

Health and Safety



Policy

The health and safety of all children is of paramount concern and practices to ensure this have been put in place to ensure that:

- All children are protected from skin damage caused by the harmful ultraviolet rays of the sun
- Medication, if required, is correctly administered
- Accidents, illness and trauma are dealt with speedily and appropriately

Background

Maintaining a child's health and keeping them safe is a fundamental responsibility of any child care service. Children in child care settings are more likely to come into contact with contagious illnesses than in their home environment. It is important that educators have up-to-date knowledge of best practice in dealing with such matters. Government legislation and regulations in health and safety assist in providing the requisite knowledge in these areas.

Practices

Sun Care

The centre will provide a wide brimmed hat for each child and educators will require children to wear these hats (which protect the face neck and ears) whenever they are outside.

Children who don't have their hats with them may be asked to play in an area protected from the sun or will be given a spare centre hat to wear.

Children will be encouraged to use available areas of shade for outdoor play activities.

Outdoor activities will be scheduled before 10.00 am and after 2.00 pm, wherever possible (11.00 am – 3.00pm day light saving time).

Educators will act as role models by:

- Wearing appropriate hats and clothing outdoors
- Using a SPF 30+ sunscreen for skin protection
- Seeking shade wherever possible

SPF 30+ broad-spectrum, water resistant sunscreen will be provided for children's use as necessary. In cases where the child is unable to use the sunscreen provided by the centre, the child/family may provide their own sunscreen, ensuring that it is clearly labelled with the child's first and last name.

This policy will be reinforced in a positive way through parent newsletters, notice boards and meetings.

Educators will encourage older children to apply sunscreen to their own arms, legs and faces

Educators will use tissues and gloves to apply sunscreen to younger children's faces, arms and legs.

Educators will monitor UV levels by accessing the Sunsmart App or accessing Willy Weather (www.willyweather.com.au)

Medication

If a child requires medication while at our centre, parents or caregivers are required to fill out the medication form. This involves listing the child's name, the name of the medication, the time and date the medication was last administered, the circumstances under which the medication (for asthma and anaphylaxis) should be next administered, dosage, time required and signing instructions. Parents or caregivers will also need to verbally inform staff, ensuring the instructions are fully understood.

Only those with authority on the enrolment form are able to request medication be given or applied. Medication is not to be left in the child's bag. Educators who require their own medication are not to leave medication within reach of children.

All medication needs to be authorised, including eye drops and asthma inhalers. Medication which has been written on the form as "if needed" or "when required" will be administered as required and the parent/caregiver will be notified..

Before educators administer any medication, they will cross check the child's name with the prescribed name on the medication, the prescribed dosage, the use by date and then administer the dosage, witnessed by another staff member.

Blood Products

Appropriate procedures will be followed in the event of a serious accident or blood spillage. Educators will wear disposable gloves available throughout the centre at all times when handling blood spillages

All educators shall be encouraged to be immunised for Hep B.

Immunisation

It is compulsory that children are immunised and that parents/carers ensure that their child's immunisations are up to date. Parents/Carers need to keep us informed by providing an updated immunisation history (available from Medicare or MyGov).

Accident and Illness

Accidents that occur at the centre will be recorded by staff on the accident/incident form. If required, parents will be contacted at the time, or otherwise verbally informed when they come to collect their children. All qualified educators must have relevant first aid training including CPR, asthma and anaphylaxis management in case of an accident occurring.

If a child becomes ill throughout the day a record is documented on signs and symptoms on the Centre's Illness Form and the parent/caregiver will be contacted and kept informed. Parents/caregivers may be asked to collect their child if symptoms persist.

In the interest of the child and other children parents/caregivers are asked not to bring sick children to the centre.

Any child who has an infectious disease will be excluded from the centre for the prescribed period as outlined by the "Staying Healthy in Childcare (5th Edition).

Emergency

An evacuation procedure for the staff and children in case of a fire or another disaster has been established at the centre. This will be randomly practised throughout the year to ensure staff and children are familiar with this procedure.

It is essential that parents sign their child in and out of the centre using the electronic sign-in located in the front foyer area. Upon evacuation, staff must take the Stat Sheet, iPad and phone, any medication necessary and do a head count according to which children are signed in / out on that particular day.

A copy of the Emergency and Evacuation procedure is displayed next to the Fire Control Plan throughout the Centre.

Sources

- www.cecga.gov.au/resources/information-sheets/ncac-archive (accessed October 12, 2023)
- www.willyweather.com.au (accessed October 12, 2023)

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