## 2. HEALTH POLICIES

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POLICY STATEMENT
Riverton Kindergarten will provide a healthy environment in which children will grow and learn. The application of preventative measures through an infection control process aims to prevent the spread of infections and will be followed by all people in the Centre at all times.

CONSIDERATIONS:

Philosophy
Children need the opportunity to develop to their full potential in a safe, healthy and caring environment.

Legislation
Child Care Centre Regulations 1985 (SA); Public and Environmental Health Act 1987 (SA) and its regulations; Occupational Health, Safety and Welfare Act 1984 (SA), Health (Food Hygiene) Regulations 1993 (SA); Quality Improvement and Accreditation System (Cwth).

Children
need protection from infection; a clean hygienic environment, instruction about personal hygiene; opportunities to learn and practise personal independence; appropriate clothing.

Parents
need to feel confident that their child’s health, well being and development are promoted at all times.

Staff
need protection from infection; a clean hygienic environment, appropriate equipment to ensure high level of hygiene; clear guidelines in relation to their duty of care.

Management
need staff to maintain appropriate levels of hygiene and cleanliness to meet required standards; parents to co-operate in keeping sick and infectious children away from the Centre.
HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

Policy 2.1 (Health Policy)

HEALTH HYGIENE

• The buildings, grounds and all equipment and furnishings will be maintained in a thoroughly safe, clean and hygienic condition.

• **Hand washing** is considered to be the most effective way of controlling infection in the Centre. Staff and children must wash their hands;
  - before handling, preparing and eating food,
  - after toileting, cleaning up faeces, vomit or blood, wiping a nose, before (if possible) and after administering first aid.
  - after handling animals

• Cover any cuts of your own or a child’s skin with a dressing.

• Staff will use separate cloths or tissues to wipe different children’s faces and noses. Tissues will be disposed of immediately after wiping a child’s nose. Hands to be washed immediately after nose wipes or use antibacterial gel disinfectant.

Toileting

• The Centre will ensure that toilets and hand washing facilities are easily accessible to children. Children will be encouraged to flush toilets and wash hands after use.

Surface Cleaning

• Toys will be disinfected termly or as necessary; one criteria for selecting new toys will be their ease to clean.

• Surfaces will be cleaned as necessary but all surfaces will be cleaned thoroughly at the end of each day. Floors will be washed each day. Areas contaminated with body fluids will be cleaned with a disinfectant.

Food Preparation

• Staff will ensure that children do not eat food or share utensils another child has handled, or that have been dropped on the floor.

• Food will be prepared, kept and served hygienically and refrigerated if necessary.

• The rules of hygiene and dental care will be included in the child’s program and staff will initiate discussion about these subjects with groups and individual children at appropriate times.

• Information brochures or posters on hygiene and dental care principles and practices will be displayed as appropriate.
Animals
- Any animal or bird kept at the Centre will be maintained in a clean and healthy condition. (Refer to DECS Animal Ethics Code.) Children will be supervised during contact with animals and discouraged from putting their faces close to animals. Children will wash their hands after touching animals.

Laundering
All tea towels and towels will be placed in the washing basket at the end of each day. Washing bag will be taken home by parents or staff each week.

Cleaning of Spilt Blood or Bodily Fluids
- Wear gloves
- Remove as much of the matter as possible using paper towels or tissues then put them immediately in a plastic bag, tie the bag securely and deposit it in a rubbish bin.
- Place soiled and blood stained clothing in a plastic bag, tie securely and send home with child for washing. (Recommend families do not use hot water as it may coagulate blood and protect the virus from the action of the bleach/detergent.)
- Mop over the hard surfaces with cold water and detergent, then wipe with disinfectant solution and leave for 20 minutes.
- Benches, walls, floor and other inanimate objects likely to be contaminated, but not visibly soiled should also be disinfected and left to dry.
- Wash hands thoroughly with soap and water or use Antibacterial hand gel.
- If contamination occurs of a person, report to OHSW rep and seek medical advice as soon as possible.

Gloves
- Gloves should be worn (disposable) when in contact with spilt bodily fluids or open sores, when handling clothes or equipment that has been soiled by body fluids or when cleaning a contaminated area.
- Gloves should also be worn when you have a break in the skin of your hands, or if you have dermatitis or eczema.
- When you have used disposable gloves remember to dispose of them in a bag and place them in an appropriate rubbish bin and then wash your hands with soap and water or use Antibacterial hand gel.

References/Sources:
Infection Control Guidelines, June 1990.
Staying Healthy in Child Care, Department of Human Services and Health (Cwth) Third Edition 2001
Adelaide Women’s and Children’s Hospital
Policy 2.2 (Health Policy)

IMMUNISATION

- Parents/Guardians will be encouraged to immunise their child against all diseases appropriate to the child’s age. **Children who are not immunised will be excluded from care during outbreaks of some infectious diseases** in accordance with the National Health & Medical Research Council exclusion guidelines, even if their child is well. For more information see the policy on Access under Management Policies 5.1.

- All adult workers and volunteers at the centre should be aware of their immunisation status and ensure they are up to date, especially as they are working in an ‘at risk’ environment.
Policy 2.3 (Health Policy)

EXCLUSION

• If a child is unwell at home parents/guardians are asked not to bring the child to the Centre.

• Please read our Information Book for detailed information about the control of infection and disease. We follow the guidelines from Staying Healthy in Child Care. Staff may request a pathology report to confirm cases of infectious diseases such as Rotavirus or conjunctivitis to assist us to determine when your child may re enter the centre.

• Children with vomiting and diarrhoea may not return to the centre until 24 hours from their last occurrence of vomiting or diarrhoea.

• Children and staff with infectious diseases will be excluded from the Centre in accordance with the National Health and Medical Research Council guidelines. A medical certificate is required after contracting diphtheria, hepatitis, polio, tuberculosis, typhoid and paratyphoid before the adult or child can be re-admitted to the Centre.

• If a staff member is unwell they should not report to work. Staff members should contact the Director at the earliest possible time to advise of their inability to report to work.

• In the case of serious ill health or hospitalisation the child or staff member will require a medical certificate from their medical practitioner or specialist, verifying that their recovery is sufficient to enable their return to the Centre.
Policy 2.4 (Health Policy)

MANAGEMENT OF UNWELL CHILDREN AT THE CENTRE

- If a child is unwell at home parents/guardians are asked not to bring the child to the centre.

- If a child is unwell whilst at the Centre the parents/guardians will be notified and asked to take the child home. The child will be made comfortable and separated from the other children until the parent/guardian arrives.

- If a child has a temperature of 38.0 degrees the parents/guardians will be notified and asked to take the child home. The child will be made comfortable, separated and monitored until the parent/guardian arrives. Staff will follow the guidelines from “Staying Healthy in Childcare”.

- All illnesses at the Centre must be recorded in the accident illness record.

Source of Medical Information:
GP from Clare Medical Centre, GP from WCH, Adelaide
Policy 2.5 (Health Policy)

MEDICATION

Medication will be administered under the supervision of the Director if:

1. It is prescribed by a doctor and has the original label detailing the child’s name, required dosage and date.
2. It is an over the counter medicine that has been authorised by the parent/guardian and only at the required dose.
3. The parent/guardian has completed and signed an authority to give medication form.

- Medication (including creams, gel and powders) must be given directly to the staff member and not left in the child’s bag or locker.

- Before medication is given to a child staff will verify the correct dosage with another staff member. After giving the medication the staff member will complete the following details on the “authority to give medication” form – time, correct child, correct medication, correct dose, correct administration, staff signature, witness signature. The OHSW committee will monitor these forms on a regular basis.

- Where medication for treatment of long-term conditions or complaints such as asthma, epilepsy or ADHD is required, the Centre will require a letter from the child’s medical practitioner or specialist detailing the medical condition of the child, correct dosage as prescribed and how the condition is to be managed.

- If children are receiving medication at home but not at the Centre, the staff must be advised of the nature of the medication and its purpose and of any possible side effects it may have for the child.

Allergies
- If a child has a severe (life threatening) allergy, the child’s photo with an appropriate action plan written underneath, will be clearly displayed (with parent’s consent) in the kitchen.

- Where children have a known allergy it must be recorded on the enrolment form and all staff made aware.
Policy 2.6 (Health Policy)

ENVIRONMENT

- See Occupational Health and Safety Policy for policy on smoking.
- The children’s environment must always be smoke free.
- Insect sprays will only be used with caution.
Policy 2.9 (Health Policy)

CLOTHING POLICY

POLICY STATEMENT:
Riverton Kindergarten is committed to ensuring that both the staff and the children are protected from the weather and are safe in the clothes they wear.

CONSIDERATIONS:

Philosophy
To prevent injury and to provide protection from the weather.

Legislation

Children
Need protection from harmful ultraviolet rays; to prevent injury; to be safe in the clothes they are wearing.

Parents
Need an understanding of the importance of sun protection and the importance of wearing appropriate clothing, to also avoid injury.

Staff
Need to be safe in the clothing they wear and to be protected from the weather; to ensure children wear adequate hats/clothing for the weather conditions.

Management
Need to ensure safety of staff and children.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

Children
- Will be strongly encouraged to wear broad brimmed hats when they are outside from September to April and when UV index is 3 and above. (Refer Sun Smart Policy)

- Children need to wear shirts and tops with sleeves that cover their shoulders. Singlet style tops and dresses and midriff tops will not be accepted. Appropriate clothing will be provided.

- Will wear supportive footwear (no thongs or high heels).
Riverton Kindergarten

Parents

- Are recommended to provide children with appropriate clothing depending on the weather.

- The Centre offers hats, polo shirts and windcheaters for purchase.

Staff

- The Governing Council recommends that staff wear name badges.

- When outside a suitable hat must be worn. (Refer Sun Smart Policy)

- Should avoid jewellery that children may pull ie. Long earrings, neck chains and body piercing.

- Should wear clothing that allows duties to be performed safely and that is appropriate to the setting.

- Tank tops, thongs, and high heels are not permitted.

References

Staying healthy in Child Care by Human services and Health, Australian Government Publishing Service, Canberra, 2001

Policy Development in Early Childhood Services by Sue Farmer, Community Child Care Cooperative Ltd, 1995

Children and the Sun; Everybody’s Concern by OMEP, Australia, 1994