

# Healthy Eating Procedure

Perth College UHI Nursery

May 2021

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## Version Control History

Version Number	Date of Change	Summary of Revisions Made
0		
1	August 2016	Footer updated to reflect new template model.
1.1	May 2021	Title changed from Nursery Coordinator to Nursery Manager.  5.8.15 added to include the procedure of the funded lunches coming into the nursery.

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# Healthy Eating Procedure

## 1 Purpose

- 1.1 To set out the procedure that will be followed in order to achieve the Key Principles of the Healthy Eating Policy and to ensure a consistent approach to the promotion of healthy eating within the Nursery environment.

## 2 Scope

- 2.1 The procedure is relevant to all Nursery staff, and all children in the care of the Nursery.

## 3 Definitions

- 3.1 None.

## 4 Responsibilities

- 4.1 The Nursery Manager has overall responsibility for ensuring that this procedure is implemented.
- 4.2 All staff members are responsible for following the procedure and for ensuring that their professional practice supports its implementation.
- 4.3 The Nursery Manager is responsible for monitoring the effectiveness of the procedure and will access relevant feedback from staff to support this.
- 4.4 The Nursery Manager is responsible for the reviewing and updating of the procedure.
- 4.5 The Head of Student Experience is responsible for approving the procedure.

## 5 Procedure

- 5.1 Staff ensure that learning contexts, activities and displays promote the importance of a nutritious diet and physical activity.
- 5.2 Staff plan for and prepare a well-balanced snack, including fruit or dairy, involving children in the process.
- 5.3 Staff are aware of, and take steps to account of, the dietary requirements of the children in their care. Menus and allergens within foods will be displayed for all staff, children, parents/carers, volunteers and students on placement.
- 5.4 Staff receive training and guidance on the appropriate content and preparation of healthy snacks for children.

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- 5.5 Staff attend food hygiene training, and read the Food Hygiene Handbook for Scotland as part of their induction process.
- 5.6 Staff prepare and display menus and children will be involved in planning menus.
- 5.7 Parents are given the Nursery Healthy Information Sheet to encourage the provision of a healthy packed lunch.
- 5.8 High standards of hygiene are maintained as follows:
- 5.8.1 All staff will wash their hands regularly throughout the day and especially:
- After visiting the toilet.
  - Before and after wearing PPE (Personal Protective Equipment).
  - After Nappy Changing and toileting procedures.
  - Before handling food or food preparation equipment.
  - Between handling raw and cooked food.
  - After combing or touching hair.
  - After eating, smoking, coughing or blowing nose.
  - After handling waste food or refuse or bin.
  - After handling cleaning materials.
  - After handling sensory play such as sand, water, playdough, gloop, paint, glue.
  - After being outdoors.
- 5.8.2 All staff ensure, as far as possible within the Nursery setting, that children maintain, or are assisted in maintaining, good personal hygiene.
- 5.8.3 Any cuts or sores that a staff member may have are covered by a waterproof dressing.
- 5.8.4 In order to encourage positive habits and skills in healthy eating, children can wash their own dishes in normal washing up liquid. However, a member of staff will re-wash the dishes in washing up liquid with a blue microfibre cloth, spray with Salvesan, rinse with clean water, air dry or dry with blue roll.
- 5.8.5 Before, and after, wash with a yellow microfibre cloth, snack/lunch tables or table cloths with soapy water then spray with Salvesan then rinse with clean water and dry with blue roll. When preparing food wash hands before putting gloves on and after taking them off. It is best practice to prepare food without gloves if possible when not wearing rings with jewels/stones and not wearing nail varnish. When staff preparing snack, when washing hands, the tap must be turned off using a paper towel.

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5.8.6 The following chopping boards are used for food preparation:

- Green – fruit and vegetables.
- Blue side 1 – bread.
- Blue side 2 – cheese.
- Red – cold meat.
- Yellow – root vegetables.

5.8.7 Utensils are cleaned between use.

5.8.8 Cross contamination guidance for root vegetable preparation is followed.

- A separate container is used for storing root vegetables in the fridge and a separate container for root vegetable preparation utensils.
- Disposable apron and gloves are used for preparation and binned on completion.
- A separate knife and chopping board are used.
- Disposable paper towel used to wash knife, board and sink area after use.
- **DO NOT TOUCH ANYTHING WITH GLOVED HAND.**
- Hand washing instructions given to and followed by staff.

5.8.9 No opened cans of food are stored in the fridge.

5.8.10 All food is covered and stored appropriately. Open foods are dated with the date of opening and the best before/use by date. Follow instructions for how long foods can be open before they must be discarded.

5.8.11 The following cloths are used for cleaning:

- Yellow – table cleaning.
- Blue – dishes.

5.8.12 Dish cloths are washed daily at the highest possible temperature.

5.8.13 Fridge/Freezer temperatures are recorded daily. Temperature control rules– correct fridge temperature between 1-8 degrees centigrade and freezer minus 18 degrees or cooler. Fridge: The temperature of food delivered/received must not be above -12 degrees centigrade if frozen or 7 degrees centigrade if chilled. Temperatures to be recorded. Food is discarded if found to be above these temperatures.

5.8.14 When food is heated/reheated, it is done so to the correct temperature – cooked 75 degrees centigrade and reheated 82 degrees centigrade.

5.8.15 Funded lunches. These are prepared by Sodexo and delivered to the nursery in an insulated box with a cool plate. The temperature in the box is probed and recorded before the box is collected from Sodexo and probed and recorded on receipt at the nursery. The temperature control rules on the Sodexo Food Transportation Record Sheet must be followed.

## 6 **Linked Policies/Related Documents**

- Perth College UHI Nursery Healthy Eating Policy.
- Perth College UHI Nursery Infection Control Policy.

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