



## Children's health and safety

### Introduction

The requirements for an Education and Care service in the area of 'health and safety' are embedded in the Education and Care Services National Law and Regulations; local state health laws and local government laws impact on the service. Core references are given but the reader should consider the references that apply for their local situation. The national Early Childhood Australia Code of Ethics is an important part of this work.

Before reading this section of policies, it is valuable to consider the following from the UN Convention on the Rights of the Child, Article 3 in particular:

*Article 3/3. States Parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their Educators, as well as competent supervision.*<sup>1</sup>

### Implementation

The service mission, vision and values guide the implementation of all its policies and health and safety are no exception.

### Knowledge development

Educators in this service are required to have or be working toward the relevant baseline qualification and then continue their ongoing learning. In this area, it includes:

- Orientation
- Professional learning through meetings
- Ongoing reading, discussion and self-reflection
- External professional development as decided with the Director
- Professional development as decided by the service as being essential for all Educators in the area:
  - ✓ Child protection
  - ✓ First aid including asthma and anaphylaxis
  - ✓ Other:

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<sup>1</sup> <http://www.ohchr.org/Documents/ProfessionalInterest/crc.pdf> Retrieved 18 January 2016



## Contents

POLICY   QA2 .....	1
<i>Introduction</i> .....	1
<i>Implementation</i> .....	1
<i>Knowledge development</i> .....	1
<i>Contents</i> .....	2
<i>Policy: Health and safety</i> .....	4
Procedure: Education and a health and safety culture .....	5
Procedure: Risk assessment, planning and evaluation .....	6
Procedure: Maintaining a safe environment.....	7
Procedure: Storage of potentially dangerous products .....	8
<i>Policy: Collection of children</i> .....	9
Procedure: Arrival at the Service.....	10
Procedure: Attendance records .....	11
Procedure: Collection of children .....	12
Procedure: Family disputes .....	13
Procedure: Late collection of children .....	14
Procedure: Excursions, Incursions and Transport .....	15
<i>Policy: Medical Conditions</i> .....	19
<i>Policy: Medications</i> .....	22
Procedure: Administration of medications .....	23
Procedure: Storage of medications.....	24
<i>Policy: Immunisation</i> .....	25
Procedure: Immunisation .....	26
<i>Policy: Nutrition</i> .....	25
Procedure: Meals .....	26
Procedure: Nutrition and family communication .....	28
<i>Policy: Foodsafety</i> .....	29
Procedure: Safe Food Handling .....	30
Procedure: Sleep and relaxation .....	31
Procedure: Toileting .....	32
<i>Policy: Sunprotection</i> .....	33
Procedure: Sunprotection.....	34
<i>Policy: WaterSafety</i> .....	36



Procedure: Water Safety..... 37

**Policy: Accidents, Emergencies, First Aid..... 38**

    Procedure: Accidents..... 39

    Procedure: Emergency procedures ..... 40

**Policy: Emergency and evacuation ..... 42**

    Procedure: FirstAid ..... 43

**Policy: Illness and exclusion..... 44**

    Procedure: Illness ..... 45

    Procedure: Exclusion ..... 46

**Policy: Pandemic Plan ..... 47**

    Procedure: maintaining a safe environment ..... 48

    Procedure: maintaining a wellbeing focused childcare community..... 50

**Policy: Asthma ..... 51**

    Procedure: Asthma management..... 48

**Anaphylaxis..... 50**

Anaphylaxis procedures ..... 51

**Diabetes ..... 55**

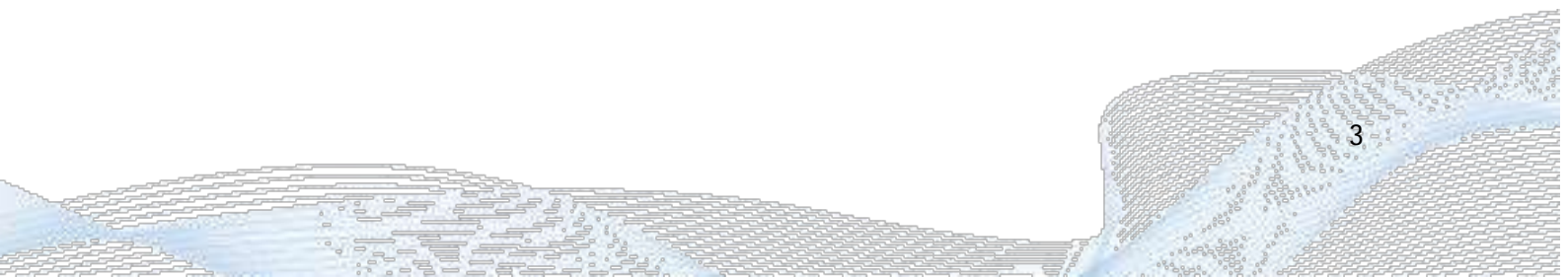
**Statement: Supervision ..... 57**

**Statement: Violence, threatening behaviour ..... 58**

**References..... 59**

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## Policy: Health and safety

### Policy Statement

Our children have the right to experience a quality education and care environment which provides for their health, safety and wellbeing.

Health and Safety is the responsibility of everyone. All Educators, parents and visitors play a role in contributing to this healthy and safe environment.

We will:

- promote an organisational culture that adopts health and safety as integral to its focus
- establish systems that support compliance with the regulatory requirements
- provide regular opportunities for knowledge development
- ensure that health and safety is part of the business planning processes and that it is consistently adequately resourced
- provide processes for consultation and communication of health and safety matters
- maintain an effective process for assessing health and safety risks
- maintain an effective process for resolving health and safety issues.

The Service will use education, risk assessment, planning and regular evaluation of health and safety related data to provide a picture of what is occurring and what actions are to be taken to mitigate risk and to learn from issues that have occurred.

Health and safety will be part of carefully considered discussions with children and will be undertaken in a way that informs and supports children as they learn the skills to manage health, safety and risk assessment for themselves.

Parents will be kept informed on health and safety matters where relevant.

### Related policies

Mission, Vision and Core Values Curriculum  
Health and safety policies  
Service environment plan

### Procedures related to this policy

Health and safety  
Service environment plan

### Service forms related to this policy

Current health and safety forms  
Risk assessment forms

### Related Service publications

Curriculum  
Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
First aid training

### Legal and professional requirements:

Education and Care Services National Law: Section 3, S 165, 167

Education and Care Services National Regulations Chapter 4, Part 4.2

National Quality Standards: Quality Area 2 and 7

Local Occupational Health and Safety Legislation



## Procedure: Education and a health and safety culture

Health and Safety is the responsibility of everyone. All Educators, parents and visitors play a role in contributing to this healthy and safe environment.

### Service responsibilities

- Establish systems that support compliance with the regulatory requirements
  - Manage a compulsory orientation program
  - Regular discussions through meetings
  - Review the program annually with senior Educators to ensure it is current
- Promote an organisational culture that adopts health and safety as integral to its focus
  - Ensure the topic is a part of every Educator's supervision meetings
  - Ensure consideration of health, safety and wellbeing is undertaken for all new projects
- Provide regular opportunities for knowledge development
  - The Director is to maintain a record of health and safety related education
- Ensure health and safety is part of the business planning processes and is adequately resourced
- Provide processes for consultation and communication of health and safety matters
  - The Director to ensure that appropriate consultation occurs and that communication on health and safety matters is clear and consistently given
- Maintain an effective process for assessing health and safety risks
  - The Director is to ensure that the Educators are provided with appropriate training in risk assessment and to oversee and sign off on risk assessments when they are completed
- Maintain an effective process for resolving health and safety issues and reviewing any concerns.

### Educator responsibilities

- Undertaken learning on health, safety, risk, and the related policies and procedures as discussed with the Director
- Actively promote health and safety as a consideration that needs discussion.
- Report any health and safety concerns and actively follow up any reports.

### Family role

- Provide any health or safety information to the service that is needed to provide a quality standard of care and education for your child.
- Raise any concerns or questions with the service staff or Director as soon as is possible.



## Procedure: Risk assessment, planning and evaluation

### Service responsibilities

- The service will obtain guidance on risk assessment through appropriate agencies, such as government and professional associations, appropriate to the issue and setting.
- All Educators will be provided with education on the service policies and procedures on risk beginning at orientation and continuing through all relevant professional development.
- The Service will provide Educators with the templates to support their assessment of risk.

### Educator responsibilities

- All Educators are encouraged to share any observations or concerns in regard to risk related issues. Management will be advised of any issues and proposed strategies.
- Educators will genuinely seek children's input on health and safety, respect their ideas and incorporate children's ideas and interests into the curriculum.
- Educators will encourage children to communicate their own ideas on health and safety and will respond appropriately to children's non-verbal cues.
- Educators will show empathy, respect and understanding when communicating with children and model this in their interactions with adults.
- Young children will be encouraged to make decisions that will increase their learning about the management of risk, for example:
  - Helping to set up the environment including the experiences they would like
  - Deciding on the materials they would like to use and how they would like to use them
  - Deciding where they would like to play (i.e. indoors or outdoors)

### Family role

- All families will be provided with information on the service policies and procedures on risk, beginning at their orientation.

## Procedure: Maintaining a safe environment

Maintaining a safe environment is integral to health and wellbeing of the children and the service.

### Service responsibilities

- A Maintenance Register is kept to track the maintenance of buildings and equipment and monitor the effectiveness of safety checks.
- All maintenance reports are prioritised in terms of risk and are acted on as soon as possible after receipt.
- Safety assessments are held quarterly, recent Service incident reports and the maintenance register will be checked.
- All Educators will be oriented to maintenance requirements and participation will for part of supervision discussions.
- All equipment and toys purchased for the Service will meet where applicable, the appropriate Australian Standards.
- The Service will ensure that adequate furniture is available to meet the physical and developmental needs of children attending the Service.
- All Educators will be diligent to ensure that all equipment and toys are kept in a safe, clean and hygienic condition, in good repair at all times, and stored in a safe manner. This will include daily checks.
- Educators who become aware of faulty or broken equipment will remove this equipment from use and advise the nominated supervisor of the need for its replacement or repair. All such incidents will be noted on a Hazard Report.
- Sandpits will be and raked daily to check for any contaminants or potentially dangerous objects.
- The outside playing area will be checked regularly to ensure poisonous vegetation and vermin is not accessible to children.

### Educator responsibilities

- All Educators will complete orientation to maintenance.
- All Educators will complete Daily Safety Checklists for their designated area.

### Family role

- Report any maintenance concerns to Educators.



## Procedure: Storage of potentially dangerous products

### Service responsibilities

- All Educators will be made aware of which products may pose a danger to children in the Service.
- The Service will purchase and use less toxic substances whenever possible.
- The Service will maintain a register of hazardous substances kept on the education and care premises.
- All potentially dangerous products will be clearly labelled and stored in their original labelled containers.
- All relevant Material Safety Data Sheet (MSDS) will be stored with the product.
- All chemicals will be stored out of reach of all children, or unauthorised adults.
- Storage areas will be clearly labelled to assist relief for all Educators.

### Educator responsibilities

- Educators will participate in education on the storage of potentially dangerous products and work as a team to ensure that appropriate safety actions are taken.





## Policy: Collection of children

### Policy Statement

As a responsible approved Education and Care service, we will ensure that the attendance of all children enrolled in the Service is accurately recorded in accordance with regulatory and government guidelines.

Families are required to personally deliver and collect their children, or arrange with the Service for an authorized person to do so.

The Service's procedures for drop-off and collection of children must be followed in every instance to ensure the safety and wellbeing of children.

Families are expected to abide by the approved Service hours.

Note: The Service is unable to provide care to children after hours unless in the case of emergency.

### Rationale

All children have the right to experience quality education and care in an environment which provides for their health, safety and wellbeing.

The Education and Care Services National Law requires that approved provider and nominated supervisor take reasonable care to protect children from foreseeable risk of harm.

Ensuring that children are only released to authorized persons is a key aspect of children's safety.

### Definition: What is an 'authorised nominee'?

Authorised nominee, in relation to a child, means a person who has been given permission by a parent or family member of the child to collect the child from the education and care service or the family day care Educator (see the Education and Care Services National Law)

### Related policies

Enrolment  
Child protection

### Procedures related to this policy

Arrival at the Service  
Attendance records  
Collection of children  
Family disputes  
Late collection

### Service forms related to this policy

Enrolment  
Attendance records

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
Staff orientation session  
Child protection

### Review schedule

2 years or at need

### Legislation and professional requirements

Education and Care Services National Law: Section 3(2) (a); 165; 165A; 167; 175; 189

Education and Care Services National Regulations: Regulation 158

National Quality Standards: Standard 2.3, 6.1



## Procedure: Arrival at the Service

### Service responsibilities

- The Service will ensure that all Educators are provided with education relating to the importance of those arrivals and departures.
- The Service will also provide appropriate support for Educators during the arrival and departure times.

### Educator responsibilities

- Educators will welcome families and children on arrival and engage them in the day's activities.
- If applicable, Educators will check the family has completed an Authority to Administer Medication Form and then store the medication in the appropriate place.
- Educators and families or children need to exchange information at this time in preparation for the day and arriving at or departing from the Service.
- If this exchange of information involves discussions about private or personal details, the discussion will take place in a private area to ensure confidentiality.
- If any early morning routines preferred by the child for handover has been agreed between the parent and the Educator, then that agreement will be complied with.
- Any handover agreement or information from the parent will be documented in the parents' communication book and email for all Educators.

### Parent's role

- On arrival at the Service, families must meet directly with the Educator to signal their arrival. Young children must be taken to the child's Educator.
- The family member will hand over any relevant information that the Educators should be aware of.
- If any early morning routine for handover has been agreed between the parent and the Educator, then that agreement will be complied with.
- Any medications must be given directly to the Educator and any instructions for giving the medication will be discussed. The family member will complete an Authority to Administer Medication Form. (Prescription medication only).
- The family member will sign in the child in the attendance records.



## Procedure: Attendance records

### Service responsibilities

- The Service will provide accurate attendance records for the parents to sign.
- The attendance records will be retained according to current government requirements.

### Educator responsibilities

- Educators will welcome families and children on arrival and seek to engage them in the day's planned activities.
- Educators will use the attendance records as a checklist during and after evacuations.
- Educators will not release the attendance records to anyone who does not have senior management authority to see those records.

### Parent's role

- Family members who are involved in bringing children to the Service are each responsible for signing the attendance records accurately and in the appropriate place.



## Procedure: Collection of children

### Service responsibilities

- A child will not be released until the enrolling parent's authorisation has been obtained.
- If the authorised person is not known to the Service, the enrolling parent will be asked to provide a description of the person concerned, who will also be required to provide proof of their identity.
- Children will not be released to parents or other authorized persons where it is apparent that the child may be at imminent risk if released to the person. In this case, other authorized persons will be contacted to collect the child.
- In cases where no other person can be contacted, Educators will advise the Approved Provider (or Nominated Supervisor) who will contact the appropriate authorities for advice and if necessary, intervention.

### Shared responsibilities

- The names and current contact numbers of all persons authorised to collect children from the Service must be included on the Enrolment Form.
- Any changes to these authorisations must be advised in writing to the Service by the enrolling parent as soon as possible.
- If the enrolling parent arranges for an authorised person to collect their child from the Service, they must contact the Service to advise of this arrangement and confirm who will collect the child.
- If the Service has not been notified and someone other than the enrolling parent arrives to collect the child the Nominated Supervisor/Educator will contact the enrolling parent to obtain their authorisation which will be in writing wherever possible.



## Procedure: Family disputes

### Service responsibilities

- The service will provide Educators with education and support when they are working with parents who have a complex set of issues which includes or potentially includes dispute.

### Educator responsibilities

- Where a child attending the Service is not living with both parents, or where disputes arise in relation to responsibility for the child the following will apply:
  - Parental responsibility remains with both parents jointly and individually except where it is altered by an order of the Family Law Court of Australia or equivalent.
  - In the absence of such an order the child will be released to either parent who is an authorised person to collect the child on the Enrolment Form.
  - Where a non-enrolling parent cites a Court Order giving him/herself lawful access to the child, the Educator/Nominated Supervisor will contact the enrolling parent to request immediate attendance at the Service to resolve the matter. If this is not possible, police should be called to resolve the matter.
  - The child will only be released into the care of the enrolling parent, or other person specifically authorised by the enrolling parent, except when child protection authorities or the police specifically direct otherwise under the provisions of the applicable child protection legislation.

### Parent's role

- Families are required, as a condition of enrolment, to ensure that:
  - the Educators are treated with respect, particularly during sensitive discussions
  - the service is provided with accurate information and documentation and advised of any changes or imminent changes as soon as is possible.

## Procedure: Late collection of children

### Service responsibilities

- The service will provide Educators with education and support relating to the late collection of children.
- Where families are continually late to collect children, the nominated supervisor will speak with the parent to discuss any difficulties the parent is experiencing in collecting their child by closing time.
- Strategies for the parent to adhere to Service hours will be discussed, and the parent will be asked to give a commitment to implementing these strategies.

### Educator responsibilities

- Educators will care for the child's needs and create a relaxing environment with meaningful activities to prevent the child from becoming anxious.
- If a child has not been collected 30 minutes after closing time, and the parent of the child, nor other emergency contact person has been able to be contacted, the senior Educator present will contact the Approved Provider (or Nominated Supervisor) to advise them of the situation and consult on what action to take.
- The Service may decide to contact the police to find out if the parent has been involved in an accident, or to ask the police to take action to try to locate the parent.
- Educators will advise the child protection agency/regulatory authority/police (if contacted), and the Nominated Supervisor or Approved Provider that the child has been collected.

### Parent's role

- Parents who are unable to collect their child at the negotiated collection time must telephone the Service to advise of their lateness and expected time of arrival.
- If a parent is unable to collect their child prior to closing time they should arrange for another authorised adult to collect the child and advise the Service of this arrangement. This advice should be in writing if possible.
- If the parent has not contacted the Service and the child has not been collected 10 minutes after the negotiated collection time, the Service will attempt to telephone the parent or if this is not possible telephone the emergency contact people listed on the child's enrolment form to arrange for the child's immediate collection.
- When the parent or emergency contact person arrives to collect the child they will be required to complete and sign a Late Collection Form, which indicates the time of collection and confirms their understanding that a late fee will be charged.

## Procedure: Excursions, Incursions and Transport

### Service responsibilities

- Ensure a risk assessment of the proposed transport has been undertaken and is current.
- Ensure all risk assessments have been signed off by the Nominated Supervisor.
- Ensure all experiences are planned in the needs and interests of the children in order to provide a wide variety of development and learning opportunities.
- Ensure that children are supervised by staff with the necessary experience and qualifications.
- Ensure that new staff members are not left alone in supervising when possible, until deemed confident and familiar enough with the Centre, children and families. Will take into account the design of all excursion venues and consider the necessary support and resources needed to aid in actively supervising all children.

### Educator responsibilities

- Children will not be transported in a motor vehicle without the written authorisation of the parent of the child.
- Excursion boundaries and expectations are communicated to all children prior to departure to ensure that every child is aware.
- Educator to child ratios of 1:10 will always be upheld at a minimum.
- All educators must be aware of the potential hazards that have been outlined in the risk assessment.
- Ensuring that children are actively supervised and that all staff are implementing most up to date and effective supervision policies.
- A headcount of all children is conducted a minimum of every 30 minutes as well as before staff move between spaces including indoor and outdoor, trips to the bathroom and boarding and departure of the bus.
- The role is taken prior to the excursion departure and upon arrival back at the centre.
- Children are escorted to bathrooms by a staff member of Subiaco Children's Centre only and all bathrooms are checked for dangers and potential hazards prior to the children entering.
- Children travelling in a private vehicle must be restrained by a seat belt or safety capsule at all times in compliance with relevant state or territory laws.
- Children travelling on a bus will be required to remain seated at all times the vehicle is in motion and use seatbelts if they are fitted.
- Appropriate Educator to child ratios will be maintained during journeys in vehicles. Additional adult supervisors may be included depending on the developmental or other needs of the group.
- Transport providers will never be left alone with children.
- Should the vehicle in which the children are passengers break down, or become involved in an accident or other emergency the Educator in charge will:
  - Assess the risk in the new circumstances
  - Assess the safest place for the children to wait for a replacement vehicle or for repairs
  - Call an ambulance and/or administer first aid if required
  - Contact the Service to advise them of the situation.



- The service will advise parents as soon as is possible.
- The service will augment the Educators at the situation site.
- Should any children require medical attention, the service will, within 24 hours, advise the Regulatory Unit.

## Parent's role

Read through or access any of the relevant information surrounding the incursion or excursion and if consent is given, complete the authorisation forms and return before the due date. Parents should raise any concerns or needs promptly.

## Excursion and Incursion Procedures

- All excursions and incursions are meticulously planned with risk assessments conducted before seeking the authorisation for each child to participate.
- Risk assessments will measure any potential risks and hazards associated with any planned incursions or excursions. These assessments will then determine the necessary resources and strategies needed to minimise risk and ensure that these are documented and communicated. The risk assessment document then details the logistics of any excursion and incursion including ratios, activities, length of stay and the transportation to and from any venues. This allows for all information to be shared with families before the child's participation and request for authorisation is needed.
- All excursion risk assessments, including site visits are overseen by the Program Planning Manager and the Quality and Compliance Manager to ensure that they meet the services standards for safety.
- The risk assessment will include all necessary information and any risk management strategies are communicated via the Program Planning Manager to the Director in an effort of working towards a safe experience for all Subiaco Children's Centre kids.
- Excursions and incursions are planned in the interest of developing and expanding upon children's learning and their understanding of the surrounding community.
- A written authorisation is obtained for all incursions and excursions from an authorised parent/guardian and/or authorised nominee. This collection process includes the provision of access to relevant information and details surrounding the nature of the incursion or excursion.
- All Subiaco Children's Centre staff wear an easily identifiable uniform adorned with a visible logo at all times.
- All children wear a fluoro yellow bib when leaving the Centre to help aid in their safety and supervision.
- If weather conditions are deemed unsuitable for a planned activity on the day of an excursion or incursion they may be cancelled.
- An attendance call is taken when the children are all gathered as a big group and prior to getting on the bus to return.
- Meeting times and locations are agreed upon prior to splitting into smaller groups.
- Staff may all communicate and be reachable through their mobile phones when split into smaller groups to help ensure the safety of all children.
- When split into smaller groups a record of what children are with each educator is kept and communicated to the Centre's phone.





- Children will never be left in the sole care of any other person apart from a staff member from Subiaco Children's Centre.
- Any child that appears missing is communicated to the supervisor immediately and further necessary action can then be taken.
- Children will have access to shaded areas when possible to ensure an accordance with the Sun Protection Policy.

### **Excursion Specific Information and Procedures:**

All relevant excursion information and specifics is made readily available to parents/guardians on upon booking and when departure or arrival times are outside the normal pick-up/drop-off times, this information is communicated during the enrolment process for that day and is also available on the Centre's vacation care program.

To ensure the comfort and safety of all children during excursions:

- Children are expected to arrive no later than 15 minutes prior to the excursions departure time.
- Buses will depart on time and those that fail to arrive on time will not be allowed to attend the excursion as services will be closed during excursion times.
- Buses will arrive back at the Centre no later than the conclusion of the excursion time listed on the program and if there is a delay this will be communicated to parents.

Parents/Guardians are asked to ensure that prior to excursion children have appropriate:

- Clothing (weather and activity appropriate)
- Footwear
- Lunch/Drinks and snacks
- Sun protection (including hat)

Those that cannot attend excursion's will not be offered care on excursion day's as the Centre will be deemed as closed for the duration of the excursion. All Subiaco Children's Centre staff will aid in the management and provision of safe educator to children ratio's ranging from 1:6 to 1:10 to accommodate smaller activity groups where appropriate.

### **Prior to Departure from Service:**

In an effort to uphold safety the Director/Supervisor and staff will ensure the following items are always taken on excursion:

- First Aid Kit
- Medication as required (including epi-pens)
- An attendance record
- A folder containing the emergency contact. Medical information and other critical information for every child.
- The services mobile phone

Before leaving the Centre:

- All educators will sit the children down to explain the expectations, procedures, any pairings and groups and the potential risks children may need to be aware of.
- Children are then given the opportunity to use the bathroom or get a drink of water.



- Children are checked to make sure they are all wearing appropriate clothing (including a Fluoro yellow bib)
- The Supervisor/Director will nominate an educator to be in charge of the First Aid Kit and another to collect the other relevant excursion information, forms. Medical information and emergency contacts.
- The bus is inspected by a member of staff prior to the children boarding.
- Children are checked that they are wearing seatbelts.
- A final headcount before children depart the centre and once on the bus is taken

### Professional practice note

Writing risk assessments is a skill and all involved must participate in orientation or professional development on the task before they participate. Those who are experienced in risk assessment writing should stay current. All risk assessments must be signed off by the Nominated Supervisor.



## Policy: Medical Conditions

### Policy Statement

At Subiaco Children's Centre we support wellbeing and manage specific health requirements, upholding confidentiality and liaising with parents and guardians surrounding the care and management of their child's medical condition(s).

### Service Responsibilities

- Staff members have a clear understanding surrounding the child's medical conditions and are aware of any updates surrounding these conditions.
- Parents and staff are in regular communication around managing specific medical conditions.
- On every shift there is a staff member with up to date first aid accreditation and CPR training.
- Staff are to ensure received medication and action plans are in date.
- The service is to regularly manage the risk minimisation plan in consultation with parents and update accordingly, with all qualified educators expected to understand the plan.
- The service will annually send parents a form that must be signed regarding their child's risk minimisation plan to ensure that parents and staff have a mutual understanding regarding what to do in regard to the child's health needs (medical conditions communication plan).
- Educators have a list of emergency contacts as well as the doctor's contact details.
- Educators who prepare food are aware of the allergies that some children have, avoiding cross-contamination.
- Educators who give food to the children are aware of the allergies

### Related policies

Asthma management  
Anaphylaxis management  
Diabetes  
Infectious illness including exclusion

### Procedures related to this policy

Asthma management  
Anaphylaxis management  
Diabetes  
Infectious illness including exclusion

### Service forms related to this policy

Enrolment  
Medication form  
Accident and illness report form  
Child's:

- medical management plan
- risk management plan
- communication plan

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
Staff orientation session

### Legislation and professional requirements:

Education and Care Services National Law: Section 3(2) (a); 165, 167

Education and Care Services National Regulations: Regulations 90 - 96; 168

National Quality Standard: Standard 2.1, 2.1.1, 2.2 and 2.2.1



- A copy of the Medical Conditions Policy will be provided to parents of children enrolled at the service including children who have been identified as having a specific health care need or allergy.
- In the event that a child has a medical condition related incident the staff will:
  - Follow the received action plan
  - Call an ambulance by dialling 000
  - Commence first aid
  - Contact the parent/guardian (as soon as possible)
  - Notify the regulatory authority (within 24 hours)

## Family Responsibilities

- To provide the following information surrounding their child's medical condition to the centre:
  - Medication
  - Allergies
  - Contact details of the child's doctor
  - Medical management plan
- To fill out the enrolment form accurately to specify any medical conditions.
- Notify the service of any changes to the medical plan.
- In a timely manner, communicate to the Educators through email to keep Educators up-to-date and aware of their child's medical needs.
- If needed they will attend a meeting with the supervisor regarding the child's health needs and action plan.



### Risk Minimisation & Communication Plan

- All children with a diagnosed/non-diagnosed medical condition have a risk management plan in place.
- The Plan identifies:
  - The allergen
  - The potential reaction
  - The time for potential exposure
  - The strategies to minimise the risk of exposure.
  - Action after exposure
- The Plan then is designed in consultation with parent's or guardian and is signed by parties upon agreement.



## Policy: Medications

### Policy Statement

We aim to provide a safe environment for all enrolled children and ensure that the high-risk practice of administering medications to children is carefully monitored to reduce any risk to the health and well-being of the child.

**Our Educators who are not medically trained and therefore cannot diagnose or recommend any treatment.** Consequently, Educators will not:

- Administer any medications to children without written parental consent.
- Perform any treatments without first receiving appropriate training.

All medications will be used according to doctor or pharmacy directions.

All medication will be stored safely during the day.

### Rationale

Families that utilise education and care Services place a high level of trust and responsibility on Educators in the belief that, in their absence, their children will be kept safe and secure and their well-being protected.

This is particularly the case in the administration of medication to children, or the supervision of older children self-administering medication.

### Related policies

Enrolment  
Child protection

### Procedures related to this policy

Arrival at the Service  
Attendance records  
Collection of children  
Family disputes  
Late collection

### Service forms related to this policy

Enrolment  
Attendance records  
Medication forms

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
Staff orientation session  
Child protection

### Legislation and professional requirements

Education and Care Services  
National Law Section 3(2) (a); 167

Education and Care Services  
National Regulations: 90-96; 177;  
177, 178, 178, 181-184

National Quality Standard-2.1, 2.3,  
4.1 and 7.3



## Procedure: Administration of medications

Whenever possible medication must be administered by parents. Parents should consider whether their child who requires medication is well enough to be at the Service, and to keep the child at home if unwell.

If children are receiving medication at home but not at the Service, the parent should advise the Educator of the nature of the medication and its purpose and any possible side effects it may have for the child.

To ensure children's safety and welfare, the giving of medication at the Service will be strictly monitored and administered as outlined below:

- **Medications prescribed to the child will be administered** in accordance with instructions on the medication and the corresponding medication form, with dosages and times recorded.
- **Non-prescribed medications** (over the counter medications other than those medications listed in the *Health Management Plan* for a child with ongoing high health needs) will be administered in accordance with the dosage and duration requirements of the medication with dosages and times recorded.
- Any request by a parent to administer non-prescribed medication in an ongoing manner without medical advice or for a period longer than that stated on the medication will be refused.

### Authority

- Medication will only be administered by an Educator where the:
  - Conditions listed above are met, and
  - The parent has completed and signed an *Authority to Administer Medication Form*
- Where the Service cannot provide sufficient numbers of adequately and appropriately trained Educators who feel confident to administer medication to the child, it may be agreed that the parent will come to the Service to administer the medication, or arrangements made for a health professional to administer the medication at the Service.

### Administration of medications

- Medications will not be given by a relief Educator unless they know the child.
- Before medication is given to a child the Educator will verify the correct dosage and child with another Educator.
- After giving the medication the Educator will complete the following details on the *Authority to Administer Medication Record*- date, time, dosage, medication given, person who administered, person who verified, and signed by both Educators.
- Medication must NEVER be put into a drinking cup unless administration involves combining with other liquids.

## Procedure: Storage of medications

- Medication must be given directly to the Educator on arrival and not left in the child's bag.
- All prescribed medications must have the original pharmacist's dispensing label, or details provided by the doctor giving the child's name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.
- All non-prescribed medications must be labelled with the child's name, be in original packaging with clear dosage instructions, and within the expiry date of the medication.
- All medication will be stored safely out of reach of children, but readily accessible to all authorised Educators, and in accordance with the medication requirements.

### Professional practice notes

These procedures are drafted to support Educators in making safe decisions and practice actions.

Educators are advised to ensure that they undergo authoritative professional development on medication safety to ensure they are advised of any additional safety measures.

Educators are advised that where there is any doubt over the accuracy or otherwise of a medication form, they should delay until they can discuss the issues with the parents and the service Director.





## Policy: Immunisation

### Policy Statement

Families are required to provide immunisation information at enrolment and are also required to inform the Service if children are partially or not immunized at enrolment or if participation in the immunisation schedule ceases.

The Service will exclude non-immunised children during suspected and actual outbreaks of infectious disease (such as measles and whooping cough) even if the child is well.

If non-immunised children are excluded by the Health Department, fees will still be payable for this period.

From... At enrolment, families are required to provide up-to-date immunisation records for the child being enrolled.

It is the responsibility of parents to maintain immunisation records and keep the Service up to date.

Educators are encouraged to maintain a current immunisation status as recommended by the National Health and Research Council in 'Staying Healthy (5th Edition)'.

Educators who become pregnant are required to consult their medical practitioner as soon as is possible to advise that they work with children under the age of 5 years and seek advice on appropriate immunisation and infection control.

### Rationale

The most important ways to break the chain of infection and stop the spread of diseases are:

- effective hand hygiene
- exclusion of ill children and Educators.
- immunisation.

### Definition: What is 'immunisation'?

Immunisation is a reliable way to prevent some infections. Immunisation also protects other people who are not immunised, such as children who are too young to be immunised, or people whose immune systems did not respond to the vaccine.... this is known as 'herd immunity'. (National Health and Medical Research Council, Staying Healthy 5<sup>th</sup> Edition)

### Related policies

Health and safety

### Procedures related to this policy

Immunisation  
Enrolment

### Service forms related to this policy

Enrolment

### Related Service publications

Staff Handbook  
Parent Handbook

### Related education

Staff orientation session

### Review schedule

2 years or at need

### Legislation and professional requirements

### Education and Care Services

National Law: Section 3(2) (a);  
167

### Education and Care Services

National Regulations: 162

### National Quality Standard -

Standard 2.1

## Procedure: Immunisation

### Service responsibilities

- A recent record of the child's current immunisation status (less than two months old) will be required upon enrolment.
- The Service will keep information for parents and Educators on immunisation and common infectious diseases.
- Exemptions to this requirement apply to children who:
  - Have an approved medical exemption to a vaccine
  - Have natural immunity to a specific disease
  - Are on an approved catch up schedule
  - Or are identified as an exempt child due to particular family circumstances.

### Educator responsibilities

- Educators will advise the Director if they have a concern about a child's immunisation status.
- Educators will ensure they advise the service management of their own immunisation status and keep that information current.

### Family responsibilities

- Parents will immunise their child as outlined in the Australian Childhood Vaccination Schedule.
- Should they not be able to do this for whatever reason, they are required to immediately advise the Director, who will discuss the implications of this with them.
- Parents will be offered information about the Australian Government's *No Jab, No Play* immunisation requirements.

### Professional practice notes

Immunisation schedules have evolved over the years as knowledge and new products have become available. Immunisation is now seen as a collective action where the individual's actions support the immunity of the group. Current knowledge is essential. Ensure all resources are checked annually for currency.

### Resources

- Website:  
<http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook10-home>
- The Australian Immunisation Handbook, 10<sup>th</sup> Edition. Department of Health. Canberra.
- No Jab, No Pay Information. Australian Government  
[http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/67D8681A67167949CA257E2E000EE07D/\\$File/No-Jab-No-Pay.pdf](http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/67D8681A67167949CA257E2E000EE07D/$File/No-Jab-No-Pay.pdf)



## Policy: Nutrition

### Policy Statement

Meal times will provide positive learning experiences for children who will be encouraged to develop healthy eating habits.

Parents will be consulted and asked to share family values and food experiences to enrich the variety of food planned to meet each child's daily nutritional needs.

Appropriate strategies will be discussed with the parent for children with special dietary needs and cultural food requirements.

Educators will be provided with ongoing professional development opportunities to refresh their knowledge of children's dietary needs, and food handling and hygiene practices.

The food, drinks and snacks provided at the service are part of the child's overall nutritional intake in a 24-hour period.

Close liaison between Educators and the child's family are essential so that each can make their contribution to the child's overall wellbeing.

### Rationale

All children have the right to develop to their full potential in an environment which provides for their health and wellbeing.

Good nutrition is essential to healthy physical and mental development, growth and wellbeing.

We understand it has a duty of care to ensure that children's nutritional needs are met and food is prepared and stored safely within the Service.

### Related policies

- Enrolment
- Child protection

### Procedures related to this policy

- Arrival at the Service
- Attendance records
- Collection of children
- Family disputes

### Service forms related to this policy

- Enrolment
- Attendance records

### Related Service publications

- Parent handbook
- Staff Handbook

### Related education

- Parent orientation session
- Staff orientation session
- Child protection

### Review schedule

- 2 years or at need

### Legislation and professional requirements

Education and Care Services  
National Law: Section 3(2)(a); 167

Education and Care Services  
National Regulations: 77- 80; 90-92

National Quality Standards: 2.2.1;  
3.1.1; 3.1.2; 4.2.1; 6.1.2; 6.2.1

Food Standards Australia New  
Zealand



## Procedure: Meals

### Service responsibilities

- The Service will provide children with balanced meals consistent with the Australian Government Healthy Eating and Physical Activity Guidelines for Early Childhood Settings, and/or the Dietary Guidelines for Children and Adolescents.
- The service meals will meet the recommended daily nutritional needs of children within each age grouping, be adequate in quantity, and take into account the child's growth and development needs.
- The menu will be nutritious and varied and will accurately describe the food and beverages to be provided by the Service each day. Wherever possible fresh seasonally available produce, which is free of preserves and additives, will be used.
- Menus will be planned with input from children, families, Educators and be displayed on the notice board. If a change in the planned menu occurs, the notice board will be updated accordingly.
- Meals will be appetising and provide variety in colour, texture and taste.
- Water will always be readily available and will be regularly offered to children.
- Meal times will be set to a regular schedule but individual needs will be accommodated and children who are still hungry will be offered small nutritionally appropriate snacks.

### Educator responsibilities

- Gain feedback from the family as to how much breakfast the child had and at what time so that it can be judged when the child will need further food and drinks.
- Meal times will be treated as community or family meal style occasions. Educators will sit and eat with the children to encourage a fun and respectful occasion and healthy eating habits.
- Children will be assisted where required but will be encouraged to be independent and to help themselves wherever appropriate.
- Children will not be required to eat food they do not like, or eat more than they want. Children will not be required to finish their serve.
- The provision or denial of food or snacks ***will never*** be used as a form of punishment or to show disapproval.
- The importance of good healthy food, and hygienic and safe food handling and storage practices will be discussed with children as part of their daily program.
- All children and Educators will wash their hands with soap and running water and dry well prior to preparing, serving or eating food.
- Educators preparing food will have undergone appropriate food safety and storage training.



### Parent's role

- Families will advise the service of any food and nutrition needs for their child including any allergies, intolerances and cultural needs.

### Professional practice notes

Knowledge about nutrition is heavily influenced by personal beliefs, popular culture and items in the current media. It is essential that knowledge in use in education and care is evidence based. The recommended text is Australian Government Healthy Eating and Physical Activity Guidelines for Early Childhood Settings, found at

[https://www.health.gov.au/internet/main/publishing.nsf/Content/2CDB3A000FE57A4ECA257BF0001916EC/\\$File/HEPA%20-%20B5%20Book%20-%20Staff%20and%20Carer%20Book\\_LR.pdf](https://www.health.gov.au/internet/main/publishing.nsf/Content/2CDB3A000FE57A4ECA257BF0001916EC/$File/HEPA%20-%20B5%20Book%20-%20Staff%20and%20Carer%20Book_LR.pdf)



## Procedure: Nutrition and family communication

### Service responsibilities

- Families will be consulted about their child's individual nutritional needs as well as their likes and dislikes in relation to food and any culturally appropriate food needs.
- Families will be encouraged to share aspects of their family life and culture in relation to mealtimes.
- The Service will discuss with families how their mealtime practices can be accommodated within the Service.
- The menu will reflect a wide variety of cultures, and especially the cultural backgrounds of families and the local community.
- Recipes for all meals will be available to families.
- Information on nutrition, age appropriate diet, food handling and storage will be displayed at the Service and can be provided to parents upon request.
- Food may be provided by families, however, this will only be accommodated where specific dietary needs exist due to allergy or to adhere to specific cultural practice.

### Educator responsibilities

- The children's food likes and dislikes and the family's religious and cultural beliefs or family lifestyle i.e. vegetarianism will always be respected.

### Parent's role

- Where children are on special diets, the parents will be asked to provide a list of suitable foods and their child's food preferences on enrolment.
- Parents are expected to adhere to our nut-free policy and not include nuts in their children's lunch boxes.



## Policy: Food safety

### Policy Statement

**We are committed to sound food safety practices.**

The Service will implement a food safety program to ensure it meets all requirements for food handling premises set down in the Australian Food Standards and related local regulations.

Educators trained in food handling, hygiene and nutrition will be employed to prepare meals and snacks at the Service.

Designated Educators are provided with food safety and hygiene orientation and education.

All educators will role model good hygiene practices with the children and will utilise these times as opportunities to discuss food hygiene, answer questions and provide children with a consistently safe food preparation experience.

### Rationale

All children have the right to experience quality Education and care in an environment which provides for their health, safety and well-being.

#### Related policies

Health and safety  
Anaphylaxis

#### Procedures related to this policy

Food safety

#### Service forms related to this policy

Kitchen cleaning forms  
Kitchen checklists

#### Related Service publications

Staff Handbook

#### Related education

Staff orientation session  
First aid

#### Review schedule

2 years or at need

#### Legislation and professional requirements

Education and Care Services  
National Law: Section 3(2) (a);  
167

Education and Care Services  
National Regulations: 78 - 80

National Quality Standard -  
Standard 2.1

## Procedure: Safe Food Handling

### Shared responsibilities

- Educators preparing food and meals will be qualified in an approved training course on food handling, hygiene and nutrition.
- Food will be prepared, stored and served hygienically in accordance with the Australian Food Safety Standards, Standard 3.3.1 Food Safety Programs for Food Service to Vulnerable Persons.
- Food preparation facilities will be maintained in a hygienic condition.
- Cleaning checklists will be maintained on schedule and stored appropriately for assessment.
- Cleaning checklists will be reviewed annually for currency.

### Professional practice notes

Food safety standards place obligations on Australian businesses to produce food that is safe and suitable to eat.

A food business is any business or activity that involves the handling of any type of food for sale, or the sale of food in Australia. An education and care service is included in this definition.

The recommended text is:

The Australian Food Safety Standards, Standard 3.3.1 Food Safety Programs for Food Service to Vulnerable Persons. Australia Government. :

<http://www.foodstandards.gov.au/industry/safetystandards/pages/default.aspx>

**Local Government officers provide expert advice on the implementation of the Standards and local assessment requirements.**





## Procedure: Sleep and relaxation

Children may rest at need at any time during the day.

### **Service responsibilities**

Provide quiet space where children can voluntarily rest.

### **Educator responsibilities**

Ensure these areas are supervised and that children are educated on the regulations and rules surrounding the use of the quiet space.



## Procedure: Toileting

### Cleaning

- If the child's clothes are soiled, use gloves and place soiled clothes in a plastic bag before placing it into the child's bag.
- Assist the child in changing their clothes if the case need be.
- Remove gloves and put them in convenient bin
- Wash your hands.
- Inform parents.



## Policy: Sun protection

### Policy Statement

This policy has been developed to ensure that all children and Educators attending this Service are protected from skin damage caused by the harmful ultraviolet radiation (UVR) from the sun. It is to be implemented **throughout** the year.

### Rationale

All children have the right to experience quality care in an environment which provides for their health and safety.

The Service has a duty of care which extends to ensuring that appropriate sun protection policies and practices are implemented to adequately protect children and Educators from ultraviolet radiation from the sun.

The Education and Care Services National Law requires that Approved Provider/Nominated Supervisor take reasonable care to protect children from foreseeable risk of harm, injury and infection.

Exposure from the sun is a hazard, and as such, employers and Educators both have roles and responsibilities to ensure appropriate measures are taken to prevent over-exposure.

**Children learn when the required actions are repeated each day rather than be a seasonal activity, the risk from sun injury is not seasonal and therefore all actions in this policy and procedure will happen all year round.**

### Related policies

Enrolment  
Child protection  
Withdrawal from the Service

### Procedures related to this policy

Arrival at the Service  
Attendance records

### Service forms related to this policy

Permission for sunscreen  
Allergy list

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
Staff orientation session  
Child protection

### Review schedule

2 years or at need

### Legislation and professional requirements

#### Education and Care Services

**National Law:** Section 3(2)(a); 167

#### Education and Care Services

**National Regulations:** 77, 114; 168, 171.

#### National Quality Standard-

2.1.1; 2.1.3; 2.2.2; 2.3.2; 3.1.1



## Procedure: Sun protection

### Hats

- The Service will require children and Educators to wear hats that protect the face, neck and ears whenever they are outside, i.e. legionnaire style or broad brimmed hats.
- Due to the risk of children becoming entangled in hat cords and choking, the Service recommends that the cords are removed from hats.
- Children who do not have their hats with them will be asked to play in an area protected from the sun.

### Clothing

- The Service recommends that children and Educators wear loose fitting clothing that protect as much of the skin as possible during outdoor activities.
- Parents are requested at enrolment to ensure children's shoulders are protected in clothing that they wear to the Service.

### Shade and UV Index

- Children will be encouraged to use available areas of shade for outdoor play activity. Planned outdoor play and activities will be set up in shady areas.
- Management will ensure there are a sufficient number of shelters and trees providing shade in the SCC grounds.
- Sun protection will be a major consideration when planning outdoor excursions. Children and educators participating in excursions will be covered by the policy hats and protective clothing should be worn on all excursions.
- Sunscreen is readily available and encouraged at SCC and on excursions.
- Outdoor play (unrestricted) may take place between 10am and 3pm, provided the UV index is low (<3). The UV Index forecast is available at the Bureau of Meteorology website: [http://www.bom.gov.au/info/about\\_uv.html](http://www.bom.gov.au/info/about_uv.html) and is also reported in some newspaper, radio and television weather reports. If the UV index is moderate or above appropriate sun protection measures need to be undertaken by all educators and children when outdoors.

### Maintaining hydration levels

- Water will be offered to children throughout the day regardless of indoor or outdoor play settings to ensure adequate hydration
- Educators will monitor their own hydration through the day.
- Parents will be told to provide water bottles for their children when they go on excursion.

### Sunscreen

- SPF 30+ broad spectrum water resistant sunscreen will be provided for Educators and children's use as necessary. Sunscreen will be applied liberally at least 20 minutes before going outside. It is reapplied frequently if it is likely to have been washed or wiped off.



- Children will be encouraged to apply sunscreen themselves. If assistance is required, an educator will help the child but first must put on gloves.
- Parents are encouraged to apply sunscreen for their child/children prior to drop off.
- In instances where parents do not wish to use the sunscreen provided at the Service, they will be asked to supply their own sunscreen

## Sun protection information and role modelling

- Educators will act as role models by:
  - Wearing appropriate hats when outdoors.
  - Using SPF 30+ broad spectrum water resistant sunscreen for skin protection.
  - Seeking shade whenever possible.
- Learning about skin and ways to protect skin from ultraviolet radiation from the sun will be incorporated into the curriculum.
- The Sun Protection Policy will be reinforced in a positive way through family communication.
- When enrolling their child, parents/guardians will be:
  - Informed of the Sun Protection Policy
  - Provide a suitable hat for their child's use
  - Required to give authority and directive for Educators to administer sunscreen to their child
  - Encouraged to practice sun protective behaviours themselves.



## Policy: Water Safety

### Policy Statement

This policy has been developed to ensure that all children's safety and wellbeing will be protected in and around water through supervision and prevention; and be promoted through the availability of clean, hygienic water for play and drinking.

### Rationale

All children have the right to experience quality care in an environment which provides for their health and safety. Subiaco Children's Centre (SCC) has a duty of care which extends to ensuring that appropriate water safety policies and practices are implemented to adequately protect children, educators/volunteers and visitors.

SCC acknowledges that water activities are a significant part of our culture therefore we aim to provide children with experiences that are safe and fun. We recognise that the safety and supervision of children in and around water is of the highest priority therefore children will be closely supervised at all times during water play experiences. The scope of this policy includes swimming activities, water play, excursions near water, hot water and drinking water within the service environment.

The Education and Care Services National Law (WA) Act 2012 requires that approved provider/nominated supervisor/coordinators take reasonable care to protect children from foreseeable risk of harm, injury and infection.

Employers and employees have a responsibility to reduce the risk of all types of injuries and risks to health in the workplace.

### Related policies

- Enrolment
- Accidents, emergencies and first aid
- Health, hygiene and infection control
- Medication and Medical Conditions
- Occupational safety and health
- Partnerships and communication with families
- Supervision
- Excursions Policy
- Sun Protection Policy
- Educational Program Policy

### Procedures related to this policy

- Arrival at the Service
- Attendance records

### Service forms related to this policy

- Permission for swimming
- Risk assessment for excursions/ water activities

### Related Service publications

- Parent handbook
- Staff Handbook

### Related education

- Parent orientation session
- Staff orientation session

### Review schedule

- 2 years or at need

### Legislation and professional requirements

- Federal and State Occupational Safety & Health Legislation (Occupational Health and Safety Act 1991; Occupational Safety and Health Act 1984 (WA); Child Care Services (Outside School Hours Care) Regulations 2006 Education and Care Services National Law (WA) Act 2012 - Section 3(2)(a); 167; 179; 189 Education and Care Services National Regulations 2012 - Reg 75, 76, 100, 101, 102; National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010) - Element 2.3.1; Element 2.3.2; Element 4.1.1; Framework for School Age Care in Australia

## Procedure: Water Safety

### Service Responsibilities:

- Provide information and guidance to educators and families on the importance of children's safety in and around water.
- Ensure work, health and safety practices incorporate approaches to safe storage of water and play.
- Ensure clean drinking water is available at all times.
- Conduct a comprehensive risk assessment prior to any water activities taking place.

### Educators Responsibilities:

- Ensure water troughs or containers for water play are filled to a safe level and emptied onto garden areas after use.
- Buckets of water used for cleaning are emptied immediately after use. Buckets are not to be left in play areas or accessible to children unless they are being used as part of a program experience.
- Encourage children to play in or near water safely, giving appropriate instructions and guidance.

If Grey water systems and/or water tanks are located at excursion venue, the educators will ensure children are not accessing this water for drinking or hand washing.

### Swimming and Activities near Water

All bodies of water present a significant risk to children therefore the service will ensure the following procedures are implemented:

- A comprehensive risk assessment of the venue and activity will be conducted to determine the required educator/child ratio. Consideration will also be given to the capacity of educators to rescue children from water.
- Families must indicate the Swimming Ability for each child attending the service. Information gained through this will identify children's swimming competence and assist educators to manage their safety while in the water.
- Educators will be positioned out of the water to allow them to actively supervise any child accessing the water.
- At least one educator with a current first-aid qualification and CPR qualification, anaphylaxis management and emergency asthma management training as required by the Education and Care Services National Regulations 2011, is in attendance and immediately available in an Emergency.
- Educator supervising the swimming activities will hold a current Aquatic Rescue for Playleader qualification.
- The Royal Life Saving Society of Western Australia has recommended that for children under 5 a parent or carer must be in the water at all times within arm's reach of the child. They also stipulate that it is best if this person is also engaging with the child through play or conversations. As we take multiple children to the pool it is too difficult to have one-to-one play with younger children. This is the centre's reasoning behind children under 5 not being allowed to attend the pool.



## Policy: Accidents, Emergencies, First Aid

### Policy Statement

We aim to provide a safe environment in which children may play in and explore their world.

In the event of an accident, appropriate first aid will be applied by trained Educators.

If an emergency occurs at the Service, the children and Educators will be well practiced in the required procedures to ensure as far as possible the safety and well-being of each person present.

The service will notify parents as soon as possible after any event but will make supporting and providing care for the children the first priority.

Our service understands that families may have different approaches to first aid and beliefs about medical treatment. The service will at all times, act according to instruction from relevant government authorities and in accordance where possible with the knowledge gained through approved first aid training.

### Rationale

All children and Educators within the Service have a right to a safe environment that is free from hazards that may cause harm or injury.

The Education and Care Services National Law requires that the approved provider/nominated supervisor take reasonable care to protect children and Educators from foreseeable risk of harm, injury and infection.

The Service has a duty of care to respond effectively to accidents and emergencies that occur at the Service.

### Related policies

- Philosophy
- Enrolment
- Child protection

### Procedures related to this policy

- Arrival at the Service
- Attendance records
- Collection of children
- Family disputes
- Late collection

### Service forms related to this policy

- Enrolment
- Attendance records

### Related Service publications

- Parent handbook
- Staff Handbook

### Related education

- Parent orientation session
- Staff orientation session
- Child protection

### Review schedule

- 2 years or at need

### Legislation and professional requirements

Education and Care Services National Law: Part 6 169; 174

Education and Care Services National Regulations: 4, 12; 85 - 89; 97; 136 - 137, 168, 245

National Quality Standard: 2.1.4; 2.3.1; 2.3.2; 2.3.3



## Procedure: Accidents

- Parents are required to provide written authority (included in the enrolment form) for Educators of the Service to seek medical attention for their child if required.
- When a minor accident occurs at the Service, Educators who are qualified in first aid will:
  - Assess the injury
  - Attend to the injured child and apply first aid
  - Clean up the spill using disposable gloves if bleeding involved
  - Contact the parent (depending on the nature of the injury). If the parent is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child
  - Write full details about the incident and the treatment given on an Accident / Illness / Trauma Form and request that the parent to sign this form to confirm their notification of the incident.
- When a serious incident which requires more than simple first aid treatment, occurs at the Service an Educator who is qualified in first aid and CPR will:
  - Assess the injury and arrange for an ambulance to be called
  - Provide the child's medical details (as supplied in the enrolment record) to the ambulance officer
  - Ensure an Educator accompanies the child in the ambulance
  - Ensure that any contact with the injured child's blood or body fluids has been appropriately handled
  - Complete a full report of the accident detailing the incident and the action taken, on an Accident Form and require the parent to sign the form to confirm their notification of the incident.
  - The nominated supervisor/Educator will contact the child's parents or emergency contact person to advise them of the incident and where they may meet their child from the ambulance. Every effort will be made not to panic the parent.
  - Where required, the Nominated Supervisor will arrange for emergency relief Educators to attend the Service so that an Educator can accompany the injured child in the ambulance, or take the child to the local clinic or medical practitioner.
  - The Nominated Supervisor will contact the Approved Provider and the Subiaco Primary School principal to inform them of the incident and steps taken.
  - The Nominated Supervisor person or their delegate will notify the Education and Care Regulatory Unit.
- If the death or serious injury of a child should occur whilst at Service, the Nominated Supervisor or their delegate will contact the police, ambulance and the Education and Care Regulatory Unit.
- After a serious incident at the Service, Educators will comfort children and be aware that some children may have shock reactions to the incident. Educators will do all they can to ensure each child's health and well-being, and will apply appropriate first aid in response to children's shock reactions.
- At the earliest and most appropriate opportunity, the Nominated Supervisor or their delegate will convene a debriefing session for Educators.
- In the event of an accident the Centre will need to notify their insurers and provide them copies of the Accident / Illness / Trauma Report form.



## Procedure: Emergency procedures

### Evacuation out of the Service

- Evacuation out of the Service may be for any reason including but not limited to gas leak, fire, snake, intruder, cyclone or earthquake.
- The Service's evacuation plan includes:
  - The safe assembly area away from the building and access areas for emergency Services, with its own escape route.
  - A second stage assembly area will be identified in the event that the first assembly area becomes unsafe.
  - Unobstructed routes for leaving the building which are suitable to the ages and abilities of the children.
  - The person in charge will collect the attendance roll and roster, check the building is empty and once at the assembly area check the roll and roster to ensure that all children and Educators are present.
  - The person in charge will delegate Educators to collect enrolment forms, first aid kit and mobile phone.
  - They will also delegate Educators to then check all areas of the building and playground as well as calling the emergency services.

### Internal evacuation and Lockdown

- Evacuation into the Service may be for a variety of reasons including but not limited to bee swarm, weather event, snake, threatening person.
- Where a situation arises which requires the bringing of the children into the Service in order to secure their safety, the nominated Educators will:
  - Alert all other Educators of the need to bring children into the Service
  - Gather children together into the agreed area of the building in a safe and non-hurried manner and collect attendance roll, parent's emergency contact phone numbers if possible. Once everyone is together, the Educators will check the roll and roster to ensure that all Educators and children are present.
  - Educators will quietly and quickly lock doors and windows to secure the area of building.
  - The nominated supervisor or an Educator will contact the police to advise them of the situation, including information about any missing children or Educators.



## Fire

- The Service complies with any relevant fire safety requirements of the appropriate Fire and Emergency authorities.
- The Nominated Supervisor acts as fire warden for the Service.
- All fire extinguishers are installed and maintained in accordance with Australian Standard 2444. Educators will only attempt to extinguish fires when all of the following is assured:
  - The children have been evacuated from the room
  - The fire is very small
  - There is no danger to the person who will operate the extinguisher
  - The operator is well trained and confident in the use of the extinguisher.
- When the emergency services arrive the fire warden will inform the officer in charge of the nature and location of the emergency and of any missing children or Educators.
- No-one will re-enter the building until advised it is safe to do so by the officer in charge.

## Snakes and Other Dangerous Creatures

### General Risk Minimisation Strategies

- Before children enter the premises Educators are required to carry out a playground check - they will also carry out a perimeter check to look for snakes or other dangerous creatures.
- Educators supervising children inside need to be vigilant for snakes or other dangerous creatures inside and standard checking of rooms should occur in the morning - Educators moving any items where snakes could hide prior to the children entering the premises in the morning.
- Educators supervising children in the playground area need to be aware of the potential risk for snakes and other dangerous creatures to come in to the area and be on the lookout doing regular checks.

### In The Case of a Snake Being Present Outside

Educators will implement the emergency evacuation procedure to move everyone away from the area where the snake is, and move inside the building.

- Nominated Supervisor will call Ranger Services to request a snake catcher attends the Service to remove the snake
- Educators will keep children calm and fully informed of what is happening
- Place notice up to inform parents and fill in a Hazard Report Form.

### In The Case of a Snake Being Present Inside

- Educators will implement the emergency evacuation procedure to move everyone outside away from the area where the snake is located
- Nominated Supervisor calls the Council snake catcher to attend the Service to remove the snake
- An Educator has to remain within sight of the snake to inform the snake catcher of its location
- Educators will keep children calm and fully informed of what is happening.
- Place notice up to inform parents and fill in a Hazard Report Form.



## Policy: Emergency and evacuation

### Policy statement

We aim to provide an environment in which the safety of all Educators, children and families are paramount.

The Service will:

- conduct ongoing risk assessments
- ensure regular rehearsal and evaluation of emergency lockdown and evacuation procedures
- review any emergency to ensure any lessons are learned and incorporated in policies or procedures.

The Service has developed procedures for the Educators to follow:

- The emergency evacuation floor plan and instructions are clearly displayed near the main entrance and exit in each room, to be followed by the Educator in the event of fire, natural disaster or other emergency.
- Families will be provided with a copy of the emergency evacuation procedures on request.
- Each Educator will have access to the emergency procedures and be expected to implement the emergency procedures.
- Safety drills involving Educators and children will be regularly practiced randomly without warning and at different times of the day.
- A record of each drill of emergency procedures will be made on an Evaluation of Emergency Evacuation Drills form, and retained for a period of 3 months from the day on which the record was made.

### Related policies

Philosophy  
Enrolment  
Child protection  
Supervision

### Procedures related to this policy

Attendance records

### Service forms related to this policy

Enrolment  
Attendance records

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
Staff orientation session  
First aid

### Review schedule

2 years or at need

### Legislation and professional requirements

Education and Care Services  
National Law: Section 3(2) (a); 165A:  
167

Education and Care Services  
National Regulations: 85, 86, 89, 97,  
161, 162

National Quality Standard: 2.3



## Procedure: First Aid

- Designated Educators will have a current approved first aid qualification that is appropriate to children. This includes anaphylaxis and asthma management.
- The Educators roster will be done in such a way as to ensure appropriate first aid coverage across all shifts.
- One fully equipped and properly maintained first aid kits is kept at the Service out of reach of children but easily accessible to Educators. All Educators are to know where this is located.
- The first aid kit is checked monthly using the Service's First Aid Box checklist to ensure it is fully stocked, and that all medications are within the expiry date.
- A cold pack is kept in the freezer for treatment of bruises and sprains.

### Professional practice notes

Under the Education and Care Services National Law, ACECQA must publish a list of approved first aid qualifications, anaphylaxis management training and emergency asthma management training.

For the purposes of the Law, the 'qualifications' on the list are either national or state accredited units of competency.

The list of approved first aid qualifications, anaphylaxis management training and emergency asthma management training replaces the state and territory government first aid requirements for Educators from 1 January 2012.

(from ACECQA website, retrieved April 2016)

### Resources

See more at: <http://www.acecqa.gov.au/first-aid-qualifications-and-training#sthash.cVmZ1HUU.dpuf>



## Policy: Illness and exclusion

### Policy Statement

We operate to provide care for well children, and aims to ensure a safe and healthy environment for all children in its care.

The Service is not able to provide the extended 1:1 support that the sick child requires to ensure their wellbeing, and has a responsibility not to compromise the health and safety of other children and Educators.

### Rationale

Families that utilise education and care services place a high level of trust and responsibility on Educators in the belief that, in their absence, their children will be kept safe and their health and wellbeing protected.

All children have the right to develop to their full potential in an environment which provides for their health, safety and wellbeing. Effective infection control procedures assist Services to protect all persons from, and minimise the potential risk of, disease and illness.

Children that are unwell pose a risk of infection to other children and Educators.

The Education and Care Services National Law requires that the Approved Provider/Nominated Supervisor take reasonable care to protect children from foreseeable risk of infection.

The Education and Care Services National Regulations require the Service to take appropriate action to prevent the spread of an infectious disease at the Service and to notify parents as soon as possible if there is an occurrence of an infectious disease at the Service.

### Related policies

- Philosophy
- Enrolment
- Health and safety
- Immunisation
- Child protection

### Procedures related to this policy

- Health and safety
- Immunisation
- Child protection

### Service forms related to this policy

- Enrolment
- Attendance records

### Related Service publications

- Parent handbook
- Staff Handbook

### Related education

- Parent orientation session
- Staff orientation session

### Review schedule

- 2 years or at need

### Legislation and professional requirements

Education and Care Services National Law: Section 3(2)(a); 167

Education and Care Services National Regulations: 85-87; 89 161--162

National Quality Standard: 2.1; 4.1; 7.3

National Health and Medical Research Council – *Staying Healthy 5<sup>th</sup> Edition*



## Procedure: Illness

**At all times, Educators will be guided by the National Health and Medical Research Council's *Staying Healthy 5<sup>th</sup> Edition***

- If a child becomes unwell whilst at the Service, the parent will be notified and asked to pick the child up as soon as possible. If the parents cannot be contacted, the emergency contacts will be contacted to collect the child. It is an expectation that parents or authorized persons collect the child as soon as possible after notification.
- If the parent cannot be contacted and emergency contact cannot collect the child, medical treatment will be sought at the parent's expense.
- If the child has a temperature, the Educators will take physical steps to try to reduce the child's temperature and discomfort i.e. removing excess clothing, laying child in a cool place, encouraging the child to drink cool water etc. whilst waiting for parental advice and if necessary, medical treatment.
- All illness at the Service is recorded on an *Illness Form*.
- In the event of an outbreak of a communicable disease at the Service, Educators, families and the Health Department will be notified immediately and in accordance with the NHMRC recommended notifiable diseases, to help minimise the number of children or Educators that become unwell.
- For any outbreak of infectious illness, Educators, families will be notified verbally and via notices.



## Procedure: Exclusion

**At all times, Educators will be guided by the National Health and Medical Research Council's *Staying Healthy 5<sup>th</sup> Edition***

- Our Service adheres to and implements the NHMRC's recommended exclusion periods for children. This exclusion applies to all Educators and children.
- This information is available for parents at the Service.
- Written and or verbal forms of communication will be used to notify Educators, parents of enrolled children and visitors to the Service, of exclusion due to infectious disease.
- If a child is unwell at home parents are asked not to bring the child to the Service.
- If an Educator is unwell they should not report to work. Educators should contact the Director at the earliest possible time to advise of their inability to report to work.
- In the case of serious or notifiable infectious illness, serious ill health or hospitalisation, the child or Educator will require a medical certificate verifying that their recovery is sufficient to enable their return to the Service, from their medical practitioner.





## Policy: Pandemic Plan

### Policy Statement

As a community we will ensure that the safety and wellbeing of children, staff and parents remains at the core of our operation. The centre will respond to government recommendations as to the opening or closure of the centre, in order to support families while adhering to health advice.

Due to the erratic and unpredictable nature of pandemics, aspects of our pandemic plan may alter due to different government advice or warnings. As a community we are instructed to follow health advice which may entail keeping children at home, with the exception of essential workers or families who deem that they need childcare for the duration of the pandemic.

Health advice posits that centre should remain open with risk mitigation procedures in place to ensure the safety and health of the community. However, in instances when government advice directs the closure of childcare services, the director of the service is expected to report the closure and reopening within 24 hours to childcare subsidy services.

### Rationale

While it is understood that this pandemic plan may be altered on account of government advice, by having a plan the Subiaco Children's Centre community is able to better respond to the threat of lockdown or spread of disease.

The safety and wellbeing of children in childcare remains imperative to the operation of such a service, therefore it is important that children and educators are shielded from the threat of disease, with this achieved through risk mitigation procedures and possible closure of the centre.

### Related policies

Philosophy  
Enrolment  
Health and safety  
~~Immunisation~~  
Child protection

### Procedures related to this policy

Health and safety  
~~Immunisation~~  
Child protection

### Service forms related to this policy

Enrolment  
Attendance records

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
Staff orientation session

### Review schedule

2 years or at need

### Legislation and professional requirements

Education and Care Services  
National Law: Section 3(2)(a); 167

Education and Care Services  
National Regulations: 85-88; 161-162

National Quality Standard: 2.1; 4.1;  
~~7-3~~

National Health and Medical  
Research Council - *Staying Healthy*  
5<sup>th</sup> Edition



## Procedure: maintaining a safe environment

### Parent's role

- Parents are asked to keep their children at home if their child is displaying any symptoms related to certain diseases or viruses that are spreading. Parents are invited to check government health information sites on what the signs and symptoms of sickness may be. Parents are also asked to inform the centre if they are keeping their children home, through the normal absentee policy whereby parents must contact the centre to tell them that their child will not be in attendance.
- SCC staff will also engage in conversations with families of children who are immunosuppressed or who have family members with compromised immune systems. These conversations will take place to protect those with weakened immune systems.
- If a child begins to display symptoms of illness alike to current diseases or viruses that are spreading, the centre will contact parents, with parents then expected to make arrangements to pick up their child(ren) as soon as possible. This is to reduce the spread of disease in the centre and maintain a safe and hygienic environment. Should there be a positive case that has made contact at the centre, proper reporting procedures to the government will be followed.

### Educator's responsibilities

- All educators are required to practice and model personal hygiene measures. Upon arrival at the centre educators will wash their hands, educators are then encouraged to wash their hands throughout the shift, after coughing or sneezing and before the preparation of food. All educators involved in cooking have received a certification in food safety and therefore are expected to practice the correct handwashing procedure before food preparation involving washing hands and then wearing gloves. This handwashing procedure is available for staff to read in the kitchen.
- Staff members are expected to undertake cleaning of both the toys and the physical environment regularly.
- Currently a toy washing system is in place at the centre whereby each Friday toys are washed in rotation in hot soapy water. A roster is kept monitoring which toys have been washed.
- The outdoor play equipment stored in the sports cart is also to be washed fortnightly to ensure that play equipment is clean and available for use.
- Every fortnight the fabric stools are washed with hot soapy water, with this again being recorded in a roster system.
- Each school term there are also a number of 'deep-cleaning' jobs undertaken by staff. These include cleaning the outdoor mats, fridge, oven, microwave, pantry and so forth.
- All of these cleaning jobs may be increased in frequency should management deem necessary.



- In times of a pandemic staff members have also been instructed to disinfect commonly used surfaces at the end of the day.
- Staff members are expected to declare to the committee and management team if they are experiencing any symptoms related to the virus or disease that is being spread and should stay at home until symptoms cease or isolated for a length of time as directed by the government.

## COVID-SPECIFIC INFORMATION

Staff members are expected to declare to management if they have come into close contact with a confirmed positive COVID-19 diagnosis in the past 14 days.

Staff are to advise the service if they are anyone in their family or household develops symptoms or the virus or develops a positive result of the virus.

Symptoms related to COVID-19 may include fever, coughing, sore throat, fatigue and respiratory issues however, there have been known cases when symptoms may present differently so staff are encouraged to seek medical attention if they notice any obvious changes to their health.

## Service responsibilities

- The centre is expected to provide and maintain a healthy supply of handwash liquid, paper towels, hand sanitiser, cleaning products (including disinfectant wipes).
- The centre is expected to undertake cleaning of the centre daily (on operational days). This cleaning may occur through a contracted cleaner or staff members.
- The centre displays posters which stipulate the handwashing policy and current information related to the pandemic.
- The service will increase ventilation in the building through opening windows and doors.
- The service will monitor government information and advice as to the best way in which to operate the centre. This will also be based off health advice that should be followed about people visiting the centre and the cleaning of the centre.

## Procedure: maintaining a wellbeing focused childcare community

### Parent's role

- Parents are asked to follow government health advice in relation to the attendance of their child at the centre. Should health advice stipulate that parents should keep children unless they are in need of childcare due to their status as an 'essential worker.'
- In saying this the centre will endeavor to support parents in essential worker roles through maintaining a stable environment that their child may attend. However, this depends on the advice of the Western Australian government.

### Educator's responsibilities

- Educators have a responsibility to communicate with the children in a child friendly manner regarding the pandemic. Educators are encouraged to be transparent with the children as to the reasoning behind the new measures introduced, explaining why children are to wash their hands more often, why children must be careful not to spread germs and the fact that they should let educators know if they are feeling unwell. Educators have these conversations in a way that is to inform the children rather than instigate fear in the children.
- Educators are also encouraged to engage children in the normal routine so as to allow for some sense of normalcy throughout the pandemic. Educators will encourage outdoor play and attempt to get children to engage with the planned activities so as to promote a strong sense of wellbeing.
- Should a child express to educators their concerns or worries regarding the pandemic educators will have conversations to ease their fears, explaining the pandemic in a child friendly manner. These conversations will then be communicated to the parents of the child in order to maintain a relationship between educators and parents that promotes the wellbeing of the child.

### Service responsibilities

- The service itself will keep staff and parents informed as to the arrangements that will be made for the duration of lockdown.
- The service is expected to keep conversations open between parents and staff members so as to ease concerns and deal with any worries that people may have in a productive and appropriate manner.
- The committee and management team of the centre will also engage in meaningful conversations to mitigate any issues associated with lockdown and come to a conclusion as to the best way forward. These meetings also serve as a way in which to reflect and improve the current pandemic plan as due to the unpredictable nature of pandemics often arrangements must be made dependent on the context of the pandemic.



## Policy: Asthma

### Policy Statement

We are committed to:

- providing, as far as is practicable, a safe and supportive environment in which children at risk of asthma can participate equally
- engaging with parents of children at risk of asthma incidents in assessing risks and developing risk minimisation strategies for their child.

### Rationale

Children need to feel safe and where possible to be protected from their allergens and triggers.

Asthma is different for everyone - individuals have different triggers, symptoms and medications for their asthma and these can change over time.

The key to minimising asthma incidents is knowledge of those children who have been diagnosed as at risk, awareness of allergens, and where possible management of exposure to the triggers.

### Related policies

Philosophy  
Anaphylaxis management  
Food safety and hygiene practices  
Nutrition, food and beverages, dietary requirements  
Enrolment  
Medication

### Procedures related to this policy

Health and safety  
Service environment plan

### Service forms related to this policy

Medical management plan:

- Risk minimisation plan
- Communication form
- Asthma plan
- Illness record form

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
First aid training

### Review schedule

2 years or at need

### Legal and professional requirements

Education and Care Services  
National Law: Section 165, 167

Education and Care Services  
National Regulations 161, 162

National Quality Standard  
Standards 2.3, 6.1, 6.2, 6.3

Poisons legislation

Asthma Association

ASCIA

## Procedure: Asthma management

### Background

The Asthma Foundation advises that foods are not common triggers for asthma, but there is a strong link between asthma and allergies, and many people with asthma also have food allergies. Triggers can include but are not limited to cold and flu viruses, air pollution, dust mites, exercise induced asthma, mould, pollen and pets.

Young children with asthma can have a range of symptoms. Children can describe these in different ways including sore tummy, sore chest or a 'frog' in their throat. It is important that Educators are aware of each child's descriptions and behaviours.

Educators may notice symptoms such as:

- shortness of breath
- wheezing
- persistent cough every 20-30 seconds

### Service responsibilities

The Service will:

- encourage parents to provide up to date information about their child with asthma, and keep this information in a central location of which all Educators are aware and can easily access
- ensure that the child's Asthma Action Plan is on display with the written permission of the family
- enable the required Educators to attend training, obtain information about asthma and educate teams on how to manage an asthma emergency
- ensure sufficient Asthma Emergency Kits are available that are easily accessible, and that Educators are aware of their location (these are available from the Asthma Foundation).

The Service Director or her delegate will advise parents if their child has required medical assistance as soon as possible.

### Parent's role

Parents and Educators will work together to develop an approach to inclusion of a child with asthma and supporting the child as they move toward managing their own asthma as they grow older. This will include the child's:

- Medical management plan - 'Asthma Action Plan'
- Risk minimisation plan
- Communication plan

Parents must inform the Service that their child has asthma, discuss the asthma diagnosis with the Team Leader and give them a written [Asthma Action Plan](#).

Parents must advise if there has been a change in the child's health, their medical management or Asthma Action Plan.



- Parents must ensure the child has reliever medication with them each day, along with a spacer if it is used. The medication must not have expired and should contain plenty of doses, and be labelled clearly with the child's name.

**For asthma emergencies,**

In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without written parent authorisation. If medication is administered the parent of the child will be contacted as soon as possible.

If the child has asthma, Educators will follow their Emergency Action Plan

If the child does not have an Asthma Action Plan the following steps as advised by the Asthma Foundation will be followed.

## Anaphylaxis

We are committed to:

- providing, as far as practicable, a safe and supportive environment in which children at risk of anaphylaxis can participate equally
- raising awareness about anaphylaxis
- engaging with parents of children at risk of anaphylaxis in assessing risks and developing risk minimisation strategies for their child.

### Rationale

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. While there are common allergens, a child may be allergic to almost anything.

There are a range of myths about anaphylaxis in the community. It is essential that any suspected allergy or risk of anaphylaxis is managed by a medical practitioner.

The key to the prevention of anaphylaxis in the Service is knowledge of those children who have been diagnosed as being 'at risk', awareness of allergens (triggers) and prevention of exposure to those allergens.

Communication between the Service and parents is important in helping children avoid exposure.

### Related policies

Philosophy  
Asthma management  
Food safety and hygiene practices  
Nutrition, food and beverages  
Enrolment  
Medication

### Procedures related to this policy

Health and safety  
Service environment plan

### Service forms related to this policy

Service medical management plan which includes:

- Risk minimisation plan
- Communication form
- Anaphylaxis plan from the Medical Practitioner

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
First aid training

### Review schedule

2 years or at need

### Legal and professional requirements

Education and Care Services  
National Law: Section 167

Education and Care Services  
National Regulations: 161

National Quality Standard: 2.3, 6.1, 6.2, 6.3



## Anaphylaxis procedures

Where a child is identified as being at risk of anaphylaxis, either prior to enrolment or as soon as an allergy is diagnosed:

- the Service will be provided with an ASCIA Action Plan (the medical management plan) completed by the child's medical practitioner
- if it is a food allergy, parents will be asked to identify their child's special dietary needs. Where special needs are known, the parent will be asked to complete a special diet record form
- a risk minimisation plan including a communication plan will also be developed.

These forms will be reviewed with the parent as required or at the direction of the Service Director. A copy will be provided to those Educators who have responsibility for preparing and serving food and supervising the child's meals and snacks.

Whenever a child with severe allergies is enrolled at the Service, or newly diagnosed as having a severe allergy, all relevant Educators will be informed of:

- the child's name and room
- where the child's ASCIA Action Plan will be located
- where the child's adrenaline EPI-Pen is located
- the details in the risk minimisation plan and communication plan
- any other medication requirements.

**New and relief/casual Educators will be given information about children's needs including children with severe allergies during their orientation process.**

A notice stating that there is a child enrolled that has been identified as being at risk of anaphylaxis will be on display at the entrance of the service

### Medication

The child's adrenaline auto-injector (and any other medication), must be labelled with the name of the child and recommended dosage.

**Medication must be located in a position that is out of reach of the children, but readily available to Educators.**

Educators will check the adrenaline auto-injector regularly to ensure it is not discoloured or expired and therefore in need of replacement.

Educators will advise the parents at the earliest opportunity if the adrenaline auto-injector needs to be replaced. Should it not be replaced before going out of date, the child will be unable to attend until a new auto injector is purchased for use at the Service.

**Parents/guardians are responsible for supplying the adrenaline auto-injector and ensuring that the medication has not expired.**



## Risk minimisation

Strategies used to reduce the risk of anaphylaxis for individual children will depend on the nature of the allergen.

## Food

The Service will minimise exposure to known allergens by ensuring that:

- only Educators familiar with the child's condition and related food restrictions will prepare, handle and serve the allergic child's food
- a child at risk of food anaphylaxis only eats lunches and snacks that have been prepared at the Service
- children do not swap or share food, food utensils and food containers
- special care is taken to avoid cross contamination
- strict compliance with the Service's hygiene policies and procedures, taking extra care when cleaning surfaces, toys and equipment.

## Insects

Some children have severe allergic reactions to insect venoms. The Service will minimise exposure to known allergens by ensuring that children at risk:

- wear shoes when outdoors
- take care when in the garden or walking in grasses which are in flower
- avoid certain plants when in flower.

Educators will regularly inspect for bee and wasp nests on or near the property and act to ensure children cannot access any area of concern. Educators will also store garbage in well-covered containers so that insects are not attracted.

## Education of children

With older children, Educators will help the child at risk of anaphylaxis to develop trust and confidence that they will be safe while they are at the Service by:

- talking to the child about their symptoms to allergic reactions so they know how to describe these symptoms to an Educator when they are having an anaphylactic reaction
- taking the child's and their parent's concerns seriously
- making every effort to address any concerns the child may raise.

Educators will include information and discussions about food allergies in the programs they develop for the children, to help children understand about food allergy and encourage empathy, acceptance and inclusion of the allergic child.

Educators will talk to children about foods that are safe and unsafe for the anaphylactic child. They will use terms such as 'this food will make ..... sick', 'this food is not good for .....', and '..... is allergic to that food'.

Educators will talk about symptoms of allergic reactions to children (e.g. itchy, furry, scratchy, hot, feeling funny).



With older children, Educators will talk about strategies to avoid exposure to unsafe foods, such as being served food onto the plate in the kitchen and not eating food that is shared.

### **Educator Training**

The Service will determine which of their Educators should be trained in anaphylaxis management to ensure that someone in close proximity to the child is always on hand to act in an emergency.

The Service will ensure the Educator responsible for food preparation is experienced in managing the provision of meals for a child with allergies, including high levels of care in preventing cross contamination during storage, handling, preparation and serving of food.

Anaphylaxis emergency practice procedures will be conducted and evaluated every six months or at need to ensure that Educators are confident in the procedure and able to act in an emergency.

### **Legal issues**

The Service will ensure personal details provided by parents are collected, used, disclosed, stored and destroyed (when no longer needed) according to the Privacy Act 1988 as amended.

The need to display personal details included on the child's ASCIA Action Plan will be discussed with parents, and their written consent obtained prior to display.

Except in an emergency, medication will not be administered to an enrolled child without the written authority of the parent. In all other circumstances, the Service will require the parent's written authority (including the child's ASCIA Action Plan) to administer any medication to their child.

The Service has a duty of care to take reasonable care for the health and wellbeing of children placed in their care. This duty of care requires Educators to:

- take reasonable care to eliminate or minimise foreseeable risks of personal injury to children under their supervision. Due to the susceptibility of some children to allergies, special care must be taken to protect these children if the condition is known or ought to be known and exposes them to special risk of injury
- seek appropriate medical assistance for children in the event of an allergic reaction such as calling an ambulance or seeing a medical practitioner
- render whatever first aid is reasonable in circumstances where there is insufficient time to arrange for a child to be seen by a medical practitioner or be admitted to hospital via ambulance.



In order for a Service to discharge its duty of care, the Service will ensure that Educators are appropriately trained in the prevention, identification and treatment of children who may experience an allergic reaction.

The *Poisons Regulations 1965* have been amended and Educators are able to supply (and administer) a general use adrenaline auto injector to a child in their Service experiencing an anaphylactic reaction.

## Reporting procedures

After each emergency situation the following will need to be carried out:

- Educators involved in the situation are to complete an Incident Report, which will be countersigned by the person in charge of the Service at the time of the incident
- the ASCIA Action Plan will be evaluated to determine if the Service's emergency response could be improved
- the Director will inform the Education and Care Regulatory Unit about the incident.
- Educators will be debriefed after each anaphylaxis incident and the child's ASCIA Action Plan evaluated. Educators will need to discuss their own personal reactions to the emergency that occurred, as well as the effectiveness of the procedures that were in place.
- Time is also needed to discuss the reason for the anaphylactic reaction, particularly if it is not evident that a known allergen was the cause. Parents will be requested to seek further medical advice.

## In emergencies

In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without written parent authorisation. If medication is administered the parent of the child will be contacted as soon as possible.

**For anaphylaxis emergencies** Educators will follow the child's Emergency Action Plan and utilize the adrenaline auto-injector provided by parents and call an ambulance. The used auto-injector will be given to ambulance officers on their arrival and officers will be advised of the time of administration

**If a child does not have an adrenaline auto-injector and appears to be having a reaction, the Educator will call 000 and request an ambulance and further instruction.**

## Diabetes

### Rationale

"Diabetes is a chronic, metabolic disease characterised by elevated levels of blood glucose (or blood sugar), which leads over time to serious damage in the heart, blood vessels, eyes, kidneys and nerves." - World Health Organisation

Type 1 diabetes is when someone is insulin deficient and requires daily administration of insulin, while type 2 diabetes results from the body's unproductive use of insulin with management often being oral medication and sometimes insulin. (WHO)

### Symptoms

Symptoms of diabetes include (Centres for Disease Control and Prevention):

- The need to urinate frequently
- Feeling very thirsty
- Losing weight without trying
- Often feeling hungry
- Having blurry vision
- Having numb or tingling hands or feet
- Feeling tired
- Having dry skin
- Having sores that heal quickly
- Having more infections than usual

### Related policies

Philosophy  
Asthma management  
Foodsafetyandhygienepractices  
Nutrition, food and beverages  
Enrolment  
Medication

### Procedures related to this policy

Health and safety  
Service environment plan

### Service forms related to this policy

Service medical management plan which includes:

- Risk minimisation plan
- Communication form
- Anaphylaxis plan from the Medical Practitioner

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parentorientationsession  
First aidtraining

### Review schedule

2 years or at need

### Legal and professional requirements

Education and Care Services  
National Law: Section 167

Education and Care Services  
National Regulations: 161

National Quality Standard: 2.3, 6.1, 6.2, 6.3



### Hypoglycemia

Hypoglycemia occurs when someone with diabetes doesn't have enough sugar in their blood. This can be caused by (Mayo Clinic):

- Taking too much insulin or diabetes medication
- Not eating enough
- Delaying or missing a meal
- Increasing exercise or physical activity without eating additional food

### Service Response Plan

- Qualified educators and first aiders are to be aware of the signs of hypoglycemia and respond accordingly by the child's risk management plan.
- If the hypoglycemia is severe then the first aider will administer first aid, then call 000 and alert the child's parent or guardian.

## Statement: Supervision

Children will be fully supervised at all times in accordance with the Education and Care Services National Law and Regulations.

### Supervision of children

- Rosters are planned to ensure appropriate supervision of children is maintained and Educators on non-contact duties are replaced in order to ensure Educator: child ratios are maintained in accordance with the requirements of the Education and Care Services National Regulations.
- Individual children will only be released from the Service to authorised people. See policy on Delivery and Collection of Children.

### Supervision and support of Educators

- Child protection issues are discussed regularly at meetings. Educators are encouraged to share any observations or concerns in regard to child and Educator protection risks.
- Resolutions are sought to eliminate risks, and management is advised of the issues and current strategies to resolve them.
- Educators will support each other to limit the time they are left alone with children.
- Visitors or trades people will not be left alone with children at any time.
- Volunteers and students must be supervised by a qualified Educator at all times.
- Educators will not leave the Service alone with individual children except in emergencies and in accordance with other Service policies.
- Grievances will be dealt with in accordance with the Service's Educator grievance procedure.
- Any allegations of child abuse or neglect made against an Educator will be treated in accordance with the notification schedule in the Education and Care Services National Regulations.
- The Approved Provider MUST be notified immediately should such an allegation be made.

### Professional practice notes

Supervision can only be effective when Educators are trained in the elements of supervision, know their children well and communicate well with parents.

## Statement: Violence, threatening behaviour

The Service aims to maintain a safe environment for all Educators, children, parents, guardians and visitors.

Violence, threatening behaviour, bullying and abuse against Educators, children or visitors to the Service will not be tolerated.

Physical assault or the threat of harm of any form is a criminal act, and under these the Police will be involved if required and a Police report will be written.

The Service reserves the right to refuse or cease access to anyone who does not agree to modify their behaviour.

Educators will be mindful of their responsibility to themselves and their duty of care to the child when managing the situation.

If an Educator is faced with a situation where an individual appears to be threatening towards them, another Educator or any enrolled child, the following will apply:

- One person will immediately notify the Director or other Educators so that they can call the police.
- Educators should remain as calm and non-confrontational as possible and ask the offender to accompany them to the office to discuss the matter further.
- If possible the Director will be able to facilitate the discussion. If not, an external facilitator can be brought in.
- Discussion should be used to diffuse the situation and if possible, Educators should look for negotiation points.
- Educators will not jeopardise their safety by being alone with the person and will stay in the presence of other Educators.
- Educators will act to ensure the safety of the children and if practicable, distract the children or if they are at risk or are witnessing an inappropriate situation, they should be moved to another area.
- Educators will attempt to diffuse the situation only as far as is practicable.

### Rationale

The best interests of children come first.

### Related policies

Philosophy  
Enrolment  
Child protection  
Withdrawal from the Service

### Procedures related to this policy

Arrival at the Service  
Attendance records  
Collection of children  
Family disputes  
Late collection  
Withdrawal from the Service

### Service forms related to this policy

Enrolment  
Attendance records

### Related Service publications

Parent handbook  
Staff Handbook

### Related education

Parent orientation session  
Staff orientation session  
Child protection

### Review schedule

2 years or at need

### Legislation and professional requirements

Education and Care Services  
National Law: Section 165, 165A,  
167, 174

Education and Care Services  
National Regulations: 101; 166

National Quality Standard: 2.3.1 ;  
2.3.2





## References

Guide to the National Quality Standard (ACECQA) <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF03-Guide-to-NQS-130902.pdf>

Guide to the National Law and National Regulations (ACECQA) [http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/2014/NQF02%20Guide%20to%20ECS%20Law%20and%20Regs\\_web.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/2014/NQF02%20Guide%20to%20ECS%20Law%20and%20Regs_web.pdf)

Guidelines for documenting children's learning Information Sheet (ACECQA) <http://files.acecqa.gov.au/files/Information%20sheets/Information%20sheet%20-%20Guidelines%20for%20documenting%20children's%20learning.pdf>

Belonging, Being and Becoming: The Early Years Learning Framework (ACECQA) <http://www.acecqa.gov.au/ResourceCategory.aspx?pid=412&gcpid=2> (Useful Word Version and PDF)

My Time, Our Place: Framework for School Age Care (ACECQA) <http://www.acecqa.gov.au/ResourceCategory.aspx?pid=412&gcpid=2> (Useful Word Version and PDF)

Managing risk in play <http://www.playengland.net/resource/managing-risk-in-play-provision-implementation-guide/>

In our reading, we used and recommend the resources in the Early Childhood Resource Hub (Australian and state governments) <http://www.ecrh.edu.au/#/>

Child Australia <http://www.childaustralia.org.au>