

63142 Food and drink consumption in nursery

Name of Nursery: Canaan Lane Early Learning and Childcare

Date of the Incident: 12/06/2026

Approximate Time: 10:30-11:00am

During discussions with senior staff (in the presence of the Head Teacher and Principal Teacher), I was advised that while lunch is formally recorded, snack time consumption is not routinely logged for children.

In order to fully understand the operational procedures in place at the time of the incident on 12 June 2026, please could you provide copies of any relevant documentation held by the Council and/or the nursery, including but not limited to:

Policies or procedures relating to the recording of food and drink consumption (including any distinction between lunch and snack recording).

There is no policy relating to recording of food and drink consumption. Procedures are in place in the setting, as staff record food and drink consumption using the format provided to you previously.

Guidance on supervision and monitoring during snack times.

The Care Inspectorate Guidance states that staff are expected to monitor and adjust supervision levels dynamically based on the activity, environment and individual needs of children.

[Guidance on adult to child ratios in early learning and childcare settings | Care Inspectorate](#) gives the following ratios:

[Adult to child ratios in children's day care settings including out of school care](#)

Age Range	Ratio
0 to under 2 years	1 adult to 3 children
2 to under 3 years	1 adult to 5 children
3 to under 8 years	1 adult to 8 children*
Over 8 years	1 adult to 10 children

*Where children aged three and over attend settings for fewer than four hours in any one day the adult to child ratio can be one adult to 10 children.

In the setting, there is one member of staff per table of 8 children during snack and mealtimes.

Additional members of staff can be called on if needed.

[Keeping children safe practice notes | Care Inspectorate](#)

Keeping children safe: supporting positive mealtime experiences in early learning and childcare (ELC)

Setting the Table mentions supervision during meal and snack times on pages:

Page 69: Only where a risk assessment concludes that a significant risk remains despite adequate training and supervision of meals and snacks times, would a child need to eat their meal separately to other children.

Page 87: Supervision is the key to avoid choking in young children. All children in childcare settings, regardless of their age and stage of development, must be supervised during meal and snack times. Practitioners need to stay with children when they are eating.

Allergy management procedures, particularly those relating to monitoring food intake for children with known allergies.

Healthcare Planning Guidance can be found on the Council's website.

The following sections of the Handbook of Procedures for the Management of Healthcare Needs in Educational Establishments refer to allergies:

3. Planning for Healthcare Needs

4.1 CPD in Managing Asthma and Allergies in Educational Establishments

6. School Healthcare Plans

9. Healthcare Needs involving Medication

Appendix 14: Allergies (Information, School Healthcare Plan and Flowchart)

The following guidance is also relevant:

2. Food Standards Scotland: Food allergen labelling and information requirements.

3. Food Standards Scotland: Cook Safe: Allergen Management House Rules.

Any risk assessments or operational guidance on food consumption tracking for children with allergies.

Risk assessments

A Risk Assessment for Management of Allergen Control (Snack) was provided to you previously.

See Appendix 14 of the Handbook of Procedures for the Management of Healthcare Needs in Educational Establishments:

'Pupils should always have immediate access to their emergency medication and a risk assessment completed at any times they may not. Adrenaline auto-injectors should not be located more than 5 minutes away from where they may be needed.'

Operational guidance on food consumption tracking for children with allergies

There is no operational guidance on food consumption tracking for children with allergies.

There is a procedure in place for tracking food and drink consumption, as per our response above.

The emphasis is on prevention following using the guidance listed above.

All staff are aware of any children who have allergies, what the allergens are for each child and of any children who may require emergency medication.

This information is always available to staff for reference and is covered at induction of new or temporary staff.

It is also recorded in individual children's Personal Plans.

Pupils always have immediate access to emergency medication and therefore a risk assessment is not required.

Relevant staff training materials or guidance on recording food intake in relation to safeguarding or allergy management.

There are no training materials or guidance on recording food intake for this age group. Recording of food intake is in place as detailed in our response above.