



Annesley Early Learning Centre

POLICY STATEMENT on CHILDREN'S HEALTH AND SAFETY

The Annesley Early Learning Centre provides a healthy and safe environment in which children can play and grow. Every aspect of our practice is performed to minimise risk to children and adults working in our centre. Our policy and procedures are guided by the document, *Staying Healthy in Child Care 2005*. All staff, families of children attending our Centre and volunteers are made aware of health and safety practices outlined in this document. Staff and volunteers are briefed regularly as to any changes and alterations in the health needs of individual children.

DEALING with INFECTIOUS DISEASES

We provide an environment that promotes children's health by promoting healthy lifestyle choices and protects children from harm. Every precaution will be followed to prevent disease from being spread, in the case of illness the following procedure will be followed.

- Any child who is unwell and displaying contagious symptoms will have their parents contacted to collect them. While waiting to be collected the child will be isolated from the other children and made as comfortable as possible.
- Any toys/resources and furniture used by the child will be cleaned and disinfected.
- Children and staff with diagnosed infectious diseases will be excluded from the ELC in accordance with departmental Administrative Instructions and Guidelines (AIGs) and National Health and Medical Research Council guidelines. The guidelines for exclusion can be found in departmental AIGs and *Staying Healthy in Child Care*.
- If there is an occurrence of an infectious disease at the ELC each family will be notified as soon as practical.
- A medical certificate is required for a child or adult to be readmitted to the Centre after contracting diphtheria, hepatitis A, polio, tuberculosis, typhoid or paratyphoid.
- If a child is unwell at home or becomes unwell at school, parents are asked, where reasonably possible, not to send the child to the service, but to make alternative arrangements for their care.
- If a staff member is unwell, they should not report to work. Staff members should contact the Director at the earliest possible time to advise of their inability to report to work.

- In the case of serious ill health or hospitalisation, a child or staff member will require a medical certificate from their medical practitioner or specialist, verifying that they are sufficiently recovered to return to the ELC.

Immunisation

- Parents will be encouraged to immunise their child against all diseases appropriate to the child's age. In accordance with the National Health and Medical Research Council exclusion guidelines, children who are not immunised may be excluded from care during outbreaks of some infectious diseases, even if the child is well (see Access to the Service policy).
- All staff will be encouraged to have all childhood immunisations. All adults should receive a booster dose of tetanus and diphtheria vaccine every 10 years.
- Vaccination records for all ELC students will be held at the Centre in a safe and secure environment.

DEALING with MEDICAL CONDITIONS

Medical Conditions

Families with a child with specific health care needs will meet with the Director to ensure we are able to meet the individual requirements for their child's care. The child's health care plan will be discussed with the Centre staff so that all staff is fully informed and prepared. Any additional training for staff will be organised so that staff will be equipped with all necessary skills.

Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed. Staff will administer medication in accordance with the medical plans provided by the child's medical practitioner. Staff will check each day the child arrives that the medication is present.

- Staff and management practices will adhere to the law under the Federal Disability Discrimination Act 1992 and the Equal Opportunity Act 1984 (SA), that no discrimination will take place based on the HIV status of a child/parent/guardian/staff member. As HIV is not transmitted through casual contact, a child with AIDS will be treated as any other child would be.
- Staff and management shall understand that discrimination based on HIV/AIDS and hepatitis B or C in regard to access to a service is also unlawful. A child with HIV/AIDS/hepatitis B or C has a right of access to the service. A staff member with any of these has the right of equal opportunity employment.
- If a staff member is notified that a child or the child's parent or another staff member is infected with HIV/AIDS or hepatitis B or C, the information will remain confidential. This information will be shared with other staff members

only with the consent of the person with the virus or the parent. Deliberate breaches of confidentiality will be a disciplinary offence preceding normal consultative action (see Confidentiality policy and Grievance policy and Staffing policies).

- The service recognises that HIV/AIDS and hepatitis B and C, like any other disease, is best dealt with by the application of preventative measures. Staff will be encouraged to follow hygiene procedures outlined in the hygiene policy at all times.

Management of Illness

- If a child becomes unwell while at the Centre, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children until the parent arrives or until the child recovers. When a parent cannot be contacted, staff will phone emergency contacts.
- If a child requires immediate medical aid, the Centre staff will secure that aid and notify the parent.
- If medication is required in an emergency, and there is no prior consent of the parent, the service staff will obtain consent from a registered medical practitioner, if possible the family's preferred medical practitioner.

INCIDENT, INJURY, TRAUMA and ILLNESS

Although every precaution will be taken to minimise accidents and illness in the Centre in the event this does occur the staff will take ensure the safety and supervision of all children is maintained. Staff will ensure that the affected child or children are comforted, as comfortable as possible and safe. Where possible remove the child to a quiet area so first aid can be administered. In the event medical support is required ask another staff member to contact Reception to dial 000, a staff member must stay with the child and the other children present must be removed from the immediate area and supervised as normal. Additional staff can be called in from within the School.

The *Incident, Injury, Trauma and Illness Record* will be completed each time an incident, injury, trauma and illness are observed. All details will be recorded and the families will be notified and asked to sign the form to verify that they have been informed. The Director will be informed of all events recorded.

- All records will be kept on the school premises for a period of 3 years after the child has left the Centre.

If children are receiving medication at home but not at the Centre, the staff should be advised of the nature of the medication, its purpose and of any possible side effects it may have on the child.

- Staff will not administer injections. In the case of children with chronic conditions which could be life-threatening, alternative fast-acting oral medications are available.
- Staff will not dispense analgesics (e.g. headache tablets)

The medial kit will be inspected twice a year to ensure it is well stocked; all products are in date and in good working order.

Administration of First Aid and Medication

We encourage families to administer medication at home, out of Centre hours. In the event medication must be administered while the child is attending the Centre staff will administer a child's medication if:

- it is prescribed by a doctor and is in the original container and has the original label detailing the child's name, required dosage and storage requirements
- the parent has completed and signed the Centre's *Medication form*.
- A child's medication will be given directly to the staff member in charge, not left in the child's bag or locker. It will be kept in the ELC kitchen either in the Medical Cupboard or in the designated area in the refrigerator.
- Staff must not prepare respirator or bronchodilator mixtures for use in air pumps. If a nebuliser is prescribed by a doctor, instead of a 'puffer', and it is necessary for the child to bring the pump to the service, the parent should supply an appropriately labelled container with the solution pre-mixed.
- Before medication is given to a child, the staff member will verify the correct dosage with another staff member. After giving the medication the staff member will complete the details on the *Medication Record*.
- First aid will be administered according to the staff's current first aid training and the document *Staying Healthy in Child Care 2005*.

HYGIENE

Preventative measures, through an infection control process, will be followed by all people in the centre at all times.

Hand washing is the most effective way of controlling infection in the service. Staff and children will wash their hands:

- before handling and preparing food and after eating
- after going to the toilet
- after cleaning up blood and other body substances
- after handling animals

All staff will wear gloves (disposable rubber or vinyl) when:

- preparing food
- in contact with blood or other body substances or open sores
- cleaning up faeces, vomit or blood

- when handling clothes, cloths or equipment which has been soiled by bodily fluids
- when cleaning bathrooms and other possibly contaminated areas
- Staff will wear gloves when cleaning if they have a break in the skin of their hands, or if they have dermatitis or eczema.
- Staff must wash their hands with soap and water after gloves are removed.
- Surfaces will be cleaned after each activity and all surfaces cleaned thoroughly, daily. Areas contaminated with body fluids will be disinfected.
- The centre will ensure that toilets and hand-washing facilities are easily accessible to children. Children will be encouraged to flush toilets after use and wash and dry their hands in accordance with the procedure displayed in the wet areas.
- The centre will ensure that staff has access to hygienic facilities for the appropriate disposal of sanitary pads and tampons.
- Staff will use a new cloth or tissue if they are required to assist young children to wipe their faces and noses. Tissues will be disposed of immediately after wiping a child's nose.
- Toys, dress-up clothes and other materials such as cushion covers will be washed regularly and other equipment will be cleaned regularly. The criteria for selecting new toys, equipment, games, furnishings and other materials will include ease of cleaning.
- Bins for the temporary storage of refuse and garbage will be kept with lids on and will be emptied daily.
- The Educator/Teacher in each room will designate the roles of food preparation and bathroom support or nappy change for each day. These roles will not be performed by the same person in a day.
- Hygiene practices and procedures consistent with up-to-date advice from relevant State health authorities will be observed at all times.
- Children will be encouraged to follow good hygiene and dental care practices. Staff may discuss these subjects with groups and individual children when necessary.
- Staff are expected to act in ways that does not endanger the health and safety of children, parents or other staff and to encourage healthy and safe behaviour in children by positive role modelling.

NUTRITION

Food provided at the ELC will be nutritious and varied. Snack times and activities involving food preparation will provide positive learning experiences for children, who will be encouraged to develop healthy eating habits.

- Staff will model and encourage healthy lifestyle choices and habits when in the centre.

- Each child will have access to clean filtered drinking water and will be encouraged to have many drinks throughout the day.
- Families will be encouraged to pack and supply nutritious meals and snacks that meet the recommended nutritional needs of their child/ren. This is outlined in our Early Learning Centre Orientation Handbook.
- The children's food will be placed in the refrigerator upon arrival.
- Each child will share a morning snack of fruit and vegetables to be shared. Bowls, forks, spoons and serving utensils will be used to ensure the food is hygienic.
- Lunch will be eaten from the child's lunch box. Additional cutlery and crockery will be supplied as required.
- Food which is to be reheated will be heated to 70 degrees Celsius for 2 minutes and the temperature will be measured using a probe thermometer. Then let cool before serving.
- Food will be stored, prepared, kept and served hygienically.
- Staff will direct children to put leftover food and soiled food in the bin or in the compost bucket for the worm farm.
- Children will eat all meals whilst seated. When possible staff will sit with the children to model table manners and dinner conversation and to encourage good eating habits and an appreciation of a variety of foods and drinks.
- Children will be encouraged to try different food but will never be forced to eat. Their food likes and dislikes and their family's religious and cultural beliefs regarding food will always be respected.
- No nut products, chocolate or lollies are to be brought into the centre.
- A child with specific dietary requirements will be catered for. These may be for cultural, religious or medical reasons. If it is for medical reasons then staff will adhere to the medical plan provided by the medical practitioner and will meet regularly with the family to monitor any additional changes.
- Snack and meal times will have a regular schedule but small, nutritious snacks will be available to hungry children.
- The denial of food will never be used as punishment.

SUN PROTECTION

This policy has been developed to reduce the risk to students and staff to over exposure to UV radiation from the sun.

- The policy is implemented throughout the year, but with particular emphasis from September to April – Term 1 and Term 4 of the school year.
- All children will be required to wear a bucket or wide brimmed school hat which protects their face, neck and ears whenever they are outside at playtime during Term 1 and Term 4. To minimise the spread of infections such as head lice, impetigo and ringworm, children will not share hats.
- We ask that parents apply sunscreen to the faces and arms of all students before arriving at the Centre specifically during Term 1 and Term 4.
- Shade is the key element of Annesley's UV risk reduction strategy and the Centre maximises the use of the existing shade areas e.g. verandahs, shaded covered areas etc.

- Discussion about skin and ways to protect it from skin cancer will be included in the children's learning as appropriate.
- When enrolling their child, parents will be informed about the sun safety policy and asked to provide the recommended school hat. Parents will also sign a permission slip for sunscreen to be applied to their child.
- Children who do not have their hats must play in an area protected from the sun.
- SPF 30 broad-spectrum water-resistant sunscreen will be provided for staff and children and applied before the mid day play. If parents wish their child to use a specific brand then they will be asked to supply and name the container. This will be kept with the other sunscreen and used for that child only.
- Staff will ensure that sunscreen is not out of date.
- Staff will be aware of the proper application of sunscreen and model the practices outlined above.

WATER SAFETY

- A water receptacle will be filled at the time it is required and emptied immediately after use.
- A staff member will be in attendance to supervise the children at all times water is in use.
- They will be stored in a way to avoid water collection.

ANIMAL CARE

- Any animal or bird kept at the Centre will be maintained in a clean and healthy condition in line with 'The Code of Practice for the Use and Care of Animals in Schools', The Prevention of Cruelty to Animals Act 1985. Children will be supervised during contact with animals and discouraged from putting their faces close to animals. Children will wash their hands after touching animals.
- Any animal scratches or bites will be cleaned immediately with soap and antiseptic.

Information distribution about health and hygiene

- Information about the Occupational Health Safety & Welfare Act, Regulations, Codes of practice and guidelines and the departmental OHS&W Manual are held at Annesley Junior School, or on the school site and may be read by staff, management committee members and parents of children attending the service.
- Employee and employer obligations in regard to OHS&W are discussed with new staff and committee members as part of their induction. They are included in staff and committee handbooks.
- A training program is organised every 12 months to ensure staff and committee members can identify:
 - key elements of the OHS&W Act
 - the service's health and safety procedures and policies

- safe and healthy workplace practices
- how to report hazards
- how to contribute to safe work practices and procedures.
- Staff is encouraged to report incidents which lead to high stress levels to management and/or OHS representative. Positive steps will be taken to understand and minimise stress suffered by individual staff members.
- When there is a notifiable infectious disease in the service, information will be made available to parents in a manner that is not prejudicial to the rights of staff or children and which does not infringe State or Commonwealth legislation.
- Parents will be informed by notices about common infectious diseases in the service. Parents of children with immunity impairment will be advised about outbreaks of contagious diseases so that they may decide if it is in the best interest of the child not to attend the service for a period.

Staff, parents and children will have access to current information provided by relevant government authorities on how to minimise health and Safety risks to staff and children.

CHILD SAFE ENVIRONMENT

Child safety is of paramount importance to us. We have implemented procedures to ensure the children attending the ELC are playing and learning in a safe and yet stimulating environment. The children are able to take calculated risks while being free to explore the environment around them.

- All rooms in the Centre will be well ventilated with appropriate heating and cooling facilities.
- The Director and staff will take individual needs and specific activities into account when ensuring that lighting, heating and noise levels are comfortable.
- Each day a nominated staff member will complete routine safety checks of the indoor and outdoor environment and sign the *Environmental Inspection Record*, documenting any areas that require maintenance, cleaning or removal.
- All resources used indoors and outdoors will be inspected to ascertain their safety and appropriateness for the age group concerned.
- All climbing equipment will be inspected to ensure it is safely attached and secure for the intended activity.
- Soft fall areas will be regularly topped up and evenly distributed to ensure its effectiveness.
- Consideration for environmental protection will be encouraged in the children's activities and in the day-to-day operation of the service.
- In the interests of children's health, staff will use environmentally friendly products at the service wherever possible.
- All rubbish will be disposed of in an environmentally friendly way and products recycled whenever possible.

- The service is a non-smoking area. This includes all indoor and outdoor play areas and anywhere within sight of children.