

# HEALTH & SAFETY POLICY

**Rationale:** The health and wellbeing 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 Cleaner/s will be used to clean the Centre daily. A schedule of cleaning/job description will be provided to ensure standards are maintained.
- The cleaners will be responsible for general cleaning of the whole Centre, including all hard surfaces and bathroom areas. All cleaning materials used by the cleaners will be 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 to prevent injury.
- Wiping down of eating areas, art areas and tidying up of toys will be undertaken by staff throughout the day.
- Separate cloths for bathroom, general and food areas will be identified by colour. These colours will be clearly displayed throughout the environment. This ensures we are also being respectful of Tikanga practices.
- For art and kai areas, Germex an approved solution will be used.
- The carpets will be cleaned at least annually.
- All toys to be cleaned will be listed on a cleaning roster, and staff will ensure that everything is cleaned at least once a month. Toys mouthed by children will be cleaned daily.

### Laundry (HS2)

All laundry will be cleaned by Centre staff on site. The following procedures will be adhered to so that we can ensure all linen and resources used by adults and children are hygienically laundered:

- Separate coloured cloths will be used for washing floors, cleaning of equipment, and washing of children. These cloths will be washed separately at all times. Separate Buckets will be used for cleaning, Blood and bodily fluid and water play to ensure there is no cross contamination.
- A code for these colours will be clearly displayed in the laundry and within other appropriate areas of the Centre.
- Staff will use gloves when handling visibly soiled laundry and wash hands thoroughly throughout and after processing the laundry, particularly when returning to the play area.
- All washing is separated into 1. Art cloths; 2. Tea towels and kitchen dishcloths; 3. Flannels and bibs; 4. Floor rugs and outdoor towels; 5. Sheets and Blankets ... and washed separately.
- Heavily Soiled laundry will be soaked in a bleach solution prior to laundering. Any laundry with blood or bodily fluids will also be soaked in bleach solution for at least 60 minutes. This solution will be at a rate of 125mls to 5 litres of water or the equivalent.

- Children's bed linen will be washed on a rotational basis as per our sleep policy.
- Each child's linen will be kept separate and identified by name.
- The washing machine and clothes drier will not be able to be accessed by children at any time.
- Staff responsible for undertaking laundry duties will not be counted in ratio with children.
- All laundry will be dried by the clothes drier or other hygienic method, folded, and returned to storage areas as appropriate.
- Please see the Laundry Procedures/guidelines for more specific information regarding storage and washing routine.

### **Nappy Changing and Toileting Procedures (HS3)**

Teachers will follow the procedures outlined in the Nappy Changing Procedure. Please see separate procedures and guidelines within the Health and Safety Policy section for further information. Outlined below are the basic principles of our procedures.

#### **Procedure Guidelines:**

All nappy changing is to occur in the designated Nappy Changing areas.

Only Permanent teachers/staff who have been Police checked will change children's nappies or support them with the toilet

Adults are expected to guide children up the steps when children are over 2 years of age to ensure they are not posing a risk to their backs lifting children onto change tables.

Children are to be treated respectfully during nappy changing procedures and this care routine is not to be rushed.

Children are to have their independence fostered as they develop skills to have control over their bodies (lifting own legs), dress themselves and develop understanding of their bodies and how it functions.

Adults are expected to have everything they may need (e.g new nappy, a change of clothing etc) within reach before beginning the nappy changing procedure with children.

This procedure will be clearly displayed near the nappy changing facilities and must be followed to ensure good hygiene practices. Deviations may be made regarding interactions with the child as we empower them to develop their independence.

Hand washing for both Adults and Children is paramount at all times. Children are encouraged to talk about why good handwashing is important and have good role modelling from adults.

Clear records will be maintained on the Nappy chart at all times.

### **Nappy Changing Toileting Routine**

- If a child's nappy is soiled they are changed immediately.
- Teachers change any soiled/wet nappies as required outside these times, children are checked at least every 3 hours and changed if required.
- The routine of Nappy changing and toileting is to be a respectful care routine and is not to be rushed.
- Children's independence is encouraged and they are empowered to be a participant in the process of nappy changes and/or toileting.
- Children using the toilet will be supported and guided by adults following prompts from the home environment. Each child who is learning to use the toilet will have a short note kept with the nappy/toilet record chart describing techniques used at home. Again, independence and an understanding of their bodies is to be a focus of toileting.
- Children will be encouraged and supported to manage their own clothing when using the toilet to foster independence.

- Attempts at using the toilet as well as actual use of the toilet will be recorded on the nappy chart and available to parents.
- Soiled underwear will be cleaned out as much as possible into the toilet, placed in a plastic bag and labelled with 'Soiled' so that they can be cleaned at home. We do not rinse underwear, at the request of a parent/whanau member soiled underwear may be disposed of instead if this is preferred.
- Wet underwear will be put into a plastic bag and sent home with the child. Notification of wet/soiled underwear is available on the nappy changing record sheet for each parent to view at the end of their session.
- Only permanent teachers who have been police checked will support toileting development.

### Emergency Procedures (HS 4, 5, 6, 7, 8)

- Earthquake and fire drills will be done every 6 weeks. The date and time will be recorded by the Fire Warden or Head Teacher on the appropriate form. HS8 emergency drill form.
- The earthquake and fire warden will be displayed clearly next to fire extinguishers and all staff will be aware of who holds this role.
- The designated area on the premises is in the car park near the disabled and bike parks.
- The designated assembly area in the event of a civil defense emergency is **Hampstead School 308 6476**.
- An Emergency Kit Grab bag will be kept near the entrance of each room and taken during every evacuation. Emergency Water will be stored in the outdoor shed in the U2 area so that it can be accessed if the building is inhabitable.
- Heavy furniture, fixtures and equipment that may fall or topple will be secured.

### THE FOLLOWING PROCEDURES WILL BE DISPLAYED ON THE WALL AT THE CENTRE:

#### In the event of an Earthquake

- Staff will call 'earthquake ' to signal the beginning of an earthquake.
- Adopt turtle position (knees together, hands clasped firmly behind head, bury face in arms, protect head, and close eyes tightly).
- Remain in building until all clear is given by the Manager/Person Responsible.
- The Manager / Person Responsible will check for hazards and decide whether it is safer in the building or to evacuate.
- When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
- On evacuation remain calm, take Centre register and emergency kits, and evacuate children and staff (as above). Tune into radio station for further direction. Ashburton 94.9FM, 98.9FM are the local stations or [Newstalk ZB](#): Christchurch 1098AM Ashburton 873 AM Timaru 1152AM

#### In the event of a Fire

The Current Evacuation Scheme approved by the NZ Fire Service will be displayed and procedures will be followed.  
**Scheme attached.**

#### Procedures

- The first person to observe the fire will activate the alarm.
- Staff will ensure the building is evacuated using the nearest Fire Exit. Each staff member will take responsibility for the children nearest them.
- The cot closest to the door will be used for all nursery children who are sleeping and others should the need arise. Awake nursery children will be carried by their teachers and Admin/Support teacher are available to assist.
- If staff are in the Managers office, non-contact or reception area they are to vacate via reception and be available to help at emergency exit gates to the carpark.
- The Person Responsible takes the phone, emergency contacts details and the roll (including the visitors sign in book). The Fire warden is to put on the Neon Vest and ensure that all areas have been thoroughly checked before checking in with Manager/Person Responsible outside. The Fire Warden is the last to leave the building.
- Everyone will report to assembly area in the carpark near the Disabled car park
- The Person Responsible will check off the roll ensuring all children, staff and visitors are accounted for.
- One Person will check that the Fire Brigade has been rung. This is usually the responsibility of the person responsible as they will have the phone and all records needed with them.
- The Person Responsible will communicate with the Fire Service on site in conjunction with the fire warden.
- When deemed necessary, the Manager/Person Responsible will begin contacting the parents of each child, to ensure they are collected if necessary.
- When the all clear is given by the Fire Brigade, staff and children may proceed back into the building. A notice will be put up for parents letting them know we have had a trial or real evacuation.

#### **In the event of a Tsunami or Flood:**

- The Person Responsible/Manager will monitor the situation and communicate with local authorities and Civil Defence.
- Staff will call 'tsunami warning' to signal the need to evacuate if within the expected wave area.
- When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
- On evacuation, remain calm, evacuate children and staff (as above), taking the Centre register/daily sign in sheet and emergency kit. Tune into the radio station for further direction.

#### **In the event of High Winds:**

- The Person Responsible/Manager will monitor the situation, and communicate with and act on the advice of local authorities and Civil Defence.
- When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
- Children who remain at the Centre will be taken to an area of the building to the leeward side of the wind.
- On evacuation, remain calm, evacuate children and staff (as above), taking the Centre register/daily sign in sheet and emergency kit. Tune into the radio station for further direction.

#### **In the event of a Dangerous Person in the Centre Environs:**

- All children will be taken inside to an area of the building deemed the safest, away from windows if possible. This will depend on where the person is entering the building from. Usually the kitchen & Staff room (two exit options available via Staff room or laundry) or all children into room 2 where there are less windows and multiple exit routes.

- The Person Responsible /Manager will monitor the situation and communicate with and act on advice of the Police, local authorities and Civil Defence.
- When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
- On evacuation, remain calm, evacuate children and staff (as above), taking the Centre register/daily sign in sheet and emergency kit. Tune into the radio station for further direction.

## Hazard Prevention HS 12

- The Manager/ Person Responsible will ensure a system is in place to regularly assess and document the workplace for potential hazards to adults.
- All staff will need to contribute to maintaining an up-to-date Hazard Identification Register. Please see the Hazard register for more specific information and records.
- All relievers and new employees will be asked to sight the Hazard Identification Register so they are fully informed of potential hazards.
- The Person Responsible will complete a written record in the maintenance book of any repairs to be carried out and advise Management.
- Management will review the hazard register on a regular basis and report to Directors any changes being made.

## Staff Injury / Accident Procedures

- Administer first aid immediately.
- Record details of the accident in the Staff Accident Register.
- Investigate the cause of the accident to ensure prevention of reoccurrence.
- If the accident happens while children are present, another staff member will distract children.
- If deemed necessary call an ambulance. Management/ Person Responsible will contact the staff member's emergency contact person.
- Offer support and ensure the staff member is able to get home safely.
- Ratio will be covered by Management or administrative staff as the situation is being dealt with and if necessary for the rest of the staff members shift.
- Complete relevant Occupational Safety and Health documentation (work safe form available) and relevant ACC paperwork.
- All staff are responsible for ensuring any indoor /outdoor hazards are minimised, damaged equipment removed, and potential danger spots, e.g. spills, dealt with promptly.
- A maintenance book will be available in the office for the recording of identified areas for repair. The Office Administrator is responsible for ensuring these repairs are attended to promptly or isolated.
- Environment Safety Checks will be completed by the staff setting up the environment for children each day. Checks will be recorded on the Daily Hazard Checks (see Forms). Recording of any accident caused by a hazard will be made on these forms by Management/Person Responsible as part of the Staff Accident Register.
- Accidents involving visitors to the Centre will be responded to using the above procedure.

## Contractors and Sub Contractors

- Before work commences, the contractor will be asked to provide a copy of the firm's Occupational Health and Safety policy or statement.
- The Centre will advise the contractor of any known hazards they may come in contact with and ask them to sign the visitors book confirming they are aware of the hazards.
- All personnel employed on sub-contracting work must be adequately trained for the tasks or have adequate knowledge and experience of the kind of work, plant or substances with which they are involved or be supervised by an appropriately trained person.
- All contractor's personnel are required to report to the Manager/ Person Responsible on arrival and familiarise themselves with the requirements of this policy.
- The Centre will advise the contractor of any known hazards they may come in contact with and ask them to sign the visitors book confirming they are aware of the hazards.
- The contractor and their employees shall abide by the Centre's 'Smokefree Policy.'
- The contractor shall supply safety equipment (including isolating transformers) and first-aid facilities unless prior arrangements have been made.
- All contractors are to hold current Contract Works and Public Liability Insurance or similar.
- The contractor shall comply with all relevant legislation to ensure the safety of children is maintained at all times.
- All accidents or incidents relating to health and safety or the discharge of hazardous substances are to be reported to the Manager/ Person Responsible immediately.
- It is the responsibility of the contractor or sub-contractors to remove all their rubbish, off-cuts, and debris, and to leave the work-site as a safe place.
- Contractors who work regularly during the Centre's hours of operation will be required to complete the Police Vetting Process.

## Injury Prevention Strategies

- All doors to adult-only areas will be closed at all times, to ensure children do not have access to these areas. Most will also be locked with a combination.
- Cupboards that may contain harmful substances such as the teachers' cupboards, some art cupboards and kitchen doors will be inaccessible to children at all times. Some cupboards remain accessible to children to enable them to be independent and empowered to make choices. For instance, cupboard or drawers with paper and non-harmful art supplies and plates, cups and bowls. Staff will closely supervise children accessing resources from these spaces.
- All chemicals will be stored in marked containers and be kept out of the reach of children at all times. This will include cleaning agents. Staff will constantly be aware of the potential danger of things such as water spills, and clean them up immediately.
- Hot drinks 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.

## 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. This is kept within the parent library.
- Staff talk with children about not eating seeds, leaves and plants unless approved by an adult. All plants that are of educational benefit, i.e. swan plants, will be allowed into the Centre provided they are supervised at all times.

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

- All noise will be kept at a level so as not to unduly cause any child distress or harm.
- The Centre will be maintained at a comfortable temperature no lower than 16 degrees (500 mm above floor level) while children are in attendance.
- All air conditioning and heating units will be regularly inspected and serviced. Documentation will be kept by the Manager/Directors within the maintenance file.
- 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/Head teachers 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 practices before, during and after the handling of animals. This includes washing of hands and supporting children to wash their hands.
- Children will be taught safe practice in regard to the handling of animals and adults will role model this at all times.
- Food required for animals will be kept securely where children do not have access.
- During holiday periods and weekends, the safety and health of any animals at the Centre will be provided for at all times.
- Animals may be bought in for the children to experience (e.g. family pets of Staff). This must be run past Management first and Staff will be briefed about the visit. Children will gather together and discuss the animal and any rules around caring for it whilst it is at Preschool. Any unhygienic mess made by the animal will be removed and the area cleaned immediately. This is the responsibility of the person who brought the animal in. Only animals Management deem to be safe and/or well-trained will be allowed to come into the Centre.

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

- One or more teachers will be rostered to supervise children while eating.
- Parents are asked to bring food snacks/lunch for their children and are encouraged to include healthy, low fat, low sugar foods. A nutrition Policy and information for parents is available to support families' choices.
- Allergies for individual children will be displayed in the kitchen area, with a photo of the child for easy identification. All new staff will be made aware of this upon arrival.
- Any food brought into the Centre by parents, e.g. birthday treats etc., will be recorded on the food provided form specifically for this purpose. When food is brought into the Centre Parents will be notified via the noticeboard or sign in sheet. Fruit Break and Crackers provided by the Centre will be permitted as part of the enrolment process.
- Children's lunch boxes need to be named and placed in the assigned area or refrigerator upon arrival.
- At snack/lunch times, staff will ensure that each child receives their own lunch box and named food from fridge.
- Staff will ensure all children are provided with drinks at kai times and that they have access to water throughout the day. When eating, children will always be seated and supervised by a teacher.
- Flexible eating routines will be encouraged along with the development of self-help skills.
- It is the responsibility of the Manager to ensure that staff are adequately trained in the safe preparation and handling of food.
- Any food provided by the Centre, including baking, will be recorded on the Food Provided Form inside the kitchen/kitchenette cupboard door within the separate rooms

## Bottle Feeding Procedures (HS23)

- All children under the age of 6 months and other children unable to drink independently will be held semi-upright while drinking their bottle.
- When teachers are feeding infants their bottles (under 15 months old) a ratio of one to one will be used.



- Bottles for children under the age of 6 months will be heated by being placed in hot water in the kitchen. For children over the age of 6 months, bottles will be heated in the microwave unless the milk is breast milk, or as requested otherwise by a parent or caregiver.
- Breastfeeding is encouraged as per our Nutrition Policy and guidelines for safe storage and heating of breastmilk will be displayed.

### **Accident Procedures (HS 25)**

**Please see attached Accident Policy as Separate Document**

- At least two staff will hold a current First Aid Certificate at all times.
- Copies of First Aid Certificates held by staff will be kept in the Centre.
- Management will ensure that all children's records have both parents' current contact numbers and two emergency contacts.
- In the event of an accident the priority will be to administer first aid immediately then inform the Head Teacher or Management.
- Any accident will be recorded in the Accident Register/Form and staff will ensure parents are informed. Parents will be phoned and informed of any serious accident.
- 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. There is a space for parents to sign that they have knowledge of the incident. They will then highlight the child's name on the roll/sign in sheets, and write in the comments column "please see teacher."
- If serious accident or illness occurs, an ambulance will be called and the parents will be contacted immediately. If the parents cannot reach the Centre by the time the ambulance arrives, a staff member will ride to the hospital with the child and meet the parents there. If a parent/emergency contact cannot be reached and the child needs to be seen by a doctor before they can get to the Centre a registered and qualified staff member will take the child to the local medical centre. This staff member will stay with child while at the medical centre until parents arrive. This may be in the instance of a suspected broken bone. Generally best practice is to call an ambulance. Ratio requirements will be covered by Management or Administrative staff.
- Families covered by the St John Supporters Scheme will incur no charge for an Ambulance. All other calls incur a cost of \$88 and the Centre will cover this. Information regarding joining the St John Supporters Scheme will be available to families in the parent Library and they will be encouraged to join up for the benefits of their family at a cost of \$75 per year for all members of the family.
- Worksafe forms are required to be filled out if serious harm or accident occurs and the MOE will also be notified by Management/Person responsible.
- If blood and body fluids are present as a result of the accident, staff will clean and disinfect the area using gloves and a bleach solution straight away. More information can be found within our blood and bodily fluids policy.

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

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

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

- 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 incident investigation will be completed – Worksafe forms may need to be filled and the MOE notified.

The Serious Harm/Illness Form will include:

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

### **Incident Investigation**

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

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

### **Illness Procedures (HS 26)**

- The Centre will ensure that all children/ staff / parents / visitors to the Centre are protected from contracting infectious diseases.
- Children and adults who are sick are not to be present at the Centre. Sickness includes vomiting, diarrhea, high temperatures, a green runny nose along with any other flu like symptoms, conjunctivitis, impetigo and any other contagious illness.
- There must be a period of 24hr absence if a child is diagnosed with having a viral infection. If a child has vomiting and diarrhea they must remain absent from the Centre until 48 hours after their last symptom.
- If a child arrives at the Centre and is clearly not well, staff and Management reserve the right not to allow that child to be left at the Centre. This is for the wellness of other children and staff.
- If parents are called to collect their child due to illness, they must do so as soon as possible. If parents are unable to do so they must then organise someone else to collect their child.
- A current list of infectious diseases consistent with Infectious Diseases for Criterion HS26 will be displayed in the Centre, enabling parents to access the information at all times.

- If a child has an illness not covered in this policy, teachers will refer to the infectious disease chart to determine the infection period, which will determine how long a child must stay away from the Centre.
- If a child becomes unwell while at the Centre they will be isolated from other children and watched over by a staff member until collected by a parent/caregiver.
- If a child is prescribed antibiotics we require the child to stay away for at least 12 hours after their first dose. The reasoning for this is to ensure the child is well enough to come and gives their body a chance to rest.
- If a child is requiring Pamol for more than 24 hours parents/whanau may be spoken to. Generally a child needing Pamol for more than 24 hours is not well enough to cope with a full day at Preschool. We do understand there are exceptions to this and permission to come with Pamol to be given regularly is at the discretion of head teacher/s and Management. We want to ensure the well-being of all children is being met and that unwell children are given a chance to rest and recover.
- Head lice – we understand head lice are a common occurrence in childhood and can be hard to combat. In order to prevent the spread we will send any children found with live lice home and ask that they stay away for 12 hours after chemical treatment has been done. Any children found with eggs in their hair will be approached and families supported to treat the lice appropriately so that the child is able to return to Preschool as soon as possible. Chemical treatment needs to be repeated and hair combed regularly to remove dead lice and eggs. Please ensure you are doing this with your child as required. Information on treating head lice is available within our parent library.

## Administration of Medicine (HS28)

- There are three categories of medicine that require different authorisations 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 a specific period of time, short term).  
(Written authority is required at the beginning of each day and will include the name of the medication, the method for administering, the dose, and the time medication is to be given.)
  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 name of the medication, the method for administering, the dose, the time the medication is to be given, and the specific symptoms/circumstances in which it should be given). Staff will be given training as necessary for medications within this category.
- All medicine bottles must be correctly labelled with the child's name and expiry date.
- All Category 2 or 3 medication must be handed directly to a staff member, who will place it up high out of the reach of children (or in the refrigerator) and oversee the filling out of permission form.
- Medication will not be given if it is out of date, or has been prescribed to someone different than the child.
- All permanent staff are able to administer medication. Relievers and Student teachers are not permitted to do so.
- 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.

- 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 held within the Centre Maintenance folder.
- Forms are kept for the purposes of recording all of this information.

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

### Universal Precautions for Infection Control

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

- All broken skin areas (fresh, unhealed cuts or burns) must be covered with a water-proof, adhesive dressing.
- Gloves will be used when contact with mucous membranes (eyes, mouth), broken skin or moist body substances is likely to occur.
- 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 if they are potentially contaminated with moist body substances.
- Articles, furniture and floors soiled with moist body substances will be cleaned and appropriately disinfected using Activate Santiser Bleach solution (.5% w/w). This will be left on the area for 10 minutes and the spill wiped up with a cloth soaked in the solution.
- Soiled children will be taken to the nappy changing area to be cleaned and changed. **Staff will follow the sick and soiled children procedures which is displayed on the wall.**

### Immunisation Procedures

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

- The Ministry of Health requires all licensed Early Childhood Centres to sight and record every child's immunisation history on enrolment, or in the case of a child under 15 months old, once that child reaches the required age.
- These records will be maintained on the Centre computer file and will remain confidential. The Administrative assistant is responsible for recording this information and will review it regularly to ensure it is up to date. This will generally be done within the week of the child's birthday.
- 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. Management will notify and discuss these requirements with non-immunised children and their family/whanau.
- Children are required to stay away from the Centre for 12 hours after all immunisations. This ensures that children's systems are able to deal with the live bug and they have the chance to rest and recover. We suggest booking Immunisations at the end of the day.

- Please ensure you inform us if your child has received immunisations so that we can update their records. We appreciate a copy of their plunket book when immunisations have taken place.

### **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.
- Children will be in the sight of an adult at all times. Staff will be rostered to ensure both indoors (including the toileting area) and outdoors have adequate supervision.
- Staff or adults visiting or working in the Centre will be well supervised and visible at all times.
- All visitors will be required to sign the designated book stating the time of arrival and departure and purpose of visit. They are also required to sight the list of likely Hazards.
- When staff leave for morning and afternoon tea breaks, they must not leave until another staff member has covered their position.
- Staff involved in supervision must not leave children unsupervised under any circumstances unless relieved by another staff member.
- The Person Responsible is the Manager; if this person is not present then an alternative staff member will be asked to undertake this role on a temporary basis. Parents/whanau and staff will be made aware of this person.

***Licensing Criteria HS1 – HS30.***

***Supporting Legislation: Regulation 46 Health and Safety Practices Standard: General.***

***Forms for reporting accidents to staff and other adults can be downloaded from***

***<http://www.dol.govt.nz/workplace/knowledgebase/item/1378>***

***Supporting Document to meet HS26 Infectious Illnesses Chart can be downloaded from***

***<https://www.healthed.govt.nz/resource/infectious-diseases>***