

# HEALTH & SAFETY FOR CHILDREN POLICY

**Rationale:** The health and well-being of all who attend the Early Childhood Centre/Service is of paramount importance.

**Purpose:** To comply with relevant legislation at all times to ensure we provide a safe and healthy environment for all staff, children and their parents.

## PROCEDURES

### Cleaning Procedures (HS1)

- The Waatea Early Childhood Staff will be responsible for cleaning the centre at the end of each day. Supplies will be provided for by the Centre. Cleaning lists and rosters will be maintained by the staff to ensure the hygiene and cleanliness of the centre is maintained to a high standard.
- The staff will be responsible for general cleaning of the whole Centre, including all hard surfaces and bathroom areas. All cleaning material used by the staff will be brought into the centre (ordered by the Admin) and will be stored in the secure cleaners' cupboard. General day-to-day cleaning products used by staff will be kept in a locked cupboard out of reach of children.
- Staff will be expected to "clean as they go" ensuring spills and messes are cleaned up immediately.
- Wiping down of eating areas, art areas and tidying up of toys will be undertaken by staff.
- Separate cloths for bathroom, general and food areas will be identified by colour.
- For art kai areas, a bleach solution that is 1 part bleach and 10 parts water will be used (or use of cleaning solutions already mixed, supplied by OfficeMax). This will be changed daily.
- The carpets will be cleaned quarterly.
- All toys to be cleaned will be listed on a cleaning roster, and staff will ensure that everything is cleaned once a week. Toys mouthed by children will be cleaned daily.

### Laundry (HS2)

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

- Separate coloured cloths will be used for washing floors, cleaning of equipment, and washing of children. These clothes will be washed separately at all times.
- All washing is separated into sheets, tea towels and dishcloths, flannels and bibs, floor rug and outdoor towels, blankets and washed separately.
- Soiled laundry will be soaked in a bleach solution prior to laundering.
- Children's bed linen will be washed on a weekly basis. Each child's linen will be kept in separate bags and identified by name.
- The washing machine and clothes dryer will not be able to be accessed by children at any time.
- Staff responsible for undertaking laundry duties will not be counted in ratio with children.
- All laundry will be dried by the clothes drier or other hygienic method and returned to the storage area as appropriate.

## Injury Prevention Strategies

- All doors to adult-only areas will be closed at all times, to ensure children do not access these areas.
- Cupboards such as the teachers' cupboards and kitchen doors will be inaccessible to children at all times.
- All chemicals will be stored in marked containers and be kept out of reach of children at all times. This will include cleaning agents. Staff will constantly be aware of the potential danger of things such as water spills etc, and clean them up immediately.
- Hot drinks will be consumed away from where they could potentially spill on children.
- Children will be encouraged not to sit on tables, nor jump off furniture and chairs.
- Children will remain seated while eating and be supervised by a staff member.
- Staff will wear gloves at all times when blood is present.
- The environment is checked daily to identify, minimize and isolate hazards for children using the same procedures as for health and safety of Adults.
- The playgroup is checked for vandalism, dangerous objects and animal droppings.
- The indoor is checked to ensure children do not have access to chemicals and that exits are clear.
- Daily checks are signed on the Daily Environment Check Form
- Hazards are recorded on the Hazard Identification Record form and followed up by the Manager/Supervisor and/or Health and Safety Officer.

## Poisonous Plants

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

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

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

## Care of Animals (HS16)

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

## Accident Procedure (HS 25)

- At least two staff will hold a current First Aid Certificate at all times.
- Copies of First Aid Certificate held by staff will be kept in the Centre, visible for staff and parents to see.
- Management will ensure that all children's records have both parents' current contact numbers and at least one emergency contact.
- In the event of an accident the priority will be to administer first aid immediately then inform the Supervisor.
- Any accident will be recorded in the Accident Register/Form and staff will ensure parents are informed. Parents will be phoned and informed of any serious accidents.
- The staff member who performs first aid will record in the Accident Register/Form what happened, i.e., a description of the incident, the action taken, and the day and time it occurred, and a space for parents to sign that they have knowledge of the incident. They will then highlight the child's name on the roll/sign in sheet, and write in the comments column "see teacher" (see form).
- If deemed necessary a registered and qualified staff member will take the child to the local medical centre and the child's parents/emergency contact person will be called. The staff will stay with the child at the medical centre until parents arrive. If more serious, an ambulance will be called and the parents will be contacted immediately. If the parents cannot reach the Centre by the time the ambulance arrives, a staff member will ride to the hospital with the child and meet the parent there.

- If blood and body fluids are present as a result of the accident, staff will clean and disinfect the area using gloves and an antiseptic cleaning solution/or water straight away.

## Isolation procedure for sick/injured children

**Purpose:** At Waatea Early Childhood Centre we aim to provide a safe space for children who suddenly become unwell or injured, to prevent further spread in the centre with other children and contamination on surfaces throughout the centre.

In all cases of children who are suspected of having a sudden illness the following procedure will be followed:

- The staff member who notices the child being unwell will approach the child and explain that they are unwell and need to be taken into the office and will be picked up and taken home.
- The staff member in the area where the child has fallen sick/presenting with symptoms of being unwell, will inform the float teacher to take the child to the office to isolate.
- The staff member in the office will set up the 'sick' bed, located in the laundry room for the child to lie down on. This staff member will then check over the child and make sure he/she is okay and comfortable.
- The staff member in the office will contact the parent/guardian, informing them of the symptoms their child is presenting with and that they need to be collected.
- The original staff member, who noticed the child that was unwell, needs to complete an accident and illness form BEFORE the parent/caregiver arrives, so it can be signed.
- Any surfaces that may have been contaminated by the sick/injured child, needs to be cleaned and sanitized immediately. The same goes with the bed.
- Centre Lead and/or administrator can follow up the next day to check in and see how the child is doing if the whānau haven't been in touch.

## Serious Harm or Illness to a Child Procedures (HS 27)

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

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

- a) Attend to the child.
- b) Seek support from another teacher/s.
- c) Call appropriate medical assistance.
- d) Advise the parents/whānau/caregiver.
- e) If the child is taken to hospital the staff member who had been closest to the incident should accompany them.
- f) A Serious Harm/Illness form will be completed.
- g) An accident investigation will be Completed.

The Serious harm/Illness form will include:

- Child's name.
- The date, time and description of the incident.

- Action taken and by whom.
- A space for parents to sign that they have been informed of the incident (see Forms).

## Incident Investigation

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

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

## Illness Procedures (HS 26)

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

## Administration of Medicine (HS28)

- There are three categories of medicine that requires different authorisation from parents:
  1. Category 1: non-prescription, provided by the Centre, and kept in the First Aid Kit. (written authority upon enrolment.)

2. Category 2: prescription and non-prescription (used for specific periods of time, short term). (Written authority is required at the beginning of each day and will include the name of the medication, the method for administering, the dose and the time medication is to be given.)
  3. Category 3: prescription and non-prescription (used for the ongoing treatment of pre-diagnosed conditions). (Written authority is required upon enrolment as part of an individual Health Plan which will include the name of the child, the medication, the method for administering, the dose, the time the medication is to be given, and the specific symptoms/circumstances in which it should be given.)
- All medicine bottles must be correctly labelled with the child's name and expiry date.
  - All category 2 or 3 medication must be handed directly to a staff member, who will place it up high out of reach of children (or in the refrigerator).
  - Medicine will not be given if it is out of date, or has been prescribed to someone different than the child.
  - All permanent staff are able to administer medication.
  - All medication administered must be recorded including written authority from the parent to administer the medicine consistent with the medication category, the name of the medication, the child's name, the amount of medicine given, the date and time medication was administered and by whom, and evidence of parent acknowledgement that the medication was administered (see forms).
  - Staff will be given appropriate training in the administration of specific medications as required. Details of this training will be kept in the Centre Professional learning filing system

## Sick and/or Soiled Children Procedures (HS 30)

### Universal Precaution for infection Control

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

- All broken skin areas (fresh, unhealed cuts or burns) must be covered with a water-proof adhesive dressing.
- Gloves will be used when contact with mucous membranes (eyes, mouth, nose), broken skin or when moist body substances is likely to occur.
- Plastic aprons will be used when it is likely that moist body substances will soil clothing.
- Hands must be washed immediately with soap and water, so they are eliminated from potentially being contaminated with moist body substances and further infecting other areas.
- Articles, furniture and floors soiled with moist body substances will be cleaned and appropriately disinfected using household bleach (e.g., Janola) 1: 10 (10mls in 90mls of water). This will be left in the area for 10 minutes and the spill wiped up with a cloth soaked in the solution.
- Solid children will be taken to the nappy changing area to be cleaned and changed. Staff will follow the nappy changing and toileting procedures.

## Immunisation Procedures

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

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

## Supervision of Children Procedures

- Management will ensure adequate staff are present at all times to meet licensing requirements, and to adequately supervise all children in attendance. MoE requires a 1:10 ratio, however best practice for Waatea Early Childhood is a 1:8 ratio. When out and about, the excursion ratio is 1:4 and when in/around water the ratio is 1:1.
- Children will be in the sight of an adult at all times. Staff will be rostered to ensure both indoor (including the toileting area) and outdoors have adequate supervision. Teachers will know when where to be and when, as per our duty roster (see attached).
- Staff or adults visiting or working in the Centre will be well supervised and visible at all times.
- All visitors will be required to sign the designated book stating the time of arrival and departure and purpose of visit.
- When staff leave for morning and afternoon tea breaks, they must not leave until another staff member has covered their position.
- Staff involved in supervision must not leave children unsupervised under any circumstance unless relieved by another staff member.
- The Person Responsible is the Centre Lead: if this person is not present then an alternative staff member will be asked to undertake this role on a temporary basis.

## Handwashing procedure

**Purpose:** At Waatea Early Childhood Centre we will promote the health of the children and adults by reducing the spread of infections by hands.

- Toilet and handwashing facilities that are in use by the children are designed in a way that is easy to use and access for the children.
- They are located in an area that is distanced from the kitchen and play areas to avoid the risk of cross-contamination and spread of infection.
- The centre will provide paper towels for both the children and adult bathrooms as well as in the kitchen to allow everyone to dry their hands to prevent any spread of infection after washing their hands.
- Children will be supported when hand washing to ensure it is done correctly.
- Children will be asked to wash their hands before and after eating.

- Teachers will always supervise children in the bathroom when washing their hands prior to eating food.
- Handwashing guides are provided next to the sinks at all hand washing stations.
- Surfaces that are touched regularly will be wiped down with disinfectant after every meal, and at the end of the day as per our cleaning procedures.
- If the water is to be disrupted to the centre, with warning, we will continue to use our water cooler for drinking water and in place of hand washing we will use hand sanitizer. If the water is to remain off for longer than 2hours, the centre will have to be closed, parents contacted and children picked up as it becomes a health and safety issue of not having running water for toilets/hand washing/drinking/cleaning. The service manager will be informed of this prior to calling the parents.

### *Licensing Criteria HS1 - HS30.*

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