Health & Safety Policy

Quality Area 2: Children’s health and safety

Standard 2.1 Each child’s health is promoted.
Standard 2.2: Healthy eating and physical activity are embedded in the program for children
Standard 2.3: Each child is protected

It is our commitment to provide a safe environment for children so that they can explore, discover and learn and for Educators so that they can nurture and educate children in a safe and pleasant environment.

- All staff will undergo an induction upon commencement of employment
- Educators and management will support the belief that prevention is better than cure
- Educators will check the playground each morning for unsafe objects and to ensure that all equipment is put together safely. Equipment is to be appropriate to the children’s age and stage of development

Outdoor checklist will include:

- Bikes and wheeled toys – it is recommended that correctly fitted helmets be worn every time children use ‘bikes’ and wheeled toys. For detailed checklists and assistance in developing written policies to guide maintenance, programming, supervision and use of ‘bikes’ and wheeled toys in children’s services, contact the Early Childhood Road Safety Education Program on (02) 9850 9882.
- Centre car park – ensure family members are aware of pedestrian safety rules such as holding their child’s hand and alighting children from the safety door. Encourage families to always supervise their children in the car park to prevent accidents and injuries, which could occur as a result of reversing vehicles.
- Check outdoor areas and play equipment regularly for health and safety hazards.
- Choking hazards outdoors e.g. pebbles.
- Climbing and play equipment - stable, maintained, meets relevant Australian Standards. Teach children to use safely.
- Fence off securely and effectively all sides of outdoor play areas from roads, water
- Hazards and driveways. Maintain fences, have correct height, install childproof self-locking devices on gates.
- Finger entrapment – all holes or openings in playground equipment must be between 8-25 mm.
- First aid kit is approved, maintained, and accessible throughout outdoor play.
- Garden debris removed, garden equipment stored and locked away, regularly trim branches and bushes.

Health & Safety Policy – Australian International Islamic College Kindergarten
- Hazardous Plants – identify and remove or make inaccessible to children.

- Machinery, tools and equipment – ensure all engine operated or other hazardous equipment, tools or machinery are stored securely and are inaccessible to children.

- Pet and animal droppings cleared or inaccessible to children in outdoor areas, exclude dogs from children’s play areas, finger proof pet enclosures, supervise pet interactions with children.

- Pool safety, fencing and gate compliance, paddling pools emptied immediately after use, turn upside down, disinfected if soiled.

- Record details and notifying parents of any child accident.

- Safe play rules and adequate safe play areas - talk with children about how to play safely. Maintain safe layouts for outdoor play areas to avoid collisions between children.

- Sandpits - cover when not in use, regularly clean, rake, and remove sand soiled by faeces or blood. Hose sandpits at end of day after removing contaminated sand and material.

- Snakes, spiders, insects – keep the centre clean of infestations, teach children the dangers

- Soft fall - appropriate ground cover under outdoor climbing and play equipment, meets standards.

- Sun protection clothing, hats, and sunscreen, for unshaded areas - minimise play at peak sun exposure times. Install a sunshade over sandpits and play areas.

- Ensure children are visible and supervised at all times. High-risk areas and climbing and other outdoor play equipment. Make hazardous equipment, machinery, chemicals, and any other materials inaccessible to children.

- Water hazards - cover and make inaccessible to children, e.g. ponds, dams, spas, creeks, nappy buckets.

- No wading pools will be used within the Service. Water troughs are to be used under adult supervision only and will not be used without a stand, keeping it off the ground with sand on the bottom of the trough. Children are to remain standing on the ground whilst using the water trough

- Buckets of water for soaking toys or clothing are only to be stored in the laundry sink and on high bench so that they are inaccessible to children

Educators will report all hazards, incidents and injuries to management via the appropriate forms. All blank forms are kept in the Australian International Islamic College Pro-forma Folder visibly located in the staff area. All completed forms are kept in the office filing cabinet located at main entrance of the office area in the Kind building.

Such Checklists will include:

- Access for children and adults with disability - ensure safe access into, within and out of the centre, security, toilet and washing facilities, and check for hazards for wheelchairs and people with impaired sight, hearing or mobility.
- Barriers - age appropriate, child proof, self-locking barriers to balconies, stairways, kitchen, bathroom, laundry, garage, other levels in the centre, front and back garden.

- Children at risk – maintain extra security and supervision for children at special risk.

- Choking hazards e.g. small toy parts, beads, nuts, blind and curtain cords, plastic bags, sandwich bags, balloons.

- Decorations and children’s artwork – do not place near ceiling fans, air conditioners or heaters.

- Emergency evacuations – develop an evacuation plan and emergency contact numbers display, inform families, and practice evacuation procedures. Evacuation plan to be displayed in each room of the service.

- Fire – fire blanket, extinguisher, fire exits, smoke detectors, electrical safety switch.

- First aid kit with sufficient contents, maintained, accessible, first aid certificate current for relevant staff.

- Furniture and nursery equipment - stable, maintained, meets safety standards.

- Guard and make inaccessible to children heaters, coolers, fireplaces, stoves, microwaves, power points, and office equipment. Ensure heaters are away from children’s cots.

- Hazardous indoor and outdoor plants

- Identify, remove or make inaccessible to children any equipment that is deemed hazardous. This will be removed immediately. An area that is deemed hazardous will be secured off and supervision will be amended to ensure that safety is supported.

- Hepatitis – ensure that children cannot come in contact with hot surfaces. It is preferable to use heating where combustion products are ducted outside. If ‘un-flued’ gas heating is used ensure there is adequate ventilation while the heater is operating.

- Hot water - ensure the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded (the current Kidsafe recommendation is below 43.5°C).

- Machinery, tools and equipment – ensure all engine operated or other hazardous equipment, tool or machinery are stored securely and are inaccessible to children.


- Pets and animals – inform families of pets being kept on premises and plans to obtain new pets. Ensure pets are vaccinated, wormed, de-flea, clean, and healthy. Keep pet accessories such as pet food, litter boxes, pet toys away from children. Exclude dogs from children’s play areas. Keep children-pet interactions minimal and supervise interaction times.

- Record details and notify parents of any child accident.

- Safe play rules and adequate play spaces - discourage running indoors and safe furniture layout to avoid collisions.
- Safety glass used and installed according to the current Regulation, Australian Standards, and Australian Building Codes on all glass doors and windows accessible to children, safety decals on sliding doors and plate glass doors at child and adult eye level.

- Security – ensure all entry doors are locked at all times.

- Smoke free environment in all areas.

- Staff personal items – ensure staff’s personal items such as bags, sharp instruments, toiletries and medicines are kept secure and are inaccessible to children.

- Stairways, ramps, corridors, hallway, external balcony must be enclosed to prevent a child falling.

- Store in locked cabinet unsafe items, e.g. chemicals, medicines, razors, knives, electrical equipment.

- Toys – meet safety standards, age appropriate, maintained, and non-toxic

- Ensure children are visible and supervised at all times. High-risk areas are children in high chairs, playpens and play areas, on change tables, and in nappy change and toilet areas. Have at least two staff on premises at all times with vision of each other and the children, have two staff present or in view when changing nappies or washing children.

Suggestions for hazard management are as follows:

- Eliminate control – remove hazard completely

- Substitution control – substitute with a lesser risk

- Isolate control – isolate the hazard

- Engineering control – make changes to increase safety

- Administration control – safe behaviour e.g. supervision

- Personal protective equipment control – e.g. gloves and goggles

- Centre management is committed to maintaining building and outdoor areas with monthly audits and report procedures used to ensure safety.

- Employees are to notify employer of past injuries upon commencement of employment

- Areas that contain hazardous materials will be signed to indicate this. MSDS sheets are kept in the office filing cabinet and on the cabinet where the products are stored.

- Concerns will be discussed amongst staff and management to ensure an appropriate and practical resolution

- Educators are to observe safe manual handling procedures and report any concerns to management. No Educator is to move furniture or equipment alone. Educators are encouraged to get down to the child’s level rather than picking up a child.

- Children will be within adult supervision at all times

Health & Safety Policy – Australian International Islamic College Kindergarten
- All Educators on the premises must have a current first aid certificate

- A fully stocked first aid kit is on the premises in the Educator area at all times. It is checked and restocked each month

- Children’s toys and equipment will be kept safe, clean and in good condition and daily checklists will be complied with to ensure that safety and maintenance is adhered to.

- Ensure outdoor play equipment meets current Australian Standards, is purchased from a reputable manufacturer, and is checked regularly and maintained.

- Always inspect the playground before children play outside, and ensure children playing on equipment are dressed appropriately. Hoods, drawstrings and cords can be potential choking hazards.

- Ensure play equipment that is higher than 50cm has soft fall installed underneath at least 25cm in depth under and 1.9m from the perimeter of the equipment. Place outdoor play equipment away from paths and solid garden edging.

- Ensure surfacing used underneath and around equipment complies with Australian and New Zealand Standards AS/NZS 4422, 1996, and is maintained regularly; materials may need to be raked, redistributed and checked weekly for spiders, sharp objects or animal litter.

- Supervise children at all times, ensure outdoor play areas are visible, keep frequently used materials, e.g. tissues, phone, sunscreen, first aid kit accessible while outdoors.

- The RTA recommends that children under nine do not use bikes, scooters, skates or skateboards in children’s centres. Children who do use these must wear helmets and pads where appropriate.

- Only include swings in the centre playground if sufficient space is available.

- Staff members are to ensure that all toys offered to children are age appropriate for safety reasons and used in a safe manner as manufacturer’s attended and advised.

- Any toy that is mouthed by a child is to be placed immediately in the toys basket located on the top of bench to be washed with warm soapy water at the end of the day. All washable toys are to be washed on Friday to decrease the risk of cross contamination.

- All play dough is to be made fresh every week. If there is an outbreak of vomiting and/or diarrhoea, or any other contagious communicable disease play dough is to be discarded at the end of each day and a new batch made during this time. Children are to wash their hands before and after using the play dough.

- Children’s preference and need for rest and sleep will be supported by Educators despite the routine of the room

- All children that fall asleep unassisted (e.g. patted) will be allowed to sleep undisrupted for a minimum of 1 hour.

- Temperature controls are on all taps that are accessible to children.

- To ensure the physical safety of all children, no hot food is permitted in the classrooms when children are present.
• No nuts or eggs are permitted in the Centre to protect children at risk of anaphylaxis. Parents/guardians must inform the Centre of any allergies their child has and measures will be made in conjunction with the parent/guardian to ensure the safety of the child in regard to the particular allergies.

• If Educators are heating food for children that has come from home it is to be heated thoroughly (above 60 degrees Celsius) and then left to cool down for the recommended 10 minutes. Before giving the food to the child it will be mixed thoroughly to ensure it is heated evenly. A piece will then be removed with a spoon and tested by the Educator on their hand. This piece of food will be thrown away. Food is only heated once and left overs thrown away. (Staying Healthy in Child Care 2005)

• Any hazardous chemicals must be stored in a lockable cupboard located in the cupboard below the sink with the MSDS sheets attached. This cupboard will display a warning sign indicating the storage of hazardous chemicals.

Ensure storage facilities that are secure and inaccessible to children for the following types of items:

All cleaning materials, including detergents
Poisonous and other dangerous substances
Dangerous tools and equipment
Toiletries
Medications
First aid equipment
Emergency medical equipment and drugs
Jagged or sharp objects that pose a hazard to children

• Wear appropriate personal protective clothing (e.g. gloves, aprons, mask, and goggles) in accordance with manufacturer’s instructions when using or disposing of hazardous chemicals or substances.

• Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 131126, or call an ambulance, dial 000.

• In the case of any child or staff member injured by a chemical, substance or equipment, institute your emergency, medical and first aid procedures, notify Work Cover immediately and any other person or authority as required by the regulation or these guidelines (see Section 7. and 8. on Managing Emergencies).

• In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify Work Cover/Worksafe immediately and any other person or authority as required by the Regulation

• Medication is stored out of children’s reach in the staff office area or in a lockable container in the fridge. Medication is to be handed to a primary Educator by the parent/adult on arrival, not left in a child’s bag.

• All staff members are to ensure that any medication they have is stored in the locked filing cabinet in the medicine drawer and not left in hand bags or any other unsecured place.
- Asthma spacers and puffers are stored in the locked filing cabinet in the office marked with the First Aid ‘red cross’ for quick access.

- Laundry, storerooms and Educator areas are to have No Children Allowed Signs on doors to remind adults to close doors behind them. Children will also be informed of the meaning of these signs.

- In the case of snakes and/or dangerous animals/insects children are to be removed from the area. Evacuation procedures, if necessary, are to be undertaken until the area is given the all clear by either the Nominated Supervisor or the Certified Supervisor. If necessary a WIRES/CALM representative or the Reptile Park can be contacted to collect the animal. The phone number is located near all phones.

- Fire and emergency evacuation plans are located throughout the Centre.

- Fire drills/emergency evacuations are practised and documented 10 times per year over a variety of days to ensure that all children and all Educators experience the evacuation practice.

- All members of staff must observe strict health and hygiene practices that have regard to current community standards and are in accordance with relevant government guidelines to minimise risks to children.

- Staff will always strive to minimise the use of toxic products. It will always be the aim of staff and the Centre to ensure we are providing a safe environment by seeking non-hazardous, non-toxic alternative products.

- Staff will endeavour to be knowledgeable with the products that they are using ensuring that all products are being used for the correct purpose.

- If toxic products must be used, as there is no alternative, then it is to only be used when the children are off the premises and following the directions of use.

- Staff will make themselves familiar with any plant, foliage or flora they bring into the Centre and ensure that it is not toxic or presents a risk to the children in any way.

- Staff will withhold any plant, foliage or flora that a child may bring into the Centre if there is any doubt about the safety of the material.

- Remove or keep children away from plants that can cause serious poisoning. Common examples are – African milk bush, angels trumpet, atrium lily, azalea oleander, castor oil plant, chestnut, daffodil, deadly nightshade, dumb-cane (elephants ears), English ivy, foxglove, hyacinth, hydrangea, iris, lantana, Moreton Bay fig, rosary bean, rhubarb, rhus, white cedar, wisteria.

- All staff members are trained in child protection and aware of our Child Protection Policy.

- No person is to smoke (tobacco or any other substance) within the building or on the Centre premises at any time while the service is being provided to children.

- No person is to smoke within any part of the building regardless of whether or not the service is being provided to children at the time.

- No staff member is to smoke at any time during their daily hours of employment, including breaks off the premises, as the residue smell of cigarette smoke on clothes, hair and breath is not appropriate when working so closely with young children and co-workers.
· No alcohol or unlawful substances are to be consumed or stored on any part of the premises of the service at any time when the service is being provided to the children.

This policy was made with consideration to HEALTH & SAFETY IN CHILDREN’S CENTRES MODEL POLICIES & PRACTICES Second Edition Revised 2003, Staying Healthy in Childcare 5th edition, Education and Care Services National Regulations 2011, Kids and Traffic’ resources available from the Early Childhood Road Safety Education Program, Macquarie University: www.kidsandtraffic.mq.edu.au

Date that the policy was last updated or revised: January 2016

12/02/2016

Nadiya Khan
Director

Australian International Islamic College Kindy