



5. HEALTH AND SAFETY

The Centre is committed to maintaining a safe and healthy environment for both children and staff. Procedures for health and safety are followed as set down in Staying Healthy in Child Care, National Health and Medical Research Council, 2013.

All Qualified Staff must hold a current First Aid Certificate

The physical safety of children is one of the most important responsibilities of the Centre. Children are not left unattended in either the inside or outside areas.

Appropriate safety requirements for excursions are arranged by the staff, depending on the type of activity and age of children. For full Clarification see Excursion Policy.

If children have illnesses, which are infectious or contagious, or if they are unwell, then they are to be withdrawn from the Centre. There may be times that the Centre will require a doctor's clearance before children return to the Centre, this will need to include the infection or illness the child is being cleared of (for Clarification refer to the EXCLUSION POLICY)

Parents are asked to maintain high health standards and to observe the following points:

- This Centre is a totally smoke free environment.
- Please notify the Centre if your child has a contagious disease
- Please ensure that the Centre has been advised of any allergies your child may have to food and medicines by recording on your child's enrolment form and health sheet. Action plans from doctors are also required. The centre will supply a bucket style or legionnaires hat for your child all year (Refer Sun policy) refer Medical Conditions Policy
- Please refer to immunisation policies for staff and children.

Infections and Disease

The risk of infection is high in a Child Care Centre, but can be greatly reduced by appropriate use of preventative measures.

Hand washing:

Good hand washing practices reduce the spread of infection dramatically. All staff should wash their hands;

- Before and after nappy changes or when assisting children in the toilet.
- After cleaning children's noses
- Before and after Meals
- After handling animals
- After breaks and on arrival at work.
- Any other time they believe their hands are dirty.

Hand sanitizers are an acceptable alternative when running water is not available; accept when engaging in food preparation. When preparing food staff **must** wash their hands under running water.

Guidelines for the exclusion of children with infectious conditions described in the National Health and Medical Research Council Handbook "Staying Healthy in Childcare" have been adopted by this Centre (See Appendix 9). A copy of the handbook is kept in the Directors office.

Upon Notification of an infectious Disease, the centre will publish the date of outbreak and any warning (such as risks to pregnancy) as well as providing handouts printed from Staying Healthy in Child Care or other relevant and trusted resources. Copies of these notifications will be kept in the Occupational Health and Safety Folder.

Please contact the Centre as soon as an infectious disease is diagnosed and abide by the prescribed exclusion periods (Health sheets are available on different diseases on request), or until a doctors clearance is received by the Centre.

It is imperative that the Centre be kept informed of any medical conditions that a child has or develops. The best place for children when they are unwell is at home.

Food Allergies: On Enrolment parents need to notify the centre of all Food Allergies, Intolerances and potential reactions. This should include specific foods or Chemicals (e.g. lactose) that children are unable to tolerate.

Food intolerances will be documented in the child's individual file and recorded on the centres database.

It is the responsibility of the parents to notify the centre of any changes in children's allergies.

Wherever possible the centre will attempt to provide food substitutes for these children.

Staff will ensure that Food Labels are carefully read before food is given to children.

Whereby staff suspects a child has been given a food that may cause a reaction, an incident report will be made and the child closely observed.

If the child displays any signs of facial swelling or respiratory difficulty an Ambulance will be called and parents notified as soon as practical.

Refer to Medication and Medical Conditions Policy

Child Immunisation

The aim is to provide a safe healthy environment, by ensuring as far as possible that all children enrolled at the Centre are immunised at the appropriate age.

The Centre recommends that all children attending the Centre be immunised according to the current schedule and guidelines recommended by the National Health and Medical Research Council Information about Immunization will be available at the centre.

An enrolling parent who provides the Centre with a certificate from a medical practitioner stating that their child cannot be immunised for medical reasons (medical exemption) will not be required to adhere to the current immunisation guidelines.

Immunisation information is collected by the Family Assistance Office. Child Care Benefit and Rebate will only be paid to children with an up to date immunisation schedule.

In the event of any outbreaks of a disease at the Centre, children who are not immunised for any reason may, on the advice of the Public Health Unit, be excluded immediately from the Centre, and full fees charged for the period of exclusion, unless determined otherwise by the Management Committee.

Staff Immunisation

The Centre recommends all permanent staff to be immunised according to the recommendations from the Department of Human Services, Communicable Disease Control Unit. These recommendations are specifically for staff working directly with children up to age 5, due to an increased exposure in the workplace. Staff will not be required to adhere to the policy if they can provide the Centre with a certificate from a medical practitioner stating they cannot be immunised for medical reasons (medical exemption) or a conscientious objection form from a doctor or immunisation provider.

To minimise the spread of infectious diseases, good hand washing, good environmental hygiene (as set down in Staying Healthy in Child Care, 2005, 4th edition) and appropriate vaccination of children and staff, is vital in providing a healthy and safe environment.

The Centre believes it is their duty of care to protect their permanent employees against infectious diseases and therefore will provide information about relevant immunisations as part of staff induction. The Centre will refund staff the cost of Flu Vaccination on presentation of receipt.

The Director will ensure:

- Upon employment, all staff (relief and permanent) will be provided with information currently released from The Australian Immunisation Handbook relevant to people working with children
- Information is to be given to all staff annually on the subject of vaccinations and infectious diseases.
- Information is available on vaccine preventable diseases for staff and parents.
- In the event of any outbreaks of a disease in the Centre, staff who have not been immunised, may, on advice from the Public Health Unit, be excluded immediately from the Centre, without pay if previously given information by the centre.

Ambulance

The Centre has ambulance cover for emergency ambulance travel for children attending the Centre. Should an ambulance be required, every effort will be made to contact the parents or guardian. The destination of the hospital may not be the Centres local hospital.

Medical Fees

The Centre will not be responsible or liable for any medical fees or other costs which may arise through medical treatment sought while the child is at the Centre, or as a result of being at the Centre.

Safe Sleeping

To reduce the risk of SIDS:

- Babies will be put to sleep on their backs unless the Centre has written medical instructions from a medical practitioner to say otherwise.
- To avoid babies' head being covered during sleep, babies' feet will be positioned at the bottom of the cot and babies' bedclothes will be tucked in securely. No loose blankets or cots will be placed in the cot.
- Quilts, pillows, soft toys and bumpers will not be used in cots, however comforters that do not present a risk to the child are allowed with permission from parents (Once children are over 6 months).
- All cots used meet Australian standards and firm, well fitting mattresses are used.
- Sleeping positions will be visually checked every 15 minute by staff and signed off on the sleep chart
- The Centre is a smoke free environment. Information is available to staff and parents about SIDS.
- No bottles will be fed to the babies in the cots, unless supervised by carer.
- Only Children under the age of 6 months will be placed in prams on request for sleeping. Children must be secured using the 5-point harness and sleep within the room under the observation of staff at all times.

Use of Toxic Products

The Centre will minimise the use of toxic products while maintaining high standards of hygiene. The Centre keeps a chemical register in each of the rooms, the office and the chemical storage area. Toxic products will be labelled, kept in designated storage areas out of reach of children and where possible out of sight of children. While in use, toxic products will not be left unattended. Children's medication will be stored in the fridge or in the medication cabinet. Toxic products will be not be stored in drinking bottles.

Shoe Policy

Children are required to wear shoes at all times except;

- When in the sandpit
- Engaging in water play
- Or reasonable justification can be given as to why children should not be wearing shoes (appropriate to experiences) and adequate safety precautions have been taken to reduce the risk of injury.

Nappy Changing Policy

Children's nappies will be checked/ changed within a maximum period of 3 hours unless children are sleeping, which must be indicated on the Nappy change chart. Obvious soiled nappies will be

changed immediately and if the parent requests more frequent nappy changes due to acute nappy rash then the centre will do its best to abide by this.

All nappy changes (including Children wearing nappies for sleep only) must be recorded accurately on the nappy chart.

Change mats should be disinfected after each Run of nappies. Cleaning between nappy changes will be done with Detergent.

Crying Policy

As a base maximum children will not be left to cry for a period no greater than 10 minutes without being attended by staff.

Any exception to this policy (for example specific behaviour management plans) must be endorsed in writing by the parents.

SOURCED:

First Aid in Education and Children's Services, *Department of Education and Children's Services*, 2007

http://www.decs.sa.gov.au/speced2/files/pages/chess/hsp/Information/1092372_First_Aid_final_te.pdf

Health Support Planning, *Department of Education and Children's Services*, 2006

http://www.decs.sa.gov.au/speced2/files/pages/chess/hsp/HSP_guidelines_final_text1.pdf

Staying Healthy in Child Care 5th edition, *National Health and Medical Research Council*, 2013

Fever, Parenting and Child health 2010-05-06

<http://www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=304&id=1798>

Raising Awareness of Food Allergens in your Food Business, *Anaphylaxis Australia Inc.*, 2010.

Australian Immunisation Handbook 9th ed 2008

[http://www.health.gov.au/internet/immunise/publishing.nsf/Content/5403D77C07E1973ACA257D49001E3775/\\$File/NIP-schedule2016.pdf](http://www.health.gov.au/internet/immunise/publishing.nsf/Content/5403D77C07E1973ACA257D49001E3775/$File/NIP-schedule2016.pdf)

Appendix

Appendix1. NIP immunisation schedule Card

Age	Vaccine
Birth	Hepatitis B (hepB) ^a
2 months	Hepatitis B, diphtheria, tetanus, acellular pertussis, poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV) Rotavirus
4 months	Hepatitis B, diphtheria, tetanus, acellular pertussis, poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV) Rotavirus
6 months	Hepatitis B, diphtheria, tetanus, acellular pertussis, poliomyelitis (polio) (hepB-DTPa-Hib-IPV) Pneumococcal conjugate (13vPCV) Rotavirus b
12 months	<i>Haemophilus influenzae</i> type b and pneumococcal polysaccharide conjugate (PPV23) Measles, mumps and rubella (MMR)
18 months	Diphtheria, tetanus, acellular pertussis (DTaP) Measles, mumps, rubella and varicella (MMRV)
4 years	Diphtheria, tetanus, acellular pertussis (DTaP) Measles, mumps and rubella (MMR)