

HEALTHY EATING FOOD AND DRINK POLICY

Goal: Staff, patients and visitors will have access to healthy food and drink options when on Northland District Health Board (NDHB) sites and facilities.

Purpose: This Policy details the food and drink options that can be provided on NDHB sites and facilities, enabling staff, patients and visitors to make healthier food and drink choices.

Rationale: Food is necessary for life and represents a basic human right, but it is also a source of great pleasure, with important social, cultural and religious functions. What we eat and drink affects our health and wellbeing and reflects our culture and beliefs.

Food and drink choice can be influenced by what is provided and promoted. The NDHB is committed to improving the health and wellbeing of Northlanders and aims to provide a supportive environment that encourages healthy food and drink choices.

In general terms, healthier options are those with fewer calories, lower fat content (especially saturated fat), less sugar and salt content and an appropriate serving size.

NDHB will actively promote healthy food options with patients, visitors and staff. Wherever possible the healthier options will be readily available, competitively priced and promoted to make it easier to select for those who are not informed and to encourage the selection of healthy options.

Use of Policy This Policy incorporates the following:

1. Core guidelines for all services and NDHB settings
2. Guidelines for In-patient Services
3. Guidelines for Staff, Visitor and Vending Services
4. Catering Guidelines
5. NDHB Beverage Guidelines

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|---|---------------------------------|--|--------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | Page 1 of 14 | |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
| Authorised by: GM, Child, Youth, Maternal, Public and Oral Health Services | | | |

The NDHB Manager of Dietetics will be the primary contact point for technical expertise and advice, and will where necessary seek amendments to the Guidelines to ensure that they continue to align with the Goal of this Policy.

1. Core Guidelines for all Services and NDHB Settings

1. The Policy applies to all areas of food service, where NDHB has a responsibility in delivering the service or in procurement. The policy does not apply to individually supplied meals. Northland District Health Board places of work must provide staff with reasonable access to facilities that ensure staff are able to provide their own healthy or culturally appropriate food options. This includes fridges, lockers or cupboards and wherever reasonably possible access to a microwave.
2. The NDHB Healthy Food and Drink Policy may be revised or updated during the term of the contract. Following updates to the NDHB Healthy Food and Drink Policy the Contractor/s will make all necessary changes to menus as required by the Northland DHB Manager Dietetics. These will be completed within three (3) months of being notified.
3. The Contractor must confirm that products meet the NDHB Healthy Food and Drink Policy and other Nutrition Guidelines before being presented for approval to the NDHB Manager Dietetics.
 - 3.1 Products, including recipes meeting the NDHB Healthy Food and Drink Policy must be presented for approval to the Northland DHB Manager Dietetics at least one (1) month before use.
 - 3.2 Products, including recipes for approval are accompanied by nutrient analyses and recipe ingredient lists.
4. All proposed changes to the menu, products and recipe ingredients will be approved by the NDHB Manager Dietetics, prior to any change being made.
 - 4.1 The basis for any proposed change is either improvement in the overall quality of the menu (this includes customer satisfaction) or a cost efficiency that maintains menu quality.
 - 4.2 All proposed menu, product and recipe ingredient changes are supported by evidence that nutrient requirements are met under the proposed change.
 - 4.3 A full nutrient analysis is the minimum level of evidence for proposed change.
 - 4.4 As changes to menus and/or ingredients are approved, an update of the menu, products, recipe/s, ingredients will be provided (via email) to the NDHB Manger Dietetics.

| NORTHLAND DISTRICT HEALTH BOARD | | | |
|---|---------------------------------|--|---------------------|
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 2 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
| Authorised by: GM, Child, Youth, Maternal, Public and Oral Health Services | | | |

5. Nutrient analyses (paper based) for all products are provided (via email to the Northland DHB Manager Dietetics as part of the product approval process.
 - 5.1 Any food composition data used in nutrient analyses must be relevant to New Zealand and acceptable to the Northland DHB Manager Dietetics.
 - 5.2 Ingredient lists for all recipes are provided to the Northland DHB Manager Dietetics as part of the menu approval process.
 - 5.3 All menus are monitored by the Northland DHB Manager Dietetics for nutritional quality and appropriate food choices.

6. NDHB requires the Contractor to have a quality system that focuses on consistent, accurate service, and continuous improvement. Potential improvements should be identified to NDHB.
 - 6.1 Quality Assurance (QA) Programme:
 - 6.1.1 A comprehensive QA programme is in place to assure all aspects of quality. The Contractor/s establishes and manages the QA programme for all specified areas.
 - 6.1.2 Aspects of the QA programme are monitored by the NDHB Professional Advisor / Manager Dietetics.

7. Food Safety:
 - 7.1 Food handling procedures must comply with a New Zealand Food Safety Authority and/or a registered Food Safety Programme.
 - 7.2 Food Safety compliance begins at the very first step of service (delivery of food and or ingredients to site) to the end including appropriate storage methods.
 - 7.3 Food Service Providers are responsible for documentation and evaluation of food safe practices.

8. Food Preparation Methods:
 - 8.1 Food may only be prepared using healthy cooking techniques such as baking, and grilling. No foods may be deep-fried. No pastries (ie, pies, sausage rolls, pasty).
 - 8.2 Baked goods and 'choose less often' items must comply with the appropriate service size as per NDHB Healthy Eating Food Policy.

| | | | |
|---|---------------------------------|--|--------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | Page 3 of 14 | |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
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2. Guidelines for In-Patient Service

The menu is planned to meet nutritional requirements for the majority of patients who are ill, post-surgical or catabolic. It takes into consideration: modified requirements, personal, cultural and religious preferences and the need to provide a meal service within the allocated resources.

The food service provided by NDHB will:

- Provide meals that are nutritionally balanced. The type, quantity, quality and variety of foods offered should be acceptable to customers, and be in accordance with the current NDHB Diet Manual, Nutrient Reference Values and Ministry of Health Food and Nutrition Guidelines for New Zealanders.
- Enable patients to receive meals that contribute to their wellbeing and form an integral part of their care and recover.
- Orivude neaks that are planned to consider ethnic and cultural needs, likes and dislikes and the nutritional needs of individual groups of the population.
- Special diets ie, gluten free, dairy-free etc are planned in line with Australia and New Zealand Nutrient Reference Values 2007, specifications for these are within the NDHB Diet Manual.
- Discard food after 48 hours of being dated and if there is no patient label and date throw out the food items.



Fridge Food Safety
sign.pdf

Embedded is a fridge food safety sign, which can be printed and placed on the ward fridge if the original sign on Fridge Food Safety is missing.

- Patients will be regularly surveyed and food choices adjusted to reflect this feedback, underpinned by the Ministry of Health Food and Nutrition Guidelines for New Zealanders.
- Hospital patient groups who are obese or have an increased risk of obesity will be provided with appropriate low fat foods.
- Information given to patients and whanau at admission should indicate that the appropriateness of any food bought in for patients to consume must be discussed with the health professionals on the ward.

| | | | |
|---|---------------------------------|--|---------------------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 4 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
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Service

Breakfast, lunch and dinner choices and meals are to be offered to every patient in a timely manner.

Beverages are to be offered to NDHB inpatients 5 times per day.

| NORTHLAND DISTRICT HEALTH BOARD | | | |
|---|--|--|---------------|
| TITLE: | NDHB Healthy Eating Food and Drink Policy | Page 5 of 14 | |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
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3. Guidelines for Staff, Visitors and Vending Food Providers

This guideline is applicable to all Food Service Providers whose main clientele and patrons are staff and visitors of NDHB facilities. The guideline also applies to all vending machines and/or after-hour food services located on NDHB premises.

8.3 Use of Food Reference Guidelines:

1.1 Food Service Providers are to refer to the Food Reference Guidelines (Appendix A) to ensure *all* food provided meets NDHB Healthy Food Standards.

1.1.1 Overarching guideline is that food provided is fresh, low in fat, low in added sugars, low in sodium and high in fibre.

8.4 Food Preparation Methods:

2.1 Food may only be prepared using healthy cooking techniques such as baking, boiling and grilling. No foods may be deep-fried. No pastries (i.e. pies, sausage rolls, pasties).

2.2 Baked goods and 'choose less often' items must comply with the appropriate serving size as per NDHB Healthy Eating Food Policy.

3. Point of Sale:

3.1 The NDHB Healthy Eating Food Policy stipulates that only fresh produce and healthy snack options may be sold at point of sale.

4. Vending Machines:

4.1 Vending machines may only be placed in areas where staff and patient service is 24 hours.

4.1.1 Placement of vending machines must be approved by NDHB Food Policy Working Group before implementation.

4.1 Products will fit nutrition criteria as specified by NDHB Manager Dietetics.

4.2.1 All products will be signed off by NDHB Manager Dietetics prior to being implemented.

4.2.2 All beverage vending machine on Northland DHB premises must adhere to the 'Northland DHB Beverage Guidelines', providing only the recommended beverages for purchase.

| NORTHLAND DISTRICT HEALTH BOARD | | | |
|---|---------------------------------|--|---------------------|
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 6 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
| Authorised by: GM, Child, Youth, Maternal, Public and Oral Health Services | | | |

5. Northland District Health Board

- 5.1 Is committed to providing its food consumers with 100% healthy food choices based on NDHB Food Policy.
- 5.2 Encourages food suppliers to source locally grown and seasonal products in their dishes.
- 5.3 Supports recommendations made in the Ministry of Health Food and Nutrition Guidelines to promote healthy eating.
- 5.4 Will work to support food suppliers with the necessary facilities to provide healthy food choices.

4. Catering Guidelines

This Guideline applies to any foods and beverages paid for by NDHB for catering purposes, including external caterers.

1. Food Catering Guidelines:

- 1.1 Water is the main choice of drink. Any other beverages served must comply with NDHB Beverage Policy.
- 1.2 Ensure a fruit, vegetable or cheese platter is provided.
- 1.3 >50% of sandwiches are to be served on wholemeal or wholegrain bread, rolls or wraps.
- 1.4 No fried foods, croissants and pastry items may be served.
- 1.5 Ensure at least 25% of sandwiches or savoury dishes are vegetarian (e.g., no red meat, fish or chicken) and contain a suitable protein option (e.g. beans, chickpeas, legumes, tofu/tempeh, nuts or seeds). Ask for no animal products to be used when cooking or preparing vegetarian food.
- 1.6 Choose low fat foods and cooking methods such as baking, boiling, grilling, microwaving or steaming.
- 1.7 Avoid providing sweets and baked goods. Fruit may be served as dessert/sweet option.

5. NDHB Beverage Guidelines

Applies to all beverage services on NDHB premises with the **exclusion of the in-patient service.**

| | | | |
|--|--------------------------|---------------------------------|--------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | Page 7 of 14 | |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
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Northland District Health Board Beverage Guidelines

Sugar-sweetened beverages (SSB's) are a major risk factor for obesity, type II diabetes, tooth decay and a number of other diseases.

From the 1 October 2014, NDHB do not provide or offer for sale any beverages that are sugar-sweetened pre-point of sale:

- SSB's include any drink with added sugar, eg flavoured milk, breakfast drinks, energy drinks, flavoured water, bottled teas, fruit drinks, fruit juices, carbonated (fizzy) soft drinks and sports drinks.
 - Offer water, plain milk*, non-sugar-added fruit and vegetable juices and sugar free versions of soft drinks.
 - Excluded are hot beverages, such as tea and coffee, where sugar is added after point of sale.
- *Milk could be soy milk, rice milk, almond milk and other milk substitutes.

With Regard to display and dispensing of beverages:

- A **minimum** of 25% of the products available will be water and will be displayed at eye level, that is, at the top of any dispenser including any vending machines.
- A **maximum** of 20% of the products available will be sugar-free soft drinks, and will be displayed at the bottom of any dispenser including any vending machines.

With regard to package sizes:

- Water can be provided in any package size.
- The Maximum serving size for other beverages will not exceed 355ml.

From the 1 January 2016, carbonated fizzy drinks will no longer be offered for sale.

Drinking Water Northland DHB places of work must provide reasonable access to drinking water for all staff on site. Wherever possible this means water should be available in a water cooler.

Each service must ensure that water coolers in their areas are cleaned and serviced on a regular basis.

| NORTHLAND DISTRICT HEALTH BOARD | | | |
|---|--|--|---------------------|
| TITLE: | NDHB Healthy Eating Food and Drink Policy | | Page 8 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
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VEGETABLES AND FRUIT

Directional Statement: Fruit and vegetables should be prepared with little or no added fat, salt and sugar.

Procurement Statement: Choose local and in season fruits and vegetables, when available.

| Food | Serving Size | Nutrient Criteria (per 100 g/ml) | | | |
|--|--|-------------------------------------|---|----------------|----------------------|
| | | Sodium | Total Fat | Sugar | Artificial Sweetener |
| Vegetables, fresh, frozen, canned | 85 g fresh 125 ml can | ≤ 400 mg | ≤ 3g Total Fat* ≤ 1g Saturated Fat ≤ 0g Trans Fat | No sugar added | N/A |
| Canned tomatoes and tomato paste | 125 ml | ≤ 400 mg | ≤ 3g Total Fat ≤ 1g Saturated Fat ≤ 0g Trans Fat | No sugar added | None |
| Fruit, fresh, frozen or canned (packed in water only) | 85 g fresh 125 ml can | - | ≤ 3g Total Fat ≤ 1g Saturated Fat ≤ 0g Trans Fat | No sugar added | None |
| Leafy Vegetables | 250 ml | None added | N/A | No sugar added | N/A |
| 100% juice (vegetable and fruit and fruit blend, including carbonated varieties) | Must comply with NDHB Beverage Policy ≤355 ml | - | N/A | No sugar added | |
| Dried fruit and 100% fruit or vegetable leathers | 30 g | - | N/A | ≤15 g | None |

* Excludes avocado.

| | | | |
|---|---------------------------------|--|---------------------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 9 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
| Authorised by: GM, Child, Youth, Maternal, Public and Oral Health Services | | | |

GRAIN PRODUCTS

Directional Statement: Whole grain options should be most visible for consumer among other grain products offered.

Procurement Statement:

| Food | Serving Size | Nutrient Criteria (per 100g/ 100ml) | | | | | |
|--|--|--|---|----------------------|-------|----------------------|---|
| | | Sodium | Fat | Sugar | Fibre | Artificial Sweetener | Label Criteria |
| Breads, pita, tortilla, English Muffins, rolls, etc | 75 g(2 slices) 55 g (flatbread, tortilla) | ≤ 400 mg | ≤3 g Total ≤1.5 g Sat. ≤0.2 g Trans | ≤5 g | ≥ 4g | None | Wholegrain is the first ingredient on nutrition label |
| Cereals, hot and cold varieties | 250 ml | | ≤3 g Total ≤1.5 g Sat. ≤0.2 g Trans | ≤15 g | ≥4 g | None | |
| Pasta, all fresh or dried pasta (no condiment or filling) | 85 g (dry) 215 g (cooked) | | ≤3 g Total ≤1.5 g Sat. ≤0.2 g Trans | | ≥4 g | N/A | |
| Wholegrains, oats, corn, rye, whole wheat, brown or converted rice, barely, bulgur, quinoa, etc. | 45 g (dry) 140 g (cooked) | | ≤3 g Total ≤1.5 g Sat. ≤0.2 g Trans | | ≥4 g | None | Whole grain first or second ingredient |
| Baked goods, muffins, cookies, etc. | 30 g (cookie) 115 g (muffin) | | ≤3.5 g Total ≤1.5 g Sat. ≤0.2 g Trans | ≤ 50% CHO from sugar | ≥5 g | Must be labelled | Wholegrain is the first or second ingredient on nutrient label. |
| Crackers | 30 g | ≤350 mg ≤200 mg – rice crackers | ≤1.5 g | | ≥5 g | None | Min. 65% wholegrain ingredients |
| Pretzels, grain-based bars, popcorn pre-packaged items | 30g - 40 g | ≤ 700 mg | ≤3 g Total ≤1.5 g Sat. ≤0.2 g Trans | ≤10 g | ≥4 g | None | |

| NORTHLAND DISTRICT HEALTH BOARD | | | |
|---|---------------------------------|--|----------------------|
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 10 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
| Authorised by: GM, Child, Youth, Maternal, Public and Oral Health Services | | | |

MILK AND ALTERNATIVES

Directional Statement: Lower fat milk and alternative products should be most visible to customers, within displays. Offer lower fat yogurt with no artificial sweetener most often and in most visible locations. Low fat milk alternatives should be used to prepare mix dishes (e.g. soups, chowders, casseroles, etc.).

Procurement Statement: Offer local low fat milk and alternative products, when possible.

| Food | Serving Size | Nutrient Criteria (per 100 g/ ml) | | | |
|---|-----------------------------|--------------------------------------|----------------------|-------|----------------------|
| | | Sodium | Fat | Sugar | Artificial Sweetener |
| Milk (Fluid) or powdered milk (reconstituted) | 250 ml | ≤100 mg | ≤2 %M.F ≤3 g Sat. | ≤5 g | |
| Fortified soy beverages, plain | 250 ml | ≤100 mg | ≤5 g Total | ≤5g | |
| Canned milk, evaporated | 15 ml | - | ≤2 % M.F | ≤5 g | |
| Yogurt or Kefir | ≤ 150 g | - | ≤2 % M.F | ≤11 g | Permitted |
| Yogurt beverage | 250 ml | - | ≤2 % M.F | ≤11 g | Permitted |
| Puddings and custards | 125 ml | - | ≤3 g Sat. | ≤15 g | Permitted |
| Frozen milk and alternative products | Max. 700kJ/ 100 g 175 ml | - | ≤1.5 g Sat | ≤20 g | Permitted |
| Hard Cheese | 30 g | ≤750 mg | ≤ 20% M.F | N/A | N/A |
| Soft Cheese | 30 g | ≤750 mg | ≤ 20% M.F | N/A | N/A |
| Cottage Cheese | 125 g | ≤400mg | ≤5 Sat. | N/A | N/A |

| | | | |
|---|---------------------------------|--|----------------------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 11 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
| Authorised by: GM, Child, Youth, Maternal, Public and Oral Health Services | | | |

MEAT AND ALTERNATIVES

Directional Statement: Offer lean meat and alternatives only. Meat will not be battered and deep-fried. Batter items are acceptable if baked.

Meats should be prepared using as little salt as possible and using a range of spices and herbs to flavour.

Procurement Statement: Offer local products only.

| Food | Serving Size | Nutrient Criteria (per 100 g/ml) | | | |
|---|--|-------------------------------------|-------------------------------|-------|----------------------|
| | | Sodium | Total Fat | Sugar | Artificial Sweetener |
| Lean meat and poultry | 90 g | | ≤10 g Tot. ≤4.0 g Sat. | N/A | None |
| Deli meats and processed vegetarian alternatives | 55 g | ≤450 mg | ≤ 3.0 g Sat. ≤0.2 g Trans. | N/A | None |
| Fish and shellfish, fresh, frozen or canned (packed in water) | 100 g (cooked) 125 g (raw) 85 g canned | ≤600 mg (canned) | | N/A | None |
| Vegetarian or soy/tofu/lentil products | 85 g | ≤500 mg | ≤5 g Tot. | N/A | None |
| Eggs | 100g (2 eggs) | ≤170 mg | ≤11.0 g | N/A | None |
| Egg substitute | 50 g | | | N/A | None |
| Nut butters (peanut, cashew, almond, etc.) | 30 g | | | N/A | None |
| Nuts and seeds, plain, unsalted, uncoated | 30 g | | | N/A | None |
| Tofu | 85 g | | | N/A | None |
| Legumes and lentils cooked or canned (recommend rinse and drain canned) | 100g dry 250 ml cooked | | ≤ 2.0 g | N/A | None |

| | | | |
|---|---------------------------------|--|----------------------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 12 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
| Authorised by: GM, Child, Youth, Maternal, Public and Oral Health Services | | | |



MIXED DISHES & OTHER FOODS

Directional Statement: Mixed dishes, if made from scratch must be made with foods that fit into the nutrient criteria described in this document. Pre-packaged foods must comply with the guidelines as prescribed below. Soups and broths should be low sodium (≤ 400 mg) options and reduced fat (total fat ≤ 5 g).

Procurement Statement: Choose local and fresh produce when possible to prepare combined dishes.

| Food | Serving Size | Nutrient Criteria (per 100 g/ml) | | | | |
|---|---|-------------------------------------|---------------------------------------|-------------|------------|----------------------|
| | | Sodium | Total Fat | Sugar | Fibre | Artificial Sweetener |
| Dinners and Mixed Dishes; stews, chili, Dahl's, casseroles, lasagne, Sheppard's pie, etc. | 300 g (w/o gravy) 355 g (w/gravy) | ≤ 700 mg | ≤ 8 g Tot. ≤ 1.0 g Sat. | ≤ 5 g | ≥ 6 g | None |
| Soups and chowders | 250 ml | ≤ 500 mg | ≤ 5 g Tot. ≤ 3.0 g Sat. | ≤ 2 g | ≥ 4 g | None |
| Sauces: meat, vegetarian or tomato sauces | 60 ml | ≤ 400 mg | ≤ 5 g Tot. | ≤ 10 g | ≥ 2 g | None |
| Fruit and nut trail mixes | 30 g | ≤ 300 mg | ≤ 30 g Tot. | ≤ 10 g | ≥ 4 g | None |
| Nut and Fruit Bars | 40 g ≤ 2000 KJ/ 100g Nuts and seeds comprise of ≥ 35 % | ≤ 120 mg | ≤ 8 g Sat ≤ 0.2 g Trans. | ≤ 10 g | ≥ 4 g | |

| | | | |
|---|---------------------------------|--|----------------------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 13 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
| Authored by: E Maxted, E Bennett | | Reviewed by: OMG September 2015 | |
| Authorised by: GM, Child, Youth, Maternal, Public and Oral Health Services | | | |

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| | | | |
|---|---------------------------------|--|----------------------|
| NORTHLAND DISTRICT HEALTH BOARD | | | |
| TITLE: NDHB Healthy Eating Food and Drink Policy | | | Page 14 of 14 |
| Date of first Issue: 2009 | Current Issue: June 2014 | Revision Date: Sept 2015 | HEA200 |
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