



## Booleroo Centre District Kindergarten and Rural Care, Incorporating Melrose Rural Care

### ILLNESS

If your child requires medication during a session, please see a staff member, as forms need to be completed and signed. Please do not send your child to the centre if they are feeling unwell. The best place for them is at home, where they can receive the care that they need. Also, it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at the centre we will contact you. If your child has a communicable illness it is important they remain at home during the contagious stage, we are unable to accept children with communicable illnesses.

### ABSENCES

Please ring the Centre to let us know if your child is going to be absent. We need to maintain accurate attendance so your assistance is appreciated.

## Safe Health and Hygiene Procedure

### Hygiene

- Wash hands before and after eating snacks or lunch.
- Place rubbish in the appropriate containers
- Encourage families to provide healthy foods.
- Children attending all day are provided with facilities to keep their food cool.
- Provide cool clean drinking water for children to access easily.
- Provide clean drinking cups.
- Press button to flush toilet.
- Wash and dry hands after using the toilet.

### U.V

- Staff and children to wear hats outside.
- Encourage children to come to the centre with sunscreen applied.
- Centre provide approved sunscreen for staff to apply if needed.
- Centre provides shaded areas outside for activities.

### Allergies

☞ See Allergy Awareness policy and Allergy Awareness Pamphlet

- Display in a prominent place a named photograph with allergy identified, allowing all staff quick access to the information and treatment. (In kitchen cupboard)
- Keep individual medication in First Aid box.
- Ensure all staff have recorded any allergies they may have.
- Keep an Asthma Kit inside and outside for staff to access easily.

### Cooking Experiences

- Provide activities that are nutritious and reflect all cultures.
- Wash hands prior to and after preparing food.
- Use clean utensils in food preparation and routines

### Infectious Diseases

☞ See appropriate documents

☞ Read appropriate documentation

## General Health

- Encourage children and staff to stay at home until fully recovered, to assist with the prevention of spreading it to others. It is also important for the persons own health, thus preventing a relapse

## Medication

☞ Read Medication Policy

## Extended Services

- When a child is experiencing difficulties a staff member will discuss this with his/her parents, and if agreed that the child has additional needs the Director will contact the appropriate 'special educator'.
- The centre/s will enable extra support workers to be appointed to assist these children with their individual programs when provision is sanctioned by the Student Support and Disabilities Services.

## Mandatory Reporting

- Staff are required by law to report any suspected cases of child abuse/maltreatment to the appropriate welfare office.

## Child and Youth Health

- Staff will encourage families to participate in the health screening for 4 year olds.

## Environment

- Our centre/s and its surroundings is a smoke free area.
- Our management committee will provide soft fall areas to a depth of 300mm around all mobile and fixed outside equipment above 500mm in height.
- The committee will also provide adequate shade for outside activities.
- The sand area will be kept free of animal contamination.
- Our surrounds will be fenced and supplied with appropriate security system.
- All heating and cooling systems will be regularly serviced.
- All fire equipment will be regularly serviced.
- We will continue to monitor the centre and surrounds to provide a hazard free site.
- Daily yard checks will be completed by Rural Care Staff.
- Quarterly and Yearly Yard, Preschool area and Playground checks will be completed – as per DECD requirements.

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Chairperson Committee

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Director  
Booleroo Centre District School  
Preschool and Rural Care Services

Ratified:

Review date: