



HEALTH AND SAFETY POLICIES AND PROCEDURES

Parent Handbook 2020

Our centre has a number of policies and procedures pertaining to the care of your child. Our policies are located at the front desk and are available to review upon request. For more information regarding our centre policies please speak to the Nominated Supervisor.

HEALTH AND HYGINE

The application of universal hygiene procedures will be followed at the Centre at all times to prevent the spread of infection. Staff model a high level of personal hygiene at all times and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be reminded to wash their hands before all clean tasks (i.e. meals) and after all dirty tasks (i.e. after using the toilet).

If your child presents at the centre with signs of illness, the nominated supervisor may advise that they are not well enough to participate in the day's activities. You will be asked to make alternative arrangements until they are well or the exclusion period has ended (you may be asked to provide a medical clearance letter before your child can return). Although this can be inconvenient for families it is in the interests of all children and families at the centre to minimise the risk of infection.

A list of common infectious illnesses, their exclusion periods and policies and procedures related to illness and minimising the spread of infectious diseases are available in the foyer.

ACCIDENTS AND INCIDENTS

Despite every precaution, accidents will occur at the Service from time to time. The following policy will be implemented to protect your child and keep you informed should an accident occur.

You are required to provide written authority (included in the enrolment form) for staff of the Service to seek medical attention for your child if required. In the case of a minor accident, staff who are qualified in First Aid, will attend to the injured child and apply First Aid. Depending on the injury, you will be contacted at the time of the accident or informed about the incident when you arrive to collect your child.

If a serious accident occurs which requires more than simple first aid treatment you will be contacted immediately or, if you cannot be contacted, your emergency contact person will be phoned. Your child's injuries will be assessed and either an ambulance will be called or your child will be taken to a local clinic or medical practitioner for medical treatment. A staff member will accompany your child until you are able to be there. You will be asked to sign an accident report completed by the person in charge at the Service at the time of the accident and be provided with a copy of this report.

IMMUNISATION

As part of your enrolment process, you will be asked to provide details of your child's immunisation status. In the event of an outbreak of an infectious disease, it may be necessary to exclude any children who are not immunised for their health and wellbeing in accordance with the National Health & Medical Research Council exclusion guidelines. This is to limit the spread of infection and protect unimmunised children.

MEDICATION

If your child requires medication while in care, parents/guardians need to inform the Nominated Supervisor or staff member and complete and sign an “Authority to give Medication” form. Medication will only be administered by Centre staff if the medication is in the original packaging and accompanied by a prescription label/doctor’s letter stating whom the medication is for and the dosage.

Medication must be handed to a staff member and will be stored in a locked cupboard or in the locked medication draw in the fridge.

Under no circumstances is any type of medication to be left in children’s bags. Parents/Guardians must collect the medication from the centre staff at the end of the day.

ALLERGIES OR ASTHMA

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma management strategy on the enrolment form as well as provide us with the diagnosis from the doctor. The Service has a procedure the staff follow to minimise allergic reactions.

The Service requires an Action Plan, completed by your Doctor, to assist in managing your child’s needs. The Action Plan is to be updated every 6 months. Parents/guardians are also required to fill in a Risk Minimisation Form, which can be found in the welcome email.

SUN PROTECTION

To ensure all children attending the Centre are protected from skin damage caused by harmful ultra-violet rays of the sun, the following applies:

- Children will be required to wear a hat, which protects the face, neck and ears whenever outside i.e. legionnaire style or broad brimmed hats (no caps) and will be encouraged to use available areas of shade during outdoor activities.
- Children are required to wear clothing that will protect them from the sun, including long sleeved t-shirts and loose clothing that covers all of their body (i.e. no midriffs, singlets or bare backs).
- The UV index will be checked before children are taken outside and when it is 3 or above, SPF 50+ broad spectrum water resistant sunscreen will be provided for children and applied 20 minutes before going outside.
- Outdoor play will not occur in extreme heat. Staff will act as role models, by wearing hats, applying sunscreen and seeking the shade wherever possible.

EMERGENCY EVACUATION

Safety drills will be practiced to ensure that children and staff are familiar with the procedures should an emergency occur. Emergency evacuation and safety drills will be practiced at the Service at least once a term and each school holiday. Evacuation procedures are displayed in the OSHC room. Parents/ guardians are asked to familiarise themselves with these procedures.

As part of our fire safety measures, all children in attendance are noted from the electronic sign in device in the event of a drill or evacuation. This is why it is essential to ensure that you sign your child 'IN' and 'OUT' of the centre each day.