

HEALTH & SAFETY

UNIVERSAL HEALTH CARE AND SAFETY

To follow best practice we all need to be aware of and practice universal precautions and teach this to the children so it becomes an everyday routine for them and their families.

Staff members are currently trained in one or more of the following health areas.

- First Aid
- HIV/Aids/Hepatitis
- Universal precautions – safety for all
- Asthma First Aid
- Anaphylactic Shock – Bee/Wasp/Allergy – administering EPIPEN

ADMINISTRATION OF FIRST AID, inclusive of INJURY, INCIDENT, TRAUMA & ILLNESS

The person administering first aid will follow first aid procedures by:

1. Using disposable gloves
2. Cleaning wound with water
3. Covering cut with band aid, if appropriate.
4. Placing contaminated wipes and disposable gloves in a plastic bag, seal and dispose of
5. Wash hands thoroughly with soap and water after treatment.
6. Notifying parents immediately if the injury is serious. General cuts and scratches, parents / carers will be informed when collecting child. Bus/OHSC families will receive a written note explaining the details.
7. **Record all accidents in Accident Report folder. Serious accidents need to be recorded according to DECD policies and procedures within 12 hours. For instance reporting via Injury Reporting Management System (IRMS) via DECD Portal and ACECQA State Office regulators.**

BLOOD SPILLS & BODY FLUIDS- INCLUDES CHANGING OF CLOTHES / NAPPY CHANGE PROCEDURES

If an accident occurs and there is a blood spill or body fluid the following procedure will be followed.

1. Use disposable gloves
2. Ask child if they need your help. Assist child with general cleaning and dry clothes. All soiled clothing to be placed in plastic bag and sealed
3. Clean surface with paper towels, firstly with detergent and water, then disinfect with appropriate disinfectant.
4. Place contaminated material, including gloves in a plastic bag, seal and dispose of in a safe manner.
5. Staff to wash hands thoroughly with liquid soap and water.
6. Staff to complete **'Changing Children's Clothing'** sheet located in the cupboard and have it counter signed by another staff member. Staff, where possible, will discuss with the parent/caregiver and provide feedback on the incident.

NEEDLES AND SYRINGES

Unfortunately these can be found in parks, beaches or any general areas used by the children and their families.

1. STOP
2. STEP BACK 5 paces
3. Tell an adult
4. ADULTS to use disposable gloves
5. Use 'sharps' container or hard screw top cordial bottle / soft drink bottle, and tongs
6. *** Do not try to recap needle
7. Place 'sharps' container close to syringe and needle and slide it in with the tongs.
8. Seal container and dispose of safely – Christie Downs Kindergarten has a 'sharps' disposal container
9. Remove gloves and wash hands thoroughly with soap and water.

ASTHMA FIRST AID

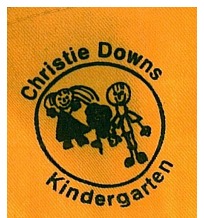
1. The Parent(s)/ Carer(s) of any child(ren) attending the centre who have asthma to ANY degree must fill out an asthma first aid form.
2. We have an emergency asthma pack with a ventolin inhaler and disposable spacer, this will only be used in an emergency by staff. Parents will need to cover the cost of replacement of spacer.
3. Parents may leave their child's asthma medication at the centre when they attend if necessary

LOCATION OF FIRST AID BOX

In kitchen area, adjacent to fridge on the kitchen bench top and a travel first aid bag is hanging on the veranda post.

HOT DRINK POLICY

For safety reasons **hot drinks** may **ONLY** be consumed in "travel mugs" **WITH A LID** during session times, during Playgroup or when children are present in the kindergarten environs. The kindergarten will provide a supply of travel mugs with a lid for staff and parents to use whilst at kindergarten.



HEALTH & SAFETY

AMBULANCE

In a medical emergency / accident scenario an ambulance will be contacted when:

After staff has applied and followed first aid procedures and has determined further urgent treatment is required i.e. child is unconscious and/or has just been administered with an EPIPEN due to experiencing an anaphylactic shock. **In these situations an ambulance will be contacted in the first instance, then immediately after parents will be contacted.**

In all other accident/medical situations parents will be contacted in the first instance **AND** consulted to determine the need for an ambulance.

Although it is rare for a kindergarten to contact an ambulance, it can occur and therefore it is advisable that families consider and/or action appropriate medical insurance to cover the cost of their child being transported by ambulance in an emergency.

ADMINISTERING MEDICATION TO CHILDREN

Prior to any form of medication (including analgesics ie panadol etc) being administered by staff to children either on a regular or one off basis, a signed consent form outlining dosage, times etc **needs to be completed** by the **parent AND a doctor.**

All medication administered must be recorded and signed by parent(s) and staff.

MEDICAL/HEALTH CARE PLANS

If your child has a medical conditions please advise kindergarten staff. A **Medical Health Care** plan will need to be in operation and signed by you and your Doctor.

Any child who may require hospitalization due to a known illness or condition must have a **Health Care Plan** completed upon enrolment to ensure everyone's responsibilities are clearly defined. See a staff member if you have any further queries.

INFECTIOUS DISEASES

In the interests of each child's health and safety infectious diseases within the kindergarten must be controlled. Infectious diseases are illnesses caused by the spread of germs. Exclusion periods from kindergarten may apply. Exclusion periods will be determined by reference to the Government of SA Health publication '**You've Got What- 4th Edition**'

If your child is unwell please support in minimising the spread of infection by keeping your child home. If your child becomes unwell during kindergarten, parent(s) will be contacted and arrangements to collect the child will need to be made.

Source(s): Dept. of Health Communicable Disease Control Branch SA publication 'You've got what – 4th Edition'
DECD web site: www.decd.sa.gov.au & <http://www.decd.sa.gov.au/hrhealthsafety/pages/ohsms/policy/>
Reviewed May 2016

Water Safety and Saving at Kindergarten

Water is a fantastic medium for children to experience and have fun whilst at kindergarten. To manage the associated risks with playing with water *direct* staff supervision will occur in tandem whenever water experiences are available. For instance water trough experiences and/or water running in the sand-pit. Daily allocation of water will be available for play in the sandpit in large containers with taps attached.

All containers containing water shall be emptied immediately after use by an adult.

Please also refer to Excursions, page 17, Swimming & Informal Water Activities.

Source(s): DECD Risk Assessment Criteria Matrix www.decd.sa.gov.au/pmia/pages/main/riskmanagement, www.decd.sa.gov.au/docs/documents/1/GroundsSafetyInspection-1.doc 'Is yard adequately drained (no water pools on walk-ways, lawn/ hard play area?', www.decd.sa.gov.au/swimmingandaquatics/pages/SwimmingAndAquatics www.kidsafensw.org/watersafety/index.htm, www.royallifesaving.com.au/www/html/156-fact-sheets.asp and http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/water_safety

Reviewed May 2016 Next Review May 2017



Dear parents

Immunisation is a simple, safe and effective way of protecting children and others in the community by reducing the spread of disease. It also helps to protect those who cannot be vaccinated for medical reasons from being exposed to preventable diseases.

Your child's immune system is particularly important as the early years is the time when their immune system is still developing.

With this in mind most DECD early childhood services currently ask parents to show that their child has received the scheduled childhood immunisations during the enrolment process. From 2017 that request is being consistently applied across the state.

This means that families with children enrolled in a DECD preschool, rural care, occasional care, family day care or respite care service are asked to provide immunisation evidence to their service by the end of term 1 2017.

Please show your service a copy of your child's:

- SA Child Health and Development record (known as the "Blue Book") or
- Australian Immunisation Childhood register (ACIR) history statement.

If your child is not up to date with their immunisations and there is an occurrence of a vaccine preventable disease at the service, then your child will be asked to stay away from the service for a period of time, known as an exclusion period.

The exclusion period is determined by SA Health and is designed to protect those who are at risk of getting the disease and those who may be able to pass the disease onto others.

If we do not have evidence of your child's immunisation status and there is an outbreak of vaccine preventable disease, your child will be treated as not up to date with their immunisations and excluded.

While individuals, families and public health are ultimately responsible for the prevention and control of infectious diseases, government early childhood services also have a role to play in preventing the spread of vaccine preventable diseases.

I would like to take this opportunity to thank you for your co-operation and support to protect the children at our service and, more broadly, the South Australian community.

Further information is available on www.decd.sa.gov.au.

Regards

Preschool Director

