

4.1 General Health and Safety Policy

Policy Statement

We strive, through the following specific policies and procedures, to provide a safe, clean and healthy environment where safety and hygiene procedures are practiced at all times to promote and support the health, wellbeing and safety of children, recognising particular needs of children in this respect, and of educators, staff members, parents and others coming into the service.

Procedures

The enrolment procedures (see Policy 9.2) will include the requirement that parents/guardians advise any health issues (including medications, special dietary or other requirements) and any other specific needs of their children.

The Coordinator will ensure that all educators and other staff members are aware of all such specific notified needs and will ensure that educators have appropriate education or training to enable them to undertake support of the health needs of children, including administering medications, minimising risks associated with allergic reactions, basic first aid and special dietary requirements.

The Coordinator must ensure that, at least one educator with the required first aid qualification, and anaphylaxis management and emergency asthma management training, as prescribed under Education and Care Services National Regulations 2011 (Part 4.4, 136(1)), is in attendance at any place children are being cared for, and immediately available in an emergency, at all times children are being cared for (e.g. if children go to an oval or park then a qualified first aid person must go with them).

To ensure the environment is safe for children, the Coordinator will be responsible to ensure that the relevant daily safety checklists (see 4.1.1 and 4.1.2) are completed, prior to the children having access to those areas.

Educators will ensure that equipment is:

- Cleaned as per the cleaning schedule checklist
- Used safely by the children; and
- Is used for its correct purpose.

Risk assessments will be conducted for high-risk activities and/or events including excursions.

Educators will actively supervise all areas which children are accessing.

Educators will ensure that they, and the children, have applied a SPF30+ sun screen and wear a broad brimmed hat, prior to outdoor play. Timing of outdoor activities will be guided by the Sun Safety Policy (see Policy 4.8), and specifically in relation to the advised UV rating for the day.

Children who are unwell will be isolated from other children in a quiet area.

Educators will ensure that all food handling and storage procedures are followed to prevent the risk of contamination.

References

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Work Health and Safety Act 2011 and Regulations 2011
- Child Protection Act 1999 and Regulations 2000
- Duty of Care
- NQS Area: 2.1.1, 2.1.3, 2.1.4; 2.2.1; 2.3.1, 2.3.2, 2.3.3; 3.1.1, 3.1.2; 3.2.1; 4.1; 6.1.1; 6.2.2; 6.3.3, 7.1.2; 7.3.1; 7.3.5.
- Policies: 4.5 – Illness and Injury, 4.6 – Medication, 4.8 - Sun Safety, 5.1 – Food Handling and Storage, 9.2 – Enrolment.

Date of Development	Reason for Modification	Date Ratified	Date of Review