



# Supervision Plan for Meals Policy

Review Date: 27/06/2026

## Introduction

In Australia, one in ten children now have a confirmed food allergy, with food related anaphylaxis having doubled in the last ten years.

The most common food allergens are cow's milk (dairy), egg, peanut, tree nuts, sesame, soy, fish, shellfish, and wheat. Almost any substance that is eaten (including herbal medicine) can trigger an allergic reaction.

Children need safe and secure environments to thrive in their life and learning. Effective supervision is integral to creating environments that are safe and responsive to the needs of all children. It also helps to protect children from hazards or harm that may arise from their daily routines. Effective supervision during meal times also allows educators to engage in meaningful interactions with children.

## Goals – What are we going to do?

Evans Head Preschool Association is committed to ensuring the safety and wellbeing of all children at our service, and to ensuring that adequate supervision is provided at all times, including during meal times.

## Strategies - How will it be done?

### The Nominated Supervisor/ Approved Provider will:

- Ensure a list of children with Special Considerations is easily viewed and accessible for all educators, casual educators and visitors to the centre.
- Ensure that all children with medical considerations have their Action Plans and Risk Management Plans, communicated with all stakeholders, including educators, visitors, casual staff, and families as necessary.
- Budget and roster for educators to be available to ensure adequate supervision during meal times, and for children at higher risk.
- Provide a lanyard for educators to wear for those children identified as at risk, which includes their photo and action plan.
- Ensure that educators are trained in First Aid and Anaphylaxis and that these procedures are practised and reviewed regularly.
- Provide families with access to medical conditions policy and supervision for meal policy.

## **Educators will:**

- Ensure that they are aware of all children with special considerations needed at meal times.
- Ensure that an educator is to be sitting at the table, or actively supervising at all times that children are eating.
- Encourage all children to wash their hands before and after eating.
- Use a clean cloth to regularly wipe down the area, and regularly sweep floors.
- Monitor and assist children to pack away their food into their bags, lunch trolley or fridge, when they have finished eating, to minimise food contact with other children.
- Ensure a 'used spoon/fork' container is used and all children understand what it is and how to use it.
- Ensure there is one on one supervision for those children with food allergies and/or medical conditions - using a lanyard system with their photo and action plan attached.
- Regularly talk with all children about how and why we need to keep all children with allergies safe eg read stories, have discussions, and develop social stories specific to individual children's needs. Regularly enact Emergency Procedures practice with the children.
- Review and modify plans for cooking experiences, eliminating particular foods where necessary. Ensure risk assessments are completed before every cooking experience.
- Ensure alternative foods that are brought in for celebrations by families, are safely stored in the freezer if necessary. Ensure any risk of cross-contamination is minimised.
- Ensure all children have adequate food and water throughout the day, using a checklist, and recording food and water intake.
- Children with specific food-related risks will have their food and water intake logged on OWNA. These children will be identified through their Risk Management Plan.
- Encourage meal times to be pleasant and relaxed, with ample time for conversations, and connections.
- Educators to model healthy food choices and safe food handling practices.
- Read sign off all risk minimisation and communication plans.

**Families will:**

- Ensure that Nominated Supervisors/educators are routinely informed of changes to their child's needs
- Provide safe, alternative cakes/foods, to be kept at Preschool, so that all children can celebrate their friend's special occasions with them.
- Discuss and develop in consultation with the Approved provider Risk minimisation and communication plans.

## Statutory Legislation & Considerations

Education and Care Services National Law Act 2010, (165)(167)

Education and Care Services National Regulations (2011 SI 653) (77)(78)(90)(91)(155)(156)(170)

### Sources

ASCIA. (2021, May). *Food allergy FAQs - Australasian Society of Clinical Immunology and Allergy (ASCIA)*. [www.allergy.org.au](http://www.allergy.org.au). <https://www.allergy.org.au/patients/food-allergy/faqs#:~:text=Food%20allergy%20occurs%20in%20around>

*Caring for young children with food allergies*. (n.d.). <https://www.cela.org.au/publications/amplify!-blog/may-2020/food-allergies#:~:text=In%20Australia%2C%20one%20in%20ten,reduce%20the%20risk%20of%20anaphylaxis>.

Coeliac Australia. (2024, April 18). *Coeliac Australia - home*. <https://coeliac.org.au/>

### Links to other policies

- Supervision policy
- Interactions with children policy
- Dealing with medical conditions policy
- Family participation and communication policy
- Food handling and hygiene policy
- Nutrition Food Beverages Dietary Requirements Policy

## Evaluation

Risks around meals are assessed and managed so that the environment can be safe, educative and stimulating. Routines are planned for and monitored by educators with consistent strategies to minimise potential dangers to children.

### Approved Provider Representative:

Name: ..... Lauren Heath

Role: ..... President

Signature: .....

Date Adopted: ..... 27/06/2024

REVIEW DATE: ..... 27 June 2026

Policy Adopted	Approved Provider Representative	Review Date