

HEALTH & SAFETY FOR CHILDREN POLICY

Rationale: The health and wellbeing of all who attend Ako Rolleston is of paramount importance.

Purpose: To ensure the centre complies with all relevant Health and Safety legislation and regulations at all times to ensure we provide a safe and healthy environment for all staff, children and their parents.

PROCEDURES

Cleaning Procedures (HS1)

- The Cleaners (Cleantastic) will be used to clean the centre daily. A cleaning schedule is provided to ensure appropriate standards are maintained.
- The cleaners will be responsible for general cleaning of the whole centre, including all hard surfaces and bathroom areas. All cleaning materials used by the cleaners will be brought into the centre on a daily basis. General day-to-day cleaning products used by staff will be kept out of reach of children.
- Hygiene House are used to supply all cleaning products used by staff.
- Staff will be expected to “clean as they go” ensuring spills and messes are cleaned up immediately.
- Wiping down of eating areas, art areas and tidying up of toys will be undertaken by staff.
- Separate cloths for bathroom, general and food areas are identified by colour. (green/food, blue/art and messy play and red/body fluids). *Germex*
- For art and kai areas, *Mops product* will be used and if necessary.
- The carpets will be cleaned quarterly.
- All toys to be cleaned will be listed on a cleaning roster, and staff will ensure that everything is cleaned at least once a month. Toys mouthed by children will be cleaned daily.

Laundry (HS2)

All laundry will be cleaned at the centre in the washing machine always using a hot wash. Both a washing powder and sanitising powder will be used. Hygiene House are used to supply all laundering products.

The following procedures will be followed to ensure all linen and resources used by adults and children are hygienically laundered:

- Separate coloured cloths will be used for washing floors, cleaning of equipment, and washing of children. These cloths will be washed separately at all times.
- All washing is separated into 1. Sheets. 2. Tea towels and dishcloths. 3. Flannels and bibs. 4. Floor rugs and outdoor towels. 5. Blankets and all washed separately.
- Soiled laundry will be soaked in a sanitising powder prior to laundering.
- Children's bed linen will be washed on a weekly basis. Each child's linen will be kept separate and identified by name.
- The washing machine and clothes drier will not be able to be accessed by children at any time.
- Staff responsible for undertaking laundry duties will not be counted in ratio with children.
- All laundry will be dried by the clothes drier or other hygienic method, folded, and returned to storage areas as appropriate.

Nappy Changing and Toileting Procedures (HS3)

Teachers will follow the procedures below when changing nappies:

- Nappy changing will take place only in the designated area, which will be well ventilated at all times.
- Staff will invite children in a positive, friendly manner respecting their dignity and privacy at all times and where possible promoting independent skills.
- Older children are encouraged to use self-help skills in accessing the nappy changing table area to ensure staff are not lifting heavier children.
- Staff will wear disposable gloves when changing children. All gloves will be disposed of between each change.
- Staff will thoroughly wash their hands between changes, with soap and hot water.
- When changing nappies, staff will ensure they NEVER take a hand off the child on the changing table.
- Changing mats will be sprayed with a diluted bleach solution after each change.
- If parents would like their child to have any powders / cream between changes they will need to provide it. (The procedure for documenting application of Category Three medications will be followed)
- Nappies are disposed of in the designated receptacle provided.
- The Changing Area is cleaned daily with a bleach solution.
- All nappy changes will be recorded on the clipboard provided.
- Children will be encouraged to develop self-managing skills in going to the toilet and staff will be available to support them as necessary.
- Staff and children wash their hands after toileting using soap and hot water.
- Liquid soap and disposable paper towels will be used in the toilet area. Rubbish bins are available for ease of use.
- Hand sanitiser is available in both bathrooms and will be used between nappy / toileting changes.

Nappy Changing Toileting Routine

- A daily Nappy Changing Routine ensures all children are checked and or changed every three hours.
- If a child's nappy is soiled, they are changed immediately.
- Teachers change any soiled/wet nappies as required outside these times.

Injury Prevention Strategies

- All doors to adult-only areas will be closed at all times, to ensure children do not have access to these areas.
- Cupboards such as the teachers' cupboards, art cupboards and kitchen doors are inaccessible to children at all times.
- All chemicals will be stored in marked containers and be kept out of the reach of children at all times. This will include cleaning agents. Staff will constantly be aware of the potential danger of things such as water spills and clean them up immediately.
- Hot drinks can only be consumed in the lidded travel mugs provided to ensure no hot liquids are spilt.
- Children will be encouraged not to sit on tables, nor jump off furniture and chairs.
- Children will remain seated while eating and be well supervised by at least one staff member.
- Staff will wear gloves at all times when blood is present.
- The environment is checked daily to identify, minimize and isolate hazards for children using the same procedures as for health and safety of adults.
- The playground is checked daily for vandalism, dangerous objects and animal droppings.
- The indoors is checked to ensure children do not have access to chemicals and that exits are clear.
- Daily checks are signed on the Daily Hazard Check Form
- Hazards are recorded on the Hazard Identification Record Form and followed up by the Centre Manager.

Poisonous Plants

- Regular checks will be made by staff through their daily and monthly maintenance checklists.
- Before new plants are purchased, they will be checked against current guidelines concerning New Zealand poisonous plants. All plants given as gifts will also be checked.
- Information is available to staff and parents regarding classification of poisonous plants.
- Staff talk with children about not eating seeds, leaves and plants unless approved by an adult. All plants that are of educational benefit, i.e. swan plants, will be allowed into the centre provided they are supervised at all times.

Physical Environment (HS 13, 14, 15, 24)

- All noise will be kept at a level so as not to unduly cause any child distress or harm.
- The centre will be maintained at a comfortable temperature no lower than 16 degrees (500 mm above floor level) while children are in attendance.
- All air conditioning and heating units will be regularly inspected and serviced. Documentation will be kept by the Centre Manager.
- The water temperature for children's use will be maintained at 40 degrees C. or less and for adult use at 60 degrees C.
- Regular safety checks of equipment and the indoor/outdoor environment will be monitored by the Centre Manager and recorded appropriately.
- Washing facilities are available for sick or soiled children in the shower in the Nursery Bathroom.

Care of Animals (HS16)

- All animals at the centre will be restrained as necessary.
- All staff will follow safe and hygienic handling practices before, during and after the handling of animals.
- Children will be taught safe practice in regard to the handling of animals.
- During holiday periods and weekends, the safety and health of any animals at the centre will be provided for at all times.

Preparation and Eating of Food (HS 19, 20, 21, 22)

- One or more teachers will be rostered to supervise children while eating.
- Allergies for individual children will be displayed in the kitchen area, with a photo of the child for easy identification.
- Any food brought into the Centre by parents, e.g. birthday treats etc., will be recorded in the book specifically for this purpose.
- Staff will ensure all children are provided with drinks at kai times and that they have access to water throughout the day. When eating, children will always be seated and supervised by a teacher.
- Flexible eating routines will be encouraged along with the development of self-help skills.
- It is the responsibility of the Centre Manager to ensure that staff are adequately trained in the safe preparation and handling of food.
- Any food provided by the Centre, including baking, will be recorded on the Food Provided Form on the kitchen cupboard door.
- Staff will wear gloves when preparing and handling food.
- Tongs will be provided for children when selecting food independently.

When the Centre provides snacks and/or meals

- The Centre will meet the requirements of the Food Act 2014 National Programme
Visit this website to find which National Programme Standards your Centre is required to meet
<http://mpi.govt.nz/food-safety/food-act-2014/national-programmes/>
- The Centre will provide a menu that includes foods that promote healthy eating for children

When Parents provide food for children

- The Centre will promote safe and hygienic food handling practices.
- Parents are asked to bring lunches and food snacks/lunch for their children and are encouraged to include foods that promote healthy eating for children.
- Children's lunch boxes are to be named and placed in the assigned area or refrigerated upon arrival.
- At snack/lunch times, staff will ensure that each child receives their own lunch box.

Bottle Feeding Procedures (HS23)

- All children under the age of 6 months and other children unable to drink independently will be held semi-upright while drinking their bottle.
- When teachers are feeding infants their bottles (under 15 months old) a ratio of one to one will be used.
- Bottles for children under the age of 6 months will be heated by being placed in hot water in the kitchen. For children over the age of 6 months, bottles will be heated in the microwave unless the milk is breast milk, or as requested otherwise by a parent or caregiver.

Accident Procedures (HS 25)

- At least two staff will hold a current First Aid Certificate at all times.
- Copies of First Aid Certificates held by staff will be kept in the Centre.
- Management will ensure that all children's records have both parents' current contact numbers and two emergency contacts.
- In the event of an accident the priority will be to administer first aid immediately then inform the supervisor.
- Any accident will be recorded in the Accident Register/Form and staff will ensure parents are informed. Parents will be phoned and informed of any serious accident, including all head injuries.
- The staff member who performs first aid will record in the Early Childhood Council Accident / Incident Register what happened, i.e., a description of the incident, the action taken, and the day and time it occurred and a space for parents to sign that they have knowledge of the incident. They will then highlight the child's name on the roll/sign in sheets and write in the comments column "see teacher".
- If deemed necessary, a registered and qualified staff member will take the child to the local medical centre and the child's parents/emergency contact person will be called. The staff member will stay with child while at the medical centre until parents arrive. If more serious, an ambulance will be called and the parents will be contacted immediately. If the parents cannot reach the Centre by the time the ambulance arrives, a staff member will ride to the hospital with the child and meet the parents there.
- If blood and body fluids are present as a result of the accident, staff will clean and disinfect the area using gloves and a bleach solution straight away.

Serious Harm or Illness to a Child Procedure (HS 27)

All practicable steps will be taken to get immediate assistance for a child who is badly hurt in an accident or becomes seriously ill, and to inform the parents or caregivers of what has occurred.

In the event of a serious accident or illness to a child, a teacher shall immediately ensure the following steps are taken:

1. Attend to the child.
2. Seek support from another teacher/s.
3. Call appropriate medical assistance.
4. Advise the parents/whānau/caregiver.
5. If the child is taken to hospital the staff member who had been closest to the incident should accompany them.
6. A Serious Harm/Illness events will be recorded using the Early Childhood Council Accident / Incident Register
7. An incident investigation will be completed.

The Early Childhood Council Accident / Incident Register will include:

- The child's name.
- The date, time and description of the incident.
- Actions taken and by whom.
- A space for parents to sign that they have been informed of the incident.

Incident Investigation

In the event that an investigation is required, the following process will be followed:

- The staff member closest to the incident will document what occurred.
- Any other staff involved will document their role.
- The Health and Safety Officer and the Manager will go over the report with the teacher to:
 - a. Identify key triggers to the incident.
 - b. Minimise the hazard.
 - c. Add to the Hazard Identification Register if required.
 - d. Evaluate the effectiveness of the procedure and make changes if required.
 - e. Store all information in the Incident File in the Managers/Supervisors Office

Illness Procedures (HS 26)

- The Centre will ensure that all children/ staff / parents / visitors to the Centre are protected from contracting infectious diseases.
- Children and adults who are sick are not to be present at the Centre. Sickness includes vomiting, diarrhea, high temperatures, a green runny nose along with any other flu like symptoms, conjunctivitis, impetigo and any other contagious illness.
- There must be a period of 24hr absence if a child is diagnosed with having a viral infection. If a child has vomiting and diarrhea they must remain absent from the Centre until 48 hours after their last symptom.
- If a child arrives at the Centre and is clearly not well, staff and Management reserve the right not to allow that child to be left at the Centre. This is for the wellness of other children and staff.
- If parents are called to collect their child due to illness, they must do so as soon as possible. If parents are unable to do so they must then organise someone else to collect their child.
- A current list of infectious diseases consistent with Infectious Diseases for Criterion HS26 will be displayed in the Centre, enabling parents to access the information at all times.
- If a child has an illness not covered in this policy, teachers will refer to the infectious disease chart to determine the infection period, which will determine how long a child must stay away from the Centre. If the illness is not listed on the infectious disease chart the local Public Health Nurse will be consulted.
- If a child becomes unwell while at the Centre they will be isolated from other children and watched over by a staff member until collected by a parent/caregiver.

Administration of Medicine (HS28)

- There are three categories of medicine that require different authorisations from parents:

Category 1: non-prescription, provided by the Centre, and kept in the First Aid Kit. *(Written authority upon enrolment.)*

Category 2: prescription and non-prescription (used for a specific period of time, short term). *(Written authority is required at the beginning of each day and will include the name of the medication, the method for administering, the dose, and the time medication is to be given.)*

Category 3: prescription and non-prescription (used for the ongoing treatment of pre-diagnosed conditions). *(Written authority is required upon enrolment as part of an Individual Health Plan which will include name of the medication, the method for administering, the dose, the time the medication is to be given, and the specific symptoms/circumstances in which it should be given.)*

- All medicine bottles must be correctly labelled with the child's name and expiry date.
- All Category 2 or 3 medication must be handed directly to a staff member, who will place it up high out of the reach of children (or in the refrigerator).
- Medication will not be given if it is out of date, or has been prescribed to someone different than the child.
- All permanent staff are able to administer medication.
- All medication administered must be recorded including written authority from the parent to administer the medicine consistent with the medication category, the name of the medication, the child's name, the amount of medicine given, the date and time medication was administered and by whom, and evidence of parent acknowledgement that the medication was administered (see Forms).
- Staff will be given appropriate training in the administration of specific medications as required. Details of this training will be kept in the Centre Professional learning filing system

Sick and/or Soiled Children Procedures (HS 30)

Universal Precautions for Infection Control

In the event of an accident, spillage or contact with any body fluids or discharge, the following universal precautions will be followed:

- All broken skin areas (fresh, unhealed cuts or burns) must be covered with a water-proof, adhesive dressing.
- Gloves will be used when contact with mucous membranes (eyes, mouth), broken skin or moist body substances is likely to occur.
- Hands must be washed immediately with soap and water if they are potentially contaminated with moist body substances.
- Articles, furniture and floors soiled with moist body substances will be cleaned and appropriately disinfected using bleach. This will be left on the area for 10 minutes and the spill wiped up with a cloth soaked in the solution.
- Soiled children will be taken to the nappy changing area to be cleaned and changed. Staff will follow the nappy changing and toileting procedures.

Immunisation Procedures

The Health (Immunisation) Regulations 1995 require that accurate immunisation records are kept of all children on the roll.

- The Ministry of Health requires all licensed Early Childhood Centres to sight and record every child's immunisation history on enrolment, or in the case of a child under 15 months old, once that child reaches the required age.
- These records will be maintained on file and will remain confidential. The Centre Manager is responsible for recording this information.
- In the case of an outbreak, any child who is not immunised must be removed from the Centre until the incubation period of the disease is past and no further cases are reported.

Supervision of Children Procedures

- The Centre Manager will ensure adequate staff are present at all times to meet licensing requirements, and to adequately supervise all children in attendance.
- Children will be in the sight of an adult at all times. Staff will be rostered to ensure both indoors (including the toileting area) and outdoors have adequate supervision.
- Staff or adults visiting or working in the Centre will be well supervised and visible at all times.

- All visitors will be required to sign the designated book stating the time of arrival and departure and purpose of visit.
- When staff leave for morning and afternoon tea breaks, they must not leave until another staff member has covered their position.
- Staff involved in supervision must not leave children unsupervised under any circumstances unless relieved by another staff member.
- The Centre Manager is the Person Responsible; if this person is not present then an alternative staff member will be asked to undertake this role on a temporary basis.

Sunsmart

- On a designated 'Sunsmart' day, children and staff will wear hats (for a minimum this would be during the months of daylight-saving October to March). Children not wearing hats will be asked to play indoors or in shaded areas.
- Parents will be encouraged to provide a hat for their child, and staff will be responsible for checking bags for a hat if they are not being worn.
- An emergency supply of hats will be available at the Centre. These will be washed after each use.
- Children and adults will be encouraged to wear 'Sunsmart' clothes, i.e., t-shirts rather than singlet tops.
- Sunscreen will be applied to the children as they arrive in the morning, again at lunchtime, and any other time as required.
- If a child is excluded from using the Centre's sunscreen then their parent/caregiver/whānau will be required to provide a named sunscreen for their child.
- Staff and Management will work together to provide a 'Sunsafe' environment.

Licensing Criteria HS1 – HS30.

- **Supporting Legislation: Regulation 46 Health and Safety Practices Standard: General.**
- **Supporting Document to meet HS26 Infectious Illnesses Chart can be downloaded from**
- **<https://www.healthed.govt.nz/resource/infectious-diseases>**