



1.5 Food and Drink Procedures

Linked Policy: Health, Safety and Wellbeing

Classification: Health, Safety and Wellbeing

Applies to: All Kaimahi

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

To ensure that the nutritional needs of all children attending Kindergarten are appropriately met and provided for, to comply with the requirements of The Food Act 2014 and Licencing Criteria for Early Childhood Education, and to ensure healthy eating is promoted throughout the Association.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Roles and Responsibilities:

Role	Responsibilities
Kindergarten Leader / Person Responsible	Record a child's known or probable allergies and preferences. Ensure that relievers do not serve food to tamariki (other than food supplied by whānau).
Kaimahi	Ensure that any food used in the programme is healthy and is served or available at appropriate times. Promote good hygiene practices.

Provision of Food:

1. Kindergartens

- Children generally bring their own morning tea, lunch, and afternoon tea.
- Kindergartens may occasionally provide food through events or activities such as baking and cooking.

2. Hobsonville Point Kindergarten

- Hobsonville Point Kindergarten provides all meals required during a child's attendance, including morning tea, lunch, afternoon tea, and a late snack.

Supervision:

1. All children (excluding bottle-fed babies) must be seated and supervised by an adult while eating, as required by **HS116 of the licensing criteria**. The adult does not need to be seated but must:
 - have clear visibility of children eating.



- not be engaged in any other tasks that can take away their focus.
- be close enough to the children to intervene, if necessary.
- know how to respond if a child is choking or has an adverse reaction.

Feeding, Eating and Drinking:

1. Infants under 6 months, and any children unable to drink independently, must be held semi upright when bottle fed.
2. Under no circumstances is a child to be given a bottle or sippy cup while lying down.
3. Fresh drinking water must always be available, and children should be encouraged to access it independently.

Food Preparation:

1. Food must always be prepared, served, and stored hygienically.
2. Foods that pose a high choking risk must only be prepared and served following best practice as outlined in the Ministry of Health guide:
[Reducing food-related choking for babies and young children at early learning services – Ministry of Health](#)
3. Suitable foods must be provided for infants during weaning.
4. Any food served to children under 2 years old must comply with [Eating for healthy babies and toddlers – HealthEd](#).
5. Infant milk food given to a child under the age of 12 months must be provided by the child's parent/caregiver.
6. A suitable area must be available to support breastfeeding mothers.
7. Adequate fridge space must be provided for storing breastmilk.
8. Ensure that the temperature of the fridge is a maximum of 4 degrees and is checked and recorded on the Daily Hazard Checklist.

Record Keeping:

Food Provided by the Service

1. When food is provided, a daily menu with full ingredient details must be recorded to meet the requirements of **HS115 of the licensing criteria**.
2. Menus must be sufficiently specific to allow accurate investigation in the event of an unexpected allergic reaction.
 - For example, the type of fruit or the exact contents of a sandwich must be recorded.

Food Provided by Parents for Shared Meals

1. When parents provide food for a shared meal, a list of all food items supplied must be kept to meet regulatory requirements.
2. All food provided by parents/caregivers must be served according to the manufacturer's instructions.
 - If food is not commercially produced, it must be served in accordance with the parent's/caregiver's instructions.



Food Records

All food-related records must be retained for 3 months.

Communication with whanau:

Parents must be provided with the *Reducing Food-Related Choking for Babies and Young Children* pamphlet at enrolment.

Allergies and parental preferences:

1. A request to all parents for the exclusion of specific foods from the kindergarten environment may be made when a child has a medical condition that could cause a severe reaction upon contact or inhalation (e.g., nuts).
2. When baking or cooking, alternative suitable ingredients must be used for children with identified allergies or intolerances so they can participate safely.
3. Where parents indicate that their child should avoid particular foods for health, cultural, religious, or personal reasons, every practicable step must be taken to ensure this preference is respected.