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Health Policy

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY

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Policy Statement:

The aim of the Yarrunga is to provide an environment, which protects the health and safety of all children and adults using the Centre by complying with the Education and Care Service National Regulations and the Education and Care Services National Law Act 2010.

Background:

We believe that the health, welfare and safety of all children using the Centre is a shared responsibility between Educators and parents. Two-way communication regarding concerns will facilitate this. We ask that parents familiarise themselves with the Centre’s Health Policy and Safety Policy.

The centre’s Educators are not able to meet the demands and requirements of children who are sick or not quite recovered from an illness as they necessitate individual and constant care. The centre therefore reserves the right to exclude any child who is obviously not well enough to cope within the group situation or potentially puts any other person at the centre at risk of catching the infectious disease. Information in this policy will help parents to decide whether a child is well enough to attend the centre.

On enrolment, we ask that parents have emergency care arrangements for the child/ren should such a situation arise. Details of these arrangements will be kept at the Centre and should be updated should the situation change.

Scope:

This Policy covers all issues pertinent to the health and safety of the children, educators, families, and visitors and is available from the Nominated Supervisor’s office. Educators are conversant with the Policy, and we encourage parents to be also.

Relevant legislation:

Education and Care Services National Regulations

Part 4.2 Division 1 Clause 77-84, Division 2 Clause 88-89, Division 3 Clause 90-91, Division 4 Clause 92-95

Part 4.4 Division 6 Clause 136

NSW Health Regulations

Department of Health - Aging – Immunisation.

Education and Care Services National Law 2010

Links to other policies:

**National Quality Standards:**

National Quality Standard for Early Childhood Education and Care-2011 (Quality Area 2 & 3)

Location of information:

This information is located in the web page www.yarrunga.com.au, Parent and Staff Handbooks.

Reference sources:

SIDS Australia [www.rednose.com.au](http://www.sidsandkids.org.au) accessed 26/03/17, Cancer Council NSW, [www.cancercouncil.com.au](http://www.cancercouncil.com.au) accessed 5/7/10.

National Health & Medical Research Council (2024) Staying Healthy: Preventing infectious diseases in early childhood education and care services. (6th ed)

Belong, Being & Becoming, The Early Years Learning Framework for Australia 2009.

ASCIA – Australian Society of Clinical Immunology and Allergy Inc. [www.allergy.org.au](http://www.allergy.org.au) 22

National Quality Standards for Early Childhood Education and Care and school aged care 2011.

Education and Care Services National Regulations

Education and Care Services National Law 2010

NSW Health Regulations – Caring for infants. [www.health.nsw.gov.au/publications Accessed 22/10/10](http://www.health.nsw.gov.au/publications%20%20Accessed%2022/10/10)

Greater Southern Area Health Service (Dental) [www.health.nsw.gov.au/cohs](http://www.health.nsw.gov.au/cohs)

Asthma Foundation NSW / Children and asthma [www.asthmafoundation.org.au](http://www.asthmafoundation.org.au) accessed 5/7/10

Strategies:

**Responsibility of the Centre:**

* To be aware of and uphold current National Regulations, Law and Quality Standards.
* To consistently apply Yarrunga Early Learning Centre’s Health Policy
* To protect the health and safety of the community of Yarrunga Early Learning Centre Inc.
* To ensure that NO NUTS, or food containing nuts come into the service.
* To keep parents informed of any signs or symptoms of illness or unusual behaviour in their child/ren.
* To inform parents of any confirmed infectious diseases within the centre via the Notification of Infectious Disease Procedure.
* To separate sick children from other children until a carer is available to collect the child from the Centre.
* To provide and use the *Incident/Injury/Trauma/Illness Folder,* as specified by the Education and Care Services National Regulations 2011. Educators/staff must also complete an Illness/Incident/Injury Record when required and provide parents/guardians with a copy Illness/Incident/Injury Procedure.
* To be in the position to explain or clarify any aspects of the Children’s Health and Safety Policy if so required by parents.
* To keep Educators/parents informed and educated on current health practices and policies. The Early Years Learning Framework guides educator’s in educating the children.
* To recommend educators/staff to undertake vaccination as recommended by the Health Department – Staff Immunisation Procedure.
* To provide parents with the opportunity to give consent for educators to administer paracetamol to children when the child’s temperature reaches above 37.5º.
* To contact Rednose Australia once a year to obtain the latest guidelines for infant sleep safety. A sleep/rest safety check will be randomly conducted by the Nominated Supervisor or nominated person
* using the Sleep/Rest Safety Check Procedure.

**Responsibility of Parents/Guardians:**

* To be familiar with, and adhere to, the Yarrunga Early Learning Centre’s Children’s Health & Safety Policies and Procedures.
* Ensure that their child/ren are immunised and provide a full immunisation history. The immunisation history should be updated and relevant documentation given to the office for recording. Alternatively, provide ‘Medical exemption’ from the vaccine provider stating any decision not to immunise. Families who choose not to immunise their children will be ineligible to receive Child Care Benefit and will be excluded if there is an outbreak of an infectious disease.
* Be alert to the listed signs and symptoms of illness and notify educators/ if your child is diagnosed with an infectious disease. See “Common Childhood Infectious Diseases” Procedure and “Sick Children” Procedure.
* Communicate to educators any changes of behaviour that you may have noted in your child.
* Provide the names of current emergency contact people (able to collect your child in the event of your child becoming ill and a parent/guardian not being contactable).
* Collect your child as quickly as possible from the Centre should the health and safety of your child, or others, be in jeopardy.
* Complete all medication details in the *Incident/Injury/Trauma/Illness Folder.* Verbally inform educators of medication requirements and hand medication (in original packaging) to staff member on arrival.
* Sign the medication form when requested by educators to inform you understand what time medication was given.
* On enrolment, complete the authorisation form (Part of the enrolment form) and notify the Nominated Supervisor in writing of any updates and changes.

**Medical Conditions Policy – see for details**

The Centre aims to ensure where a child has a diagnosed medical condition (for example asthma, diabetes, or a diagnosis that a child is at risk of anaphylaxis), are provided with an environment that is safe, thus allowing the child to participate in the daily routine of the service with minimum risk of being exposed to traces of the allergens. (An allergen being an allergy causing substance).(bullet_breadcrumb[Part 4.2](http://www.legislation.nsw.gov.au/fragview/inforce/subordleg+653+2011+ch.4-pt.4.2+0+N?)bullet_breadcrumb[Division 3](http://www.legislation.nsw.gov.au/fragview/inforce/subordleg+653+2011+ch.4-pt.4.2-div.3+0+N?)bullet_breadcrumbRegulation 90)

A medical information and a Medical Management Plan is to be prepared by the parents using Diagnosed Health Condition Action Plan Procedure, Asthma Action Plan Procedure and Anaphylaxis Action Plan Procedure.

**Common Childhood Infectious Diseases**

Yarrunga Early Learning Centre refers to Staying Healthy. Preventing Infectious diseases in early childhood education and care services.6th Editionfor guidance and best practices to prevent infectious diseases and fact sheets

**Infectious diseases**

* Educators are at risk of contracting infectious diseases that are common in childcare centers. Educators are encouraged to protect themselves from these diseases by adopting the best standards of hygiene possible in the working environment.
* In an attempt to prevent the spread of infectious diseases, educators should adhere to the following procedures:
* Cleaning Procedure
* Hand washing Procedure
* Exclusion of contagious children Procedure
* Handling of bodily fluids Procedure
* Nappy changing Procedure
* Dealing with body fluids Procedure
* Educators must ensure that their own immunisation is up to date. – Staff Immunisation Procedure

* Female educators planning pregnancy are encouraged to consult with their own treating doctor regarding appropriate immunisation and immunity.
* When appropriate, the Centre will inform staff and parents about infectious diseases present in the Centre. Parents will be notified of any common infectious diseases at the Centre by notices posted in the foyer and through monthly newsletters. The **Centre for Population Health** (**Ph 60 808900)** will be contacted for further information when required.

**Medication**

Children who are currently taking antibiotics may attend the Centre provided a full twenty-four (24) hours have passed since beginning the prescribed medication, that they have passed the infectious period, and the child is feeling well. **The Centre for Population Health (ph** **60 808900**) will be consulted by the Centre as required (eg, for infectious period).

* As per regulation, any medications being given to the child at the Centre must be in the original bottle/package prescribed, bearing the child's name, dosage and date of expiry. The parent must fill out and sign the Medication Procedure for Guardiansfor each day the child is at the Centre and requires the medication.
* Medications must be handed to an who will check the authority to administer has been correctly completed (Medication Record for Staff and Guardian Procedure). All medications will be stored securely in a locked cupboard, on a high shelf out of reach of children or refrigerated as necessary. Any variation to recommend dosage on the bottle must be in writing from the doctor treating/prescribing.
* An authority to administer other prescription or non-prescription medicines, creams or ointments can be given on a form at enrolment. This will remain valid until revoked by the parent. Non-prescription medicines, creams or ointment, must be in the original bottle/tube, bearing recommended dosage, expiry date and child’s name. (Medication Record for Staff and guardian Procedure)

1. Medication is to be handed to an educator and must not be left in the child’s bag.
2. The following non-prescription medicines are kept at Yarrunga Early Learning Centre Inc. Parents must give signed permission for the non-prescription medicines, creams or ointments to be administered to their child on the Medication Record for Staff & Guardian Procedure.

* Paracetamol (eg Panadol)
* Sunscreen
* Insect Repellent
* Barrier Cream (e.g. QV Baby cream)
* Antiseptic cream (eg Dettol, Savlon)
* Sting Relief Cream (eg Stingose)
* Sterile eye streams/saline solution
* EpiPen
* Ventolin

* Paracetamol will only be given to a child once per day while at the Centre. Paracetamol will only be given on more than one occasion in a day, if clearly stipulated in writing by a medical practitioner. Parents/guardians will then be responsible for supplying the Paracetamol. If the fever/temperature persists, and/or is associated with other signs and symptoms of illness e.g. shaking, lethargy, not eating/drinking generally not coping with everyday routines, parents or guardians will be asked to collect the child as soon as possible
* As a safety precaution, Paracetamol will not be given in conjunction with any other medication e.g.*, Dimatap, Nurofen* etc. unless written notification from a medical practitioner has been received by educators. The Centre discourages the use of paracetamol as an alternative to seeking professional medical advice. It is not appropriate to bring a child into the Centre if they have experienced an abnormal temperature (above 38.5º) in the preceding 8 hours. It is in everyone’s best interest, including the child’s, to disclose all illnesses and medications to educators. All decisions regarding exclusion from the program are at the discretion of the Nominated Supervisor.

**Record Keeping**

* A written health record will be maintained for each child on their enrolment form. The information regarding the child will include:
* Specific illness of which the Centre may be aware, and which may affect the child's functioning e.g. allergies or chronic conditions.
* Records of immunisations (kept for 3 years after child leaves centre)
* Emergency contact information
* Names of people authorised to call for the child.
* Parents/guardians will be notified of any illnesses or injuries involving their children at the Centre as per the Illness/Incident/injury Record Procedure. The parent/guardian will sign a digital copy of the incident record in the *Incident/Injury/Trauma/Illness via the Xplor home/playground app*.
* All information shared with the Centre will be treated confidentiality.

**Exclusion of Child/Children**

* The Centre reserves the right to exclude any child who is obviously unwell orany child who is regarded by the Nominated Supervisor or educator in charge, to be a health risk to other children / persons in or at the Centre.
* It is important that any child who has vomiting and diarrhoea be kept away for 48 hours after her diarrhoea and vomiting has stopped. Educators are required to keep away for 48 hours after last diarrhoea or vomit.

* Parents will be notified of any common infectious diseases at the Centre by notices posted on the parent’s noticeboard, email and through monthly newsletters. The **Centre for Population Health** (**Ph 60 808900)** will be contacted for further information when required.

**Prevention of Cross Infection/Hygiene**

* The Centre will notify the **Centre for Population Health (Ph 60 808900)** of any of the reportable conditions listed in ‘Staying Healthy’ 6th Edition. Notifiable Disease Outbreak Procedure. Educators and families will also be notified by placing signs in foyer and staff area and email.
* The Centre shall at all times, follow correct hygiene procedures and educate the children to eliminate the risk of transmission of infectious diseases. Specifically:
* All bodily fluids will be regarded as infectious and treated as the Dealing with body Fluids Procedure.
* Personal Protective Equipment (PPE) is provided. Gloves will be worn at all times when attending to children where bodily fluids are involved. Clean tissue or cloth will be used each time to wipe a child’s face or nose and disposed of immediately.
* Open sores or wounds will be covered with a waterproof bandaid.
* Hands will be washed on arrival/departure and prior to applying gloves and following contact with bodily fluids or nappy change, and before handling food. It is essential that all cleaning procedures are followed.
* Educators will be monitored regularly with nappy changes and hand washing.
* Toys will be washed on a regular basis as per the Centre cleaning Procedures.
* Illnesses will be recorded on the Record Of Illness in the Centre Procedure form in the office to monitor and identify any possible links to toileting, nappy changing or hand washing practices.
* Children’s individual drink bottles will be stored in a carry basket. They will be taken home each day to be washed or emptied at the end of each day.
* Educators encourage children’s awareness and attempts at hygiene practices and the minimisation cross contamination through hand washing and nose wiping.

**First Aid (Refer also to Safety Policy)**

* No child, educator or parent shall be denied First Aid at any time.
* All educators will hold a current First Aid Certificate (or equivalent) that includes asthma and anaphylaxis certification.
* The WHS Representative will be nominated to adequately maintain First Aid supplies.

**Human Immunodeficiency Virus (HIV), Hepatitis C and other blood borne pathogens.**

* **Non-Exclusion:** A child, parent or educator member cannot be excluded from the Centre on the grounds that he/she is infected with HIV or has Hepatitis C.
* **Confidentiality:** If an educator is told that a child, parent or another staff member is infected with HIV or Hepatitis C this information must remain confidential.
* **Anti-Discrimination:** Employees, prospective employees, parents and children shall not be discriminated against on the grounds of having or being assumed to be infected with HIV or Hepatitis C.

**Sun Safe**

Yarrunga Early Learning Centre is a Sun Smart Centre and recognizes the need to have a Sun Safe Policy since most sun damage occurs in the first 15 years of a child’s life. We recognise that natural protection against the sun's harmful ultra violet rays is the best protection. This policy applies to all children, educators, families and visitors who attend the Centre.

From October to March, sun protection is required throughout the day and to minimize outdoor activities between 11am and 3pm. The Centre will not plan outdoor play or activities between the above hours. From April to September, outdoor play can take place at any time during the day while sun protection is required between 10am and 2pm, except in June and July, when the UV Index is mostly below 3. Children will have access to outdoor play during winter months at the staff’s discretion. The educators will check UV levels via the Sunsmart App daily.

All outdoor activities will be planned to occur in shaded areas. Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.

The centre will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning for additional shade. The Centre will contact The Cancer Council NSW annually for additional resources to assist in planning and for updated guidelines.

* Parents will be encouraged to apply sunscreen before or on arrival at the Centre and wash their child’s hands. Sunscreen application is a recorded document.
* A SPF 50+ broad spectrum water resistant sunscreen will be applied by parents on arrival, or by educators, to all exposed areas of each child 20 minutes before going outside and re-applied after 2 hours. This will take place from August to May, and at other times at educators’ discretion.
* Pre-school and Junior Pre-school children are encouraged to apply their own sunscreen under the supervision and facilitation of educators.
* A record of the application of sunscreen will be kept in each room. Sunscreen is stored in a cabinet in each room, and brought out to the verandah. The WHS Officer regularly checks the expiry dates and discards if needed.
* During June and July, the use of hats and sunscreen are not required before 10am and after 2pm as the UV index is less than 3.
* On enrolment, parents will sign a permission form for the application of Sunscreen.
* The Centre will provide children and educators with a Sun Smart hat that protects the face, neck, ears and crown of the head for use outside and on excursion’s, that will stay at the Centre. Suitable hats include: wide brimmed or bucket style hats (with a brim size of at least 5cm) or legionnaire’s hat. Spare Sun Smart hats are stored at the Centre and will be available at the Centre for un-seasonable hot days, for children, students and visitors.
* When outdoors, all children will wear Sun Smart clothing that gives protection, especially the shoulders, back and stomach, from the sun e.g. Loose fitting shirts and dresses with sleeves and collars, longer style shorts and skirts made of closely woven fabric. The Centre will provide “spare” clothing to children if required.
* “No Hat, No Play”. Children who refuse to wear a hat will be asked to play on the verandah, out of direct sunlight, or indoors if ratios allow.
* Educators, families, students and visitors will act as positive role models and demonstrate Sun Smart behaviour when attending the service, by:
* Wearing Sun Smart hats. This includes: a bucket style hat with a brim size of at least 5cm for children or a 6cm brim with a deep crown for adults or a broad brimmed hats (with a brim of at least 7.5cm) or a legionnaire hat.
* Applying SPF 50+ broad spectrum water resistant sunscreen 20 minutes before morning and afternoon play
* Using and promoting shade whenever possible
* Wearing Sun Smart clothing - sleeved shirts with collars to protect their skin.
* Are encouraged to wear sunglasses that meet Australian Standard 1067.
* Outdoor activities will be planned for the verandah or shaded areas. Educators/staff will check prior to children coming out to play, that activities are in areas shaded by sails, verandahs, trees etc.
* Babies under 12 months old will not be exposed to direct sunlight. Babies will be encouraged to wear a hat and T-shirt and to play in densely shaded areas. Sunscreen will be applied with tissues only to small exposed areas. E.g. feet, hands and face.
* Educators, families and visitors will be informed of our Sun Safe Policy and given information to promote sun safety. When enrolling their child, parents will be given a copy of Sun Safe Policy. Sun protection information will be included in Newsletters.
* Sun protection awareness activities will be included in the program throughout the year and will be considered when excursions are being planned. Volunteers accompanying children on excursions will be given information on sun protection requirements.
* Educators and Management will monitor and review the effectiveness of this policy each year and revise as required. The Policy is available in the foyer for all families to read.

**Dental Care and Oral Health**

**Parents are:**

* Encouraged to brush their children’s teeth for them twice per day especially before bed. Children are unlikely to develop the manual dexterity to effectively brush their own teeth prior to the age of 8 or 9 years of age, therefore, it is important for adults to gently and thoroughly brush the teeth of their children and supervise when children are practising on their own. It is recommended that the parents dispense the toothpaste, and ensure only a small amount of “age appropriate” fluoride toothpaste is used for each brushing session. This will reduce the risk of swallowing too much toothpaste.
* Also encouraged to floss their children’s teeth.
* To immediately seek advice from Oral Health Professionals if signs of poor oral health are detected.
* To take children for regular dental visits from around one year of age.

**The Nominated Supervisor will:**

* Ensure that the children have nutritious snacks and meals which will meet 50% of their daily nutritional needs and support good oral health.
* Provide a variety of quality food as it is important as an educational tool. Exposure to foods high in extrinsic sugars can cause dental decay. Sugar will not be added to foods and drinks and those with high sugar content will be avoided.
* Will discourage parents from sending food and drinks high in sugar content to the centre, as these foods increase the risk of oral disease. Children will be encouraged to drink water regularly.

**Educators will:**

* Only offer milk and water for drinking at the Centre. Children will be encouraged to drink water following meals and snacks. By teaching children to drink water after meals, the risk to teeth of acid attack will be reduced as food debris will be mobilised.
* Ensure children will not be put to bed with a bottle. Only milk or water will be used in bottles and sipper cups. Bottles and sipper cups will not be used as a comforting tool. Children will be encouraged to start drinking from a cup from the age of 6 months and parents are encouraged to remove the bottle by 12 months of age. Prolonged exposure to milk and other fluids causes early childhood caries (ECC) a devastating form of decay prevalent in bottle fed children.
* Discuss individual sleep routines with parents as per Rest & Sleep procedure. If pacifier dummies are used, they will not be dipped in any substance.
* Promote protection of children from dental trauma. Care has been taken in the design of the play area to reduce the risk of accidents involving teeth, and appropriate supervision is provided at all times. Physical changes are made both inside and outside the Centre where potential risk of injury is possible. Educators have knowledge of the first aid strategies for dental trauma.
* Provide formal Oral Health education programs, with the support of Oral Health Staff from Greater Southern Area Health Service.

**Serious Accident or Death of Child/Staff Member**

The authorised supervisor who becomes aware of a serious accident that requires the child/staff member to be hospitalised, or causes the child to die, must immediately notify the Nominated Supervisor.

The Nominated Supervisor must notify;

* The parent/legal guardian of the child that there has been an emergency involving their child. Let them know you have called an ambulance and will meet them at the hospital.
* The ambulance
* The Police
* The licensee of the service
* The Children’s Services Advisor at Department of Education and must complete Form on ACECQA website portal. (www.acecqa.gov.au)
* WorkCover (ph. 131050) [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) Ensure that the incident site is preserved until Workcover inspector arrives.

The educator must always keep the child under adult supervision and ensure confidentiality.

Counselling services will be offered to educators, children and relevant others as required.

**Confidentiality will always be maintained.**