



NUTRITION AND FOOD SAFETY POLICY

PURPOSE

Kilkenny Primary School OSHC is committed to safe, nutritious and inclusive food practices that support children's health, wellbeing and development.

Safe drinking water is available at all times

Food provided by OSHC is safe, suitable and nutritious

Allergies, medical conditions and dietary requirements are safely managed

Children are supported to develop positive relationships with food without pressure or coercion

SCOPE

This policy applies to:

Children and families

Educators, staff and food handlers

Approved Provider, Nominated Supervisor and Responsible Persons

Volunteers, students and visitors

Before School Care, After School Care, Vacation Care and pupil free days

Excursions, incursions, special events and cooking activities

NATIONAL QUALITY STANDARD

Quality Area 2 – Children's Health and Safety

Element 2.1.2 – Effective health, hygiene and safety practices are implemented

Element 2.1.3 – Healthy eating and physical activity are promoted

Children's individual health and dietary needs are supported

Quality Area 7 – Governance and Leadership

Policies and procedures are understood and followed

Records demonstrate safe practices are implemented





LEGISLATIVE FRAMEWORK

Kilkenny OSHC operates in South Australia and complies with:

Education and Care Services National Law (South Australia)

Education and Care Services National Regulations

Food Act 2001 (SA) and Food Regulations 2017 (SA)

Australia New Zealand Food Standards Code – Chapter 3

SA Health food safety requirements and guidance

Education Standards Board (SA) requirements and guidance

ACECQA National Quality Framework guidance

Relevant National Regulations include:

Regulations 77–80 – Health, hygiene, food, beverages and weekly menus

Regulations 90–91 – Medical conditions

Regulation 162 – Health information in enrolment records

Regulations 168, 170, 171 and 172 – Policies and procedures

Regulation 173 – Prescribed information displayed, where applicable

NUTRITION AND MEALTIME PRACTICES

Kilkenny OSHC will:

- Provide food consistent with the Australian Dietary Guidelines and Australian Guide to Healthy Eating
- Display an accurate weekly menu where families can easily view it
- Update the menu when significant changes are made
- Consider the different needs of Before School Care, After School Care and Vacation Care
- Include children's ideas and family feedback in menu planning
- Respect cultural, religious and family food practices
- Offer suitable alternatives for approved dietary or medical needs
- Actively supervise children while eating and drinking
- Never use food as a reward, bribe, punishment or disciplinary consequence
- Never force, pressure, shame or coerce a child to eat
- Encourage children to try foods and recognise hunger and fullness cues





SERVICE POLICIES

FOOD BROUGHT FROM HOME

Where food is brought from home, the service will:

- Provide families with guidance about safe and suitable food where required
- Store perishable food safely when OSHC is responsible for storage
- Communicate service allergy-risk controls to families
- Discourage food sharing where it may create an allergy, medical or dietary risk

ALLERGIES, MEDICAL CONDITIONS AND DIETARY REQUIREMENTS

Kilkenny OSHC will:

- Collect current allergy, intolerance, medical and dietary information at enrolment and when details change
- Maintain Medical Management, Risk Minimisation and Communication Plans where required
- Follow current ASCIA Action Plans for children at risk of anaphylaxis
- Ensure relevant information is available to educators and food handlers while protecting privacy
- Check ingredient labels before serving food to children with allergies or dietary restrictions
- Use clean and sanitised equipment to reduce allergen cross-contact
- Complete a "right child, right food" check for modified or allergy-specific food
- Use a second staff check where a serious allergy or medical risk is involved
- Apply the same controls during excursions, incursions, cooking activities and special events

FOOD SAFETY

Kilkenny OSHC will follow safe food handling practices from purchase through to service and disposal.

- Food Safety Standard 3.2.2A
- Where Standard 3.2.2A applies to the service's current food activities, Kilkenny OSHC will:
 - Appoint a suitably qualified Food Safety Supervisor
 - Ensure food handlers have appropriate food safety skills and knowledge
 - Maintain required food safety records and training evidence
 - Maintain any required food business notification with the City of Charles Sturt
- Safe food controls
- Buy food from reputable suppliers and reject damaged, spoiled or unsafe food
- Keep raw food separate from cooked and ready-to-eat food
- Keep refrigerators at 5°C or colder and frozen food frozen solid
- Keep hot food at 60°C or hotter when hot holding is used
- Store food in clean food-safe containers and label opened or prepared food





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

- Store dry food sealed, off the floor and protected from pests
- Store chemicals separately from food
- Cook chicken and minced meat to at least 75°C unless another validated safe process is used
- Apply the 2-hour/4-hour rule to potentially hazardous food held between 5°C and 60°C
- Cool cooked food from 60°C to 21°C within 2 hours and from 21°C to 5°C within a further 4 hours
- Reheat cooked and cooled food rapidly to at least 60°C and avoid reheating more than once
- Defrost food safely and never leave high-risk food to thaw on a bench at room temperature
- Discard contaminated food or food where safety cannot be confirmed

HYGIENE, CLEANING AND THE SHARED SCHOOL KITCHEN

Educators and food handlers will:

- Wash hands with soap and running water before food handling and whenever contamination may have occurred
- Wear clean clothing and tie back long hair when preparing food
- Cover cuts on hands with a waterproof dressing and glove where required
- Not handle food when affected by vomiting, diarrhoea or another illness that may contaminate food
- Clean and sanitise food-contact surfaces, utensils and equipment before use and between incompatible tasks
- Use separate or sanitised equipment for raw, ready-to-eat and allergy-specific food
- Complete a pre-use check of the shared school kitchen before OSHC food preparation begins
- Keep OSHC and allergy-specific food protected and clearly identifiable where separation is required
- Remove food waste promptly and maintain areas to reduce pest risks
- Complete the Daily Kitchen or Cleaning Checklist and record corrective actions where required





COOKING WITH CHILDREN

Cooking experiences will:

- Be age-appropriate and actively supervised
- Include a check of children's allergies and dietary requirements before ingredients are used
- Require children and educators to wash hands before food handling
- Control risks from knives, heat, raw food and equipment
- Meet the same food safety and allergen controls as other food provided by OSHC

APPROVED PROVIDER AND MANAGEMENT RESPONSIBILITIES

The Approved Provider, Nominated Supervisor and OSHC Director will ensure:

- This policy and related procedures are implemented and monitored
- Staff are inducted into food safety, allergy and dietary requirements
- Current menus, medical information and food safety records are maintained
- Relief staff are briefed about children with dietary or medical risks
- A Food Safety Supervisor and required training are maintained where Standard 3.2.2A applies
- Food safety hazards, temperature breaches and near misses are followed up promptly
- Serious incidents and notifiable matters are reported to the Education Standards Board within required timeframes

EDUCATORS AND FOOD HANDLERS WILL

- Follow this policy and children's medical and dietary plans
- Check dietary information before serving food
- Complete the right child, right food check where required
- Actively supervise meals and snacks
- Complete required temperature, cleaning and food safety records
- Report unsafe food, contamination, allergy risks, incidents and near misses immediately
- Participate in food safety and allergy training as required

FAMILIES WILL

- Provide accurate and current allergy, medical and dietary information
- Provide current action plans and medication where required
- Participate in risk minimisation and communication planning
- Advise the service promptly when information changes
- Review menus and notify OSHC if planned food is unsuitable for their child





FOOD-RELATED INCIDENTS

Where a food-related incident occurs, Kilkenny OSHC will:

- Respond immediately to choking, allergic reactions, anaphylaxis or suspected food poisoning
- Follow First Aid, Medical Conditions and Incident, Injury, Trauma and Illness procedures
- Contact emergency services where required
- Notify families as soon as practicable
- Complete required incident records
- Notify the Education Standards Board where notification requirements are met
- Seek advice from the City of Charles Sturt and/or SA Health where a food safety issue requires regulatory advice
- Review the incident and record corrective actions and improvements

RECORD KEEPING AND ASSESSMENT EVIDENCE

Kilkenny OSHC will maintain evidence that this policy is implemented in practice, including:

- Current policy and procedures available to staff and families
- Weekly menus and menu changes
- Current allergy, dietary and medical plans
- Right child, right food checks where required
- Fridge/freezer temperature and kitchen cleaning records
- Food receiving, cooking, cooling and reheating records where required
- Food Safety Supervisor and food handler training records where applicable
- Staff induction, meeting and professional learning records
- Incident reviews, critical reflection and improvements recorded in the QIP or ESB self-assessment
- Records will be stored securely and retained for the period required by legislation, regulation or the applicable food safety standard.





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

CONTINUOUS IMPROVEMENT

This policy will be reviewed:

- Annually
- Following legislative or regulatory changes
- Following updated ACECQA, Education Standards Board or SA Health guidance
- Following a food safety, allergy or medical incident
- Where feedback or assessment identifies an improvement opportunity
- Feedback will be sought from children, families, educators and the Approved Provider.

Families will be notified of significant policy changes in accordance with Regulation 172, including at least 14 days' notice where required.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			

