staff (including kitchen personnel) to read and implement (and sign acknowledgement table) *Centre Undiagnosed Dietary Requirements Risk Minimising Plan.*
- Discuss with parents/guardians which foods their child may safely eat at special events and celebrations. Discuss the option providing suitable foods from home that could be stored in the centre freezer, in a sealed container, labelled with their child's name. Document this arrangement in *Centre Undiagnosed Dietary Requirements Risk Minimising Plan.*
- Promptly communicate changes to children's dietary requirements with all centre staff, including kitchen personnel.
- Regularly monitor and assess centre staff compliance with this procedure and *Centre Undiagnosed Dietary Requirements Risk Minimising Plan*. Prioritise corrective actions and improvements when practice gaps are identified.

Displays and records

Centre Director/Nominated Supervisor will:

- (Optional for kindergarten and OSHC) Create, update and laminate a *Dietary Requirement Card* for each child with an undiagnosed dietary requirement.
- Before displaying details of children's undiagnosed dietary requirements, obtain prior parent/guardian written approval via *Consent to Display Dietary Information*.
- When a signficant number of children have undiagnosed dietary requirements, maintain and display a *Centre Health Summary Record* in relevant, prominent locations.
- Promptly update *Centre Undiagnosed Dietary Requirements Risk Minimising Plan*, displays and records when children's dietary needs change.

Food preparation

Teachers, educators and kitchen personnel will:

- Before preparing and cooking food, review ingredient labels, including products previously used, as ingredients and manufacturing processes may change without notice.
- Carefully review ingredient lists and observe precautionary statements such as "may contain" or "may contain traces of".
- Carefully consider and plan for children's undiagnosed dietary requirements prior to centre events when food is supplied.

Childcare kitchen personnel will:

- Prepare meals in the following order:
  1. Meals for children with anaphylaxis.
  2. Meals for children with allergies.
  3. Meals for children with undiagnosed dietary requirements.
  4. Meals for children with no dietary requirement
- Plate meals in accordance with *Colour Plate Protocol*:

Dietary requirement	Plate colour	Cover and label
1. Children with anaphylaxis	red	Cover meal with cling wrap and attach the child's Dietary Requirement Card
2. Children with diagnosed allergies	green	Cover meal with cling wrap and attach the child's Dietary Requirement Card
3. Children with undiagnosed dietary requirements	yellow	Cover meal with cling wrap and attach the child's Dietary Requirement Card
4. Children with no specific dietary requirements	white	No cover or label required

- When meals are provided on a shared platter, prepare and plated meal on the correct coloured platter (in accordance with the *Colour Plate Protocol)* and labelled with individual *Dietary Requirements Cards.*
- When delivering meals to rooms, always check with teachers and educators they are aware of meals prepared for children with undiagnosed dietary requirements. When there is a high number of individual dietary requirements and when directed by the ECEM, document this process using the *Allergy Double Check Delivery and Serving Form*.

Mealtimes

Teachers and educators will:

- Regularly facilitate developmentally appropriate discussions with children about the importance of hand washing and not sharing food with peers.
- Actively supervise children during mealtimes.
- Never seat children with undiagnosed dietary requirements away from their peers.
- Seat children with undiagnosed dietary requirements with children who are more likely to keep their food in lunch box/on their plate AND not share food with their peers.

(Childcare only) Teachers and educators will:

- Before serving meals to children with undiagnosed dietary requirements:
  - Refer to displayed *Centre Health Summary Record*.
  - Complete a two person check to confirm:
    - ✓ Correct child
    - ✓ Correct coloured plate
    - ✓ Correct *Dietary Requirement Card*
    - ✓ Correct meal
- When a meal is provided on a shared platter, ensure children with undiagnosed dietary requirements access food from correct coloured platter (in accordance with *Colour Plate Protocol)* and labelled with individual *Dietary Requirements Cards.*

Curriculum

Teachers and educators will:

- Consider children's undiagnosed dietary requirements when planning cooking experiences and selecting ingredients. Review food labels for precautionary statements such as *"may contain"* or *"may contain traces of"*.
- Before use, check donated materials, recycled containers for restricted foods.
- Prior to purchasing and use, review ingredient information for playdough, face paint, and other similar products, as some products may contain restricted food, including peanuts, tree nuts, nit oil, milk, or egg. Consult with parents/guardians and implement suitable alternatives where required.
- Review ingredient information for sunscreen, as some products may contain nut oil.