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|   | **Policy** |
| **Policy Category: HEALTH AND SAFETY** |
| Date Created: February 2016 |
| **Policy Name: General Health and Safety** |

The purpose of this operational policy is to keep children and adults safe by meeting the health and safety requirements of the Ministry of Education’s Licensing Criteria for childcare centres; and relevant health and safety law requirements.

**Position Statement**

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| Our Centre provides a safe environment for children, staff and visitors. We achieve this by ensuring all practicable steps are taken to prevent accidents and incidents and medical occurrences, but where these occur, by taking all practicable steps to understand why it occurred and to learn from this to prevent it from happening again. This policy provides an overview of how we manage all health and safety aspects at our centre. |

**Detail**

**Goals**

This policy:

* shows the commitment of centre management and workers to health and safety
* aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our centre operations
* aims to ensure all work activities are done safely.

**Responsibilities**

Management is responsible for providing and maintaining:

* a safe working environment
* safe systems of work
* plant and substances in safe condition
* facilities for the welfare of all workers
* any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health.

Workers are responsible for:

* ensuring their own personal health and safety, and that of others in the workplace
* complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety

We expect visitors and contractors to:

* be familiar with the health and safety policies of our centre
* report any hazards, incidents or accidents they see to management.

**General:**

* All our management and staff share the responsibility for ensuring we offer a safe and healthy environment for all
* We have a first aid kit equipped to the standard set by the Ministry of Education and kept fully equipped
* We have an area where we can isolate sick children
* All persons responsible have current first aid training.

**Specific Outline**

**If we need to contact any family / parent / whanau due to an accident or illness we will do this. If the first contact cannot be contacted then we will try all of the contacts that the child has on the enrolment form. We will continue this process until an adult is contacted.**

**Illness**

* Parents will be contacted to collect unwell children or children will remain absent from the centre when they display the following.

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| Symptom | Action plan for staff | Time a child must be excluded from centre |
| Fever over 38 degrees | Manager or head teacher will contact parents. | Until 24 hours with no fever  |
| Vomiting or Diarrhea  | Manager or head teacher will contact parents | 48 hours after last bowel motion or vomiting episode |
| Generally, displays symptoms of being unwell and is unhappy | Manager or head teacher will contact parents | When child is happy and seems well |
| Pain that cannot be controlled | Manager or head teacher will contact parents | When child is not in pain and is happy |
| Head lice that are alive and visible | Manager or head teacher will contact parents | When hair has been treated |
| Suspected known contagious virus or infectious disease. | Manager or head teacher will contact parents. This decision will be to the discretion of management. | Child can return once a medical professional has deemed the child safe to return and they have the necessary knowledge on the virus. |
| Suspected Ear Infection | This will not always present with a fever. Management will contact parent. | Once child has appropriate treatment and is not in pain or distress. |
| Allergy reaction | Management will contact parent or emergency services if applicable.  | Child can return when well with a detailed medical plan moving forward.  |

**Giving of medication**

* When medication is required to be administered to a child while in our care this decision will be to the discretion of management. If the child presents well and in good health this will be allowed, and parents will record the information in the appropriate medicine form. Medicine will be administered by a person’s responsible and sighted by a second staff member. All medicine will be named with the child’s name and stored safely in the kitchen.
* Pamol – when pamol is required for pain, fever or discomfort again this will be to the discretion of management. The child’s symptoms must be within the parameters of our illness exclusion procedures. Pamol will be accepted for controlling pain of an injury or treated illness. Pamol will not be accepted for fever or controlling a distressed or unwell child.
* Staff administering pamol in the absence of a primary caregiver – in the instance a child becomes very unwell and requires pamol all attempts will be made to contact parents. If parents are going to be a long period of time from collecting the child and this time would incur much discomfort for the child, we will seek verbal permission to administer pamol. Parents /family will need to send an email with the permission to give to their child and the correct dose and strength of the pain relief. We will follow all govt guidelines for administrating pamol according to weight, strength and age.

**Accidents**

* A record is kept of all injuries that occur at our Centre. The accident/incident record will include the child’s name, date, time and description of the incident, actions taken and by whom and evidence of parental knowledge of the accident/incident by way of signature of acknowledgement.

An accident record is also kept for staff.

* A record is kept of all illnesses that that occur at our Centre that require the child / staff to leave the centre. The illness record will include the child’s name, date, time and description of the illness, actions taken and by whom and evidence of parental knowledge of the incident. Evidence will be taken by the Parent/caregiver signature.
* Serious illness and injury will be notified to the appropriate agencies. If a child is admitted to hospital over an accident in the centre Work Place NZ and the MOE and the Early Childhood Council will be contacted and informed.
* Management will take charge of any exclusion whether it be staff or children.
* If we were unfortunate to have a serious injury occur, we would undertake an immediate self-review to isolate and eliminate any future risks.
* All persons responsible have current first aid training or are enrolled to gain a first aid certificate. Copies are available on request.
* Our Centre has a hazard identification and management procedure in place. A monthly checklist is undertaken of the inside and outside environments and ongoing maintenance kept up to date.
* The Centre has a space where a child / staff who is unwell can be isolated until the parent/caregiver / family member arrives. A staff member will remain with them always.
* The Centre has 2 first aid kits which is located in the wall cupboard. It is checked and replenished on a regular basis by a reputable supplier.
* At any time where management and staff feel their knowledge is inadequate to deal with the circumstance they may call the medical centre, poison line, health line or 111. All numbers are on the wall in the kitchen and staff room area.
* The Centre also has two portable first aid kits for use in the outside environment and excursions.
* Any areas that are infected with any bodily fluids will be cleaned immediately with 0.5% hypochlorite solution.
* If a child has hurt themselves and there is in obvious pain or markings their parents / caregiver will be contacted immediately. If a child is bitten their parents will be contacted. This is at the discretion and decision of management. Management will make these phone calls.
* If a child receives a knock to the head, above the neck or any facial injuries management will call the parents / caregivers straight away.
* Any incident above the head or is seen as serious will be recorded in the single carbon copy pad and a copy is given to the family.

**Sun Safety**

We will make all necessary steps to ensure we are sun safe. We will implement the following guidelines around keeping safe in the sun.

* During the summer months (guided by October – May) we will apply sunblock after morning tea and after lunch time. We will provide this sunblock.
* Children will be marked off on a roll and /or given a stamp on their hands to show they have been completed.
* We will provide all children with a sunhat and this will be worn outside at all times during the summer months.
* Staff will wear sunhats at all times also. Role modelling is very important.
* We will provide adequate shade for our outside areas
* Management will make the decisions of closing off the outside when it is exceptionally hot weather. Children will come inside and the air condition will be turned on to maintain a fair temperature. (16 degrees)
* Sunblock will be at reception for all families to use on their children.
* Children will always need to wear t-shirts outside. No singlets to be worn.
* When children are wearing togs outside they must have a rash shirt on with sleeves. No singlet togs are allowed.

**Sleeping**

* A quiet and safe place will be given for any child requiring a sleep.
* All sleeping children will be monitored and this will be recorded and signed every 6 - 10 minutes.
* No child will receive fluids while in bed.
* All stretchers use a bed cover.
* Under 2s will be monitored every 5-8 minutes.
* All children will have their own stretcher sheets and blankets.
* All bedding will be washed after 5 individual uses – this is recorded for documentation
* Bedding will be stored in a safe place away from children
* The room in which children sleep will be kept above 16 degrees for comfort
* The temperature of the room is checked regularly while children are sleeping.
* There is a sleeping procedure on all sleep wall areas.

**Toileting and nappy changing**

* All children requiring a nappy change will be supported with the upmost respect
* These will be CARE moments for the individual and will take as much time as required.
* All nappy changes will be documented and recorded by the staff member
* Settlers provides all nappies and wipes
* Children need reminding for the toilet will be respectfully reminded throughout the day
* Nappy changing surfaces will be hygienically cleaned and sprayed after each use.
* Children needing assistance with toileting will be treated with the upmost respect always.
* Staff assisting children will wear disposable gloves or their bare hands.
* Hands will be washed after every change.
* Children are encouraged to wash their hands after using the toilet and nappy changes.
* Bathroom facilities will be cleaned when necessary and at approx 12.30 pm each day. There will also be a cleaned after hours, so it is clean for the next day.
* All changing facilities will be cleaned with a 0.5 bleach solution and then sprayed with water solution.
* If diarrhoea or illness occurs a bleach solution will be used to vigorously clean all areas
* Diarrhoea soiled nappies need to be disposed of right way. They will be wrapped in paper and put into the outside bin.
* Any nappy presenting any kind of illness must be disposed of ASAP.
* If a child has more than 2 diarrhoea motions their families will be called to collect the child. This will be recorded n the illness documentation.

**Nutrition Policy**

* A record of all food served and prepared will be recorded and kept for a period of 3 months
* Food is prepared, served and stored hygienically
* We hold a National Programme Kitchen Certificate.
* Ample supply of water that is fit to drink is available to children throughout the day and have access to this independently at all times.
* Children are supervised while eating by a persons responsible – atleast to regulation of 1:25.
* All available staff will sit at the table with children for supervision.
* All staff hold a first aid certificate
* No sick person will handle food
* We prepare and serve food in line with MOH and MOE regulations.
* No one on toileting will prepare food during the day
* Allergies and food intolerances are a shared responsibility of all staff and will be monitored.
* All allergies will be made aware to all staff and their pictures and allergies will be on the wall in the kitchen.
* We will review our food restrictions if any attending has a sever allergy to certain food.
* We will serve nutritious and healthy food for breakfast, afternoon tea and late snack.
* Lunchboxes for morning tea and lunch are provided by parents. New enrolments will be given a healthy eating guide to help promote the right lunch box choices. We support healthy eating always.
* Items prohibited from lunch boxes are: popcorn, hard rice crackers and lollies.
* The following items in lunch boxes need to be prepared to MOH and MOE regulations – Hard fruit and vegetables like apples and carrots must be grated, boiled, cut no bigger than matchsticks or mandolin slices. Sausages, salami sticks need to be slices long ways. Round fruit over 8mm in width like grapes, cherry tomatoes need to be sliced, halved or quartered.
* If any of the items listed arrive in lunchboxes incorrectly prepared staff will prepare accordingly.
* Any prohibited items will be removed from lunch box.

**Hand washing**

* Children and Staff are supported and expected to clean their hands thoroughly using soap when they are …
1. After using toilet
2. Appear Dirty
3. Preparing food/ meals and snacks
4. Before eating and after eating
5. After the toilet
6. Before and after nappy changing or soiled.
7. After being outside
8. Before giving or receiving medication
9. After blowing your nose or assisting a child to blow their nose
* Children will follow the following routine when washing their hands.
1. **Add soap to hands**
2. **Wash for 20 seconds**
3. **Rinse well**
4. **Dry with a paper towel or flannel**
5. **Flannels will be used at routine times to dry hands.**

**Smoking and Vaping**

* Settlers is a smoke free and vape free environment
* There will be no smoking or vaping permitted in the car park
* Anyone who enters the premises while smoking or vaping will be instructed to get rid of the smoke immediately
* Staff who smoke or vape will be provided a smoking jacket to wear in their personal time to avoid any smell entering the centre.
* Staff who smoke or vape will wash their hands
* Staff who smoke or vape will be supported by management to undergo a quit smoking /vaping process if they require one.

**Drugs and alcohol**

* Drugs and alcohol are not permitted on the premises during operating hours
* Any person who appears intoxicated can be refused entry in to our centre by any staff member.
* Management may decide to call Police at any given time to appropriately deal with an intoxicated person
* In the event of a child being collected by a person suspected of being under the influence of alcohol or other mind-altering substances all effort will be made to deter them from collecting the child. It may be suggested that they have the emergency person come and meet them at the preschool. If serious concern for both child and adult occurs and the adult resists alternative suggestions, the police may be called. Any issues arising should be directed to the Supervisor.
* Any staff member struggling with the affects of alcoholism will be supported to partake in an approved AA programme.

**Pest Control and Vermin**

* All rubbish bins are emptied regularly into rubbish bags. These are sealed and put into the large green bins outside.
* All bins are sprayed and cleaned each day.
* Outside bins are washed weekly.
* All vege and non-meat scraps are put into scrap bin and cleared every day.
* If we have any signs of mice, traps will be laid. This will be done using gloves and bait. These will be laid at night and checked early in the am before children arrive. They will be out of reach of any child.
* All meat scraps are put into main rubbish bin.
* All recyclables are recycled where possible.

**Reference and Key Text:**

Licensing Criteria 2008, Health and Safety, Child Health and Well Being

documentation required:

PF27: There is space (away from where food is stored, prepared, or eaten) where a sick child can;

Be temporarily kept at a safe distance from other children (to prevent cross infection);

. Lie down comfortably; and

. Be supervised.

PF28: There is a first aid kit that:

. complies with the requirements of Appendix 1: and is inaccessible to children.

HS25, HS27: a record of all injuries and illness that occur at the service. Records include a child’s name, date, time and description of the incident, actions taken and by whom and evidence of parental knowledge of the incident. Copies of current first aid (or medical practicing) certificates for adults counting towards the qualification requirement.

HS26 All practical steps are taken to ensure that children do not meet any person on the premises that is suffering from a disease or condition likely to have a detrimental effect on them.

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being documentation required:

HS24: Rooms used by children are kept at a comfortable temperature no lower than 16° (at 500mm above the floor) while children are attending.

HS25: There is an adult present always while children are attending who either:

Holds a current First Aid qualification meeting the training requirements

outlined by the Department of Labour.

HS28 and HS29- Prescriptions of medicine.

HS12: a hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992, but goes beyond the consideration of significant hazards to employees to include all hazards to children.

Reviewed Jan 2017 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed Jan 2018\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed Jan 2019\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed March 2020

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_