

Health and Safety Policy

It is our commitment to provide a safe environment for children so that they can explore, discover and learn and for Educators so that they can nurture and educate children in a safe and pleasant environment.

Ensuring that each child's health and safety needs are met through the implementation of operative hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness and providing a safe and secure physical environment for children. In any occurrences where children show any signs of illness or injury, educators will refer to the Incident, Injury, Trauma and Illness Policy.

The importance of children's nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which will be reinforced through the everyday routine and experiences. Information on health, hygiene, safe food and dental care principles and practices will be displayed at the Centre to provide families with more information.

We believe in quality education and care in an environment that provides for their protection through adequate supervision, safe experiences and environments, and emergency vigilance. Educators at the centre are dedicated to understanding their legal and ethical responsibility to protect the children enrolled at the centre.

Information on health, hygiene, safe food and dental care principles and practices will be displayed in the reception area and drawn to the attention of all parents on a regular basis.

To uphold the general health and safety of all children using the centre, all educators and visitors will follow the Tobacco, Drug and Alcohol Policy.

Educator will adhere to the following procedures to ensure a safe and hygienic environment.

Resources and Equipment

- The Approved Provider will be ultimately responsible for any purchases of equipment.
- Educators will document any equipment which needs maintenance on a prioritised basis on the maintenance register.
- Resources and equipment will be chosen to reflect the cultural diversity of the Centre's community and the cultural diversity of contemporary Australia
- The Centre will actively pursue the contribution of families regarding toys and equipment at the centre.
- All new equipment will be checked against Australian Safety Standards.
- Children will be carefully introduced to new toys & pieces of equipment and taught how to use and care for them appropriately.
- Equipment that should only be used under supervision will be stored in a safe place out of children's reach.
- The use of pools and toys or equipment which involves the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use, and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition which will be recorded on the appropriate indoor and outdoor safety checklist.

The children's Learning Environment

The centre will keep a record of any changes that is made to the physical environment of the centre, such as rearranging of rooms etc. to show continuous improvement.

The centre will document the links between the arrangements and choice of resources and equipment and the children's learning in the program.



Ongoing Maintenance

- The Centre will continuously reflect on its environment and put in place a plan to ensure that the environment continuously reflects our ideology of providing an environment that is safe, stimulating and engaging for all who interact with it.
- The Nominated Supervisor will document required maintenance with administration in a maintenance plan/log for the Centre as required. This will then be implemented throughout the year in accordance with priority, hazard removal, safety precautions and any relevant policies.
- The Nominated Supervisor is responsible for completing a WHS Inspection Checklist of the centre and its grounds bi-annually and ensure any work deemed necessary is done to Australian standards.
- The Approved Provider/Nominated Supervisor will also ensure that the Centre and its grounds comply with Local Government and BCA regulations in regards to fire ventilation, natural and artificial lighting and safety glass.
- Should the centre undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the centre is not compromised.

Grouping of Children

It is important that children have opportunities to interact with other children and educators in group situations. This contributes to their learning and development and helps children to develop respectful and positive relationships. When forming groups, the Nominated Supervisor and educators will consider whether the size and composition of the group is appropriate by considering whether children are settled

- Our Centre groups the children in accordance to their age and/or developmental stage. Within that space, there are a variety of different learning areas and opportunities for play experiences.
- Each age group has varying adult to child ratios, which are adhered to at all times in both the indoor and outdoor environment.
- Our indoor and outdoor environment provides opportunities for intentional teaching and spontaneous play throughout the day.
- Develop secure relationships with educators and positive relationships with peers.
- Have open play time in the morning so all children can interact with children and educators from other rooms.

Safety Checks – Indoor/Outdoor risk Assessment

To ensure the safety of all children and educators, the Nominated Supervisor will ensure the following safety checks are carried out:

A daily inspection of the premises before children arrive (use the Indoor/Outdoor Risk Assessment) to ensure the centre is safe, secure and hygienic, and there are no dangerous objects on the premises or centre grounds, for example sharps or poisonous flora and fauna, including a check of:

- Perimeters
- Fences
- Gates
- Paths
- Buildings
- All rooms accessible to children
- Fixed equipment
- Sandpit

This must be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals.

In the event of a sharp object being found (for example a syringe) educators will wear gloves and use tongs to pick up the object and place it in the '**sharp object box**'. This box will be disposed of in line with local council (Moreland City Council) recommendations. Any maintenance required will be immediately reported to the Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.



Similarly, trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as check for any infestations or nests.

Non-fixed play equipment in the centre grounds it can be no more than one metre high and must be supervised at all times by an educator.

The centre will have regular pest inspections carried out by an accredited pest control company. Documentation of these inspections will be kept and any findings from the pest control check will be carried out in line with the recommendation of the pest control company.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by the centre. Any required maintenance will immediately be reported by the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

Hand washing

In order to assist in preventing the transmission of germs is effective handwashing. Adults and children should wash their hands:

- When hands are visibly dirty
- When coming inside from being outside
- On arrival
- Before you eat
- Before you prepare food items
- After touching raw meats like chicken or beef
- After contact with any body fluids like blood, urine or vomit
- After changing infant or adult nappies
- After touching animals or pets-
- After blowing your nose or sneezing
- After meals
- After going to the toilet
- Please refer to the "Hand Washing Policy"

Minimising Potentially Dangerous Substances

Our centre also implements the concept of minimising the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded sponges (e.g., pink for the kitchen, yellow for the bathroom) will be used in order to not cross-contaminate areas. Different rubber gloves will also be used in each room then hung out to dry and air. Before returning to the children educators will wash and dry hands.

Disinfectants

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, public health units may specify the use of a particular disinfectant. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand.

Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. For disinfectants to work effectively, there still needs to be thorough cleaning using a detergent beforehand. However, it is more important to make sure surfaces have been cleaned with detergent and warm water than to use a disinfectant. To kill germs, any disinfectant needs:

- A clean surface to be able to get to the germ.
- To be able to act against those particular germs.
- To be of the right concentrate.
- Enough time to kill the germs, this is at least 10 minutes.



Even when all of these conditions are met a disinfectant will not kill all the germs present.

Educators will:

- Wash their clothing daily
- Wear protective garments (eg aprons) to cover clothing that cannot be washed frequently
- Have a change of clothes available in case of accidents

Detergents

Proper cleaning with detergent and warm water, followed by rinsing then drying and airing time kills most germs from surfaces as they are unable to multiply in a clean environment. Cleaning equipment should be stored and taken care of so it can dry between uses and not multiply germs itself.

Cleaning of Buildings, Premises, Furniture, Equipment and the Environment.

- The centre will use structured cleaning schedules to ensure that cleaning is carried out regularly and thoroughly and the environment, resources and equipment are hygienic.
- Educators will clean the centre at the end of each day and throughout the day as the need arises.
- Accidents and spills will be cleaned up as quickly as possible to ensure that the centre always maintains a high level of cleanliness and hygiene.
- Implement structured cleaning schedules (attached to the policy) to ensure that all cleaning is carried out regularly and thoroughly so that the centre environment, resources and equipment are hygienic.
- Use the least dangerous cleaning substance possible
- Use colour-coded sponges (e.g. pink for the kitchen, yellow for the bathroom) to eliminate cross-contamination of different areas
- Wash and dry hands after cleaning before returning to the children
- Clean and dry cleaning equipment between uses so germs can't multiply on the equipment.
- Store cleaning equipment securely
- Wash dress-up and play clothes once a week in hot water and detergent
- Clean the centre at the end of each day and throughout the day as the need arises
- Clean up accidents and spills as quickly as possible.

General Cleaning

- **Bathroom – Toilets / Potty Chairs**

- **Toilets:**

- Educator will wear Disposable gloves when cleaning the toilet

- Educator will wear Disposable gloves when assisting the children with toileting if they have soiled or wet nappies or clothes.
 - Educator limits the number of children in the bathroom at any one time to a manageable number.
 - Educators and other staff should also encourage children to follow hygiene practices.
 - Educator supervise children in the bathroom and are on hand to offer assistance and encourage independence with pulling pants up and down, wiping bottoms and washing and drying hands.
 - Each afternoon all toilets and basins are thoroughly cleaned with Sanitiser and bathrooms floors mopped.
 - A copy of the hand washing routine is on display in the children's and educator bathroom.
 - Signage is to be used after mopping to ensure that the child/children, educators and other staff and families are warned that the floor is wet.
 - Educators are to ensure they follow the bathroom and toilet cleaning procedure.



- A copy of the toilet routine is displayed in the bathroom
- **Potty Chairs:**
 - Educator will use Disposable gloves when cleaning the potties
 - Potties should be cleaned after each use by:
 - Empty the urine and / or faeces in the toilet
 - Rinse the potty – chair bowl
 - Sanitise all parts of the Potty and wiped down with paper towelling or allow to air dry
 - Store the potty chair in the bathroom
 - Wash hands thoroughly – Refer to Hand Washing Procedure
- **Nappy Change**
 - Nappy change areas need to be cleaned after each use with disinfectant. Refer to Hygienic Nappy Change Procedure
- **Children’s Mats/Cots**
 - Educator will use disposable gloves when disinfecting children’s mats and cots.
 - Mats and cots is sprayed with sanitiser and wiped down with paper towelling, when soiled, before use by another child or daily if used by one child and allowed to air-dry.
 - Wash hands thoroughly – Refer to Hand Washing Procedure
- **Children’s Bedding**
 - Bedding includes Sheets and Blankets:
 - Children’s sheets should be washed when soiled, before use by another child or once a week if used by the same child.
 - Children’s Blankets should be washed when soiled, before use by another child or once a month if used by the same child.
- **Cleaning Procedure for Bedding:**
 - Machine wash all bedding in hot water
 - If the bedding has been contaminated with Blood, urine, faeces or vomit:
 - Educator will use latex gloves
 - Soak contaminated bedding in Bleach – Bleach strength should be 1 in 5000. With household bleach, this approximates one quarter of a cup to one cup of water – **5 cups of bleach to 20 cups of water**
 - Machine wash all bedding in Hot water
- **Furniture – Tables/Chairs/High Chairs**
 - Children’s tables and chairs are cleaned before and after each meal times, messy activities or whenever soiled by:
 - Wiping the surface with a solution of warm soapy water to remove visible soil with a cloth. Remove excess water.
 - Thoroughly spray the surface with Vinegar and wipe down with Paper towelling.
 - Floors are swept and mopped at the end of each meal time
- **Clothing**
 - Educators clothing should be washed daily.
 - Educators should also have a change of clothes available in case of accidents.
 - Dress-up and play clothes should be washed once a week.
- **Children’s Clothing**
 - Educator are to minimise the handling of children’s soiled clothes.
 - Soiled clothing will be returned to a child’s home for laundering. Educators will remove soiled content and placed into a plastic bag.



- Bagged soiled clothing will be stored away from the play area or areas used by the children. Items will be stored securely in a sealed container and not placed in the child's bag.
- Rinsing increases the risk of splashing, and cross contamination of hands, sinks and bathroom surfaces. Rinsing increases the risk that educator and the children would be exposed to germs that cause infection

Toy Cleaning

Educators are required to clean the children's equipment and toys on a regular basis in order to minimise cross contamination and the spread of illnesses. Educators will wash a toy immediately if it has been sneezed on, mouthed, and soiled or if it has been discarded after play by a child who has been unwell.

The centre will have washable toys for the younger children.

Refer to the following toy cleaning schedule for toys on display in the children's rooms. Educators will be required to keep a toy cleaning register documenting when toys and equipment has been cleaned.

- **Recommended cleaning materials:**

- Most toys can be washed with normal dishwashing liquid, rinsing with clean water.
- Get into corners with a toothbrush and allow to air dry (if possible in the natural sunlight)
- Leaving items such as LEGO and construction blocks to drain on a clean tea-towel overnight is idyllic.

- **Toys (General)**

To avoid the spread of disease, the Nominated Supervisor will:

- Only buy washable toys
- Discard non-washable toys that are for general use (non-washable toys may be used for one child only)
- Regularly clean ride-on vehicles and outdoor toys and protect from the weather to preserve their lifespan.

- **Wooden Toys:**

- Should be wiped over with a damp cloth – please do not immerse in water as this can destroy the equipment

- **Play Dough**

- Centre will reduce the risk of the spread of disease when playing with play dough by:
- Encouraging hand washing before and after using play dough
- Storing the play dough in a sealed container in the refrigerator between uses
- Making a new batch of play dough each week, and
- If there is an outbreak of vomiting and/or diarrhoea, discarding the playdough at the end of each day during the outbreak.

- **Rattles and Baby Toys:**

- Must not be immersed in water as it can get inside, rendering the toy useless.
- Wipe thoroughly with hot water or a cloth with diluted vinegar.

- **Ride-on Vehicles and Outdoor Toys:**

- Must be cleaned.
- Please take care not leave them exposed to the elements as this reduces their lifespan.

- **Puzzles and Games:**

- Wooden puzzles as per 'Wooden Toys' above.
- Cardboard should be wiped over with a slightly damp cloth.

To avoid the spread of disease, educators will:



- Wash toys at the end of each day, especially in younger children's rooms
- Immediately remove a toy that has been sneezed on, mouthed, soiled or discarded after play by a child who has been unwell, so it can be washed at the end of the day
- Wash toys in warm water and detergent (many can be washed in a dishwasher but not at the same time as dishes) and rinse in clean water
- Use a toothbrush or other tool to clean difficult to reach areas eg corners
- Take care cleaning toys that cannot be immersed in water eg wooden toys, rattles, toys with paper and cardboard and books, and wipe with a damp cloth and detergent
- Thoroughly dry toys and books before returning to use. All, toys, including cloth toys and books can be dried by sunlight. Items like LEGO and construction blocks can also be left to drain on a clean tea-towel overnight

Avoiding Risk of Cross Infection of Communicable Diseases

- All body fluids will be treated as infectious.
- Latex gloves will be worn when administering first aid and attending to children where such body fluids are involved.
- All open sores or wounds are to be well covered.

Blood Spills

Equipment:

- Bleach
- Disposable gloves
- Hot water and detergent

Bleach strength should be one in 5000. With household bleach, this approximates one quarter of a cup to one cup of water - = 1 x 750mls Bleach to 1 Bucket of Water

Procedure for blood spills:

1. Use disposable gloves
2. Saturate disposable towel in bleach
3. Cover spill
4. Leave for 10 minutes
5. Remove into disposable plastic bag
6. Repeat procedure
7. Wash area with hot water and detergent
8. Seal bag and dispose
9. Wash hands.

Note: These are Universal Infection Control Procedures to be used at all times

In the rare instance of being required to perform resuscitation on a child who is infected with the HIV, simple precautions will be taken if time and facilities allow. This includes the use of mechanical ventilators and disposable or sterilisable mouth-to-mouth masks.

The risk during direct mouth-to-mouth is extremely low and resuscitation should never be withheld. The Centre has a well-equipped first aid kit and the educator has the knowledge to use it effectively.

Discarded Needles / Syringes

Equipment:

- Disposable gloves
- Sharp Objects are placed in the 'sharp object Container'. This box will be disposed of as per the recommendations of our local council – (Moreland City Council)

Procedure:

- DO NOT TRY TO RECAP THE NEEDLE



- Place the disposable container on the ground next to the syringe
- Pick up the syringe, needlepoint down in the disposable container and screw on the lid.
- Repeat the procedure to pick up all syringes
- Remove gloves
- Wash your hands

UNDER NO CIRCUMSTANCE WILL CHILDREN BE PERMITTED TO PICK UP SYRINGES.

Personnel

Centre providers and educator members who have been infected by HIV (or who think they are likely to be) are not obliged to inform the Management Committee of their condition but have a duty to act in a responsible manner towards others.

In view of the potential for these personnel to become ill with AIDS they will seek medical assistance in monitoring their own health. They will also be particularly aware of the dangers to others of accidental transmission and are obliged to prevent their blood and body fluids coming into physical contact with others. The symptoms and effects of the disease AIDS are such that educator may be unable to continue work or may require intermittent sick leave. As in the case of other illnesses, the Management Committee will ensure that the educator member is acquainted with any sick leave entitlements.

First Aid

- Use disposable gloves
- Avoid contact with blood, faeces and urine if your hands or lower arms have cuts or open wounds
- Wash hands, lower arms and other body parts in contact with blood, faeces and urine, thoroughly with soap and water
- Clean up spilt blood or faeces with Sanitiser concentrate
- Place wastes after contact with blood in a plastic bag and seal for disposal
- If another child has his/her hands and lower arms contaminated with blood or faeces; body parts should be washed with soap and water as well as any other parts in contact with products.
- Wash hands thoroughly – Refer to Hand Washing Procedure

Inspection and Testing of Electrical Equipment

- Centre must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is supplied with electricity through an electrical socket and used in conditions where it could be damaged, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.
- A record of all electrical testing and tagging, must be attached and kept until the equipment is next tested or disposed of and must specify:
 - a) The name of the tester
 - b) The date and outcome of the testing.
 - c) The date on which the next testing must be carried out.

Maintenance of Fire Equipment

- All fire equipment at our centre will be maintained as per the legal standards. Our equipment will be checked as required as per the timeframes below.
- External agencies will be employed to conduct the maintenance of the fire equipment if no currently employed staff or educators are qualified to complete the maintenance checks.

Source: Education and Care Services National Law and the Education and Care Services National Regulations, Occupational Health & Safety Act 2004, Australian Children's Education & Care Quality Authority, Guide to the ECA Code of Ethics, Staying Healthy in Child Care 5th Edition, Australian Standards 1851-2005 "Maintenance of Fire Protection Systems and Equipment", First Aid Training

Date Implemented: 16/04/2012

Review Completed: 21/02/2017



National Quality Standard – NQS

Quality Area 2: Children’s Health and Safety

2.1	Each child’s health is promoted
2.1.1	Each child’s health needs are supported
2.1.3	Effective hygiene practices are promoted and implemented
2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines
2.3.1	Children are adequately supervised at all times.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Quality Area 2: Children’s Health and Safety

3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
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Education and Care Service National Regulations

73	Educational programs
74	Documenting of child assessments or evaluations for delivery of educational program
75	Information about the educational program to be kept available
76	Information about educational program to be given to parents
80	Weekly menu
86	Notification to parents of incident, injury, trauma and illness
102	Authorisation for excursions
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing and security
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements—indoor
108	Space requirements—outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
111	Administrative space
112	Nappy change facilities
113	Outdoor space—natural environment
114	Outdoor space—shade
115	Premises designed to facilitate supervision
116	Assessments of family day care residences and approved family day care venues
156	Relationships in groups
158	Administrative space (centre-based services)
168	Policies and procedures are required in relation to enrolment and orientation
171	Policies and procedures to be kept available
182	Tobacco, drug and alcohol free environment

