



Family Day Care Gympie Region



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Health and Safety Policies

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Family Day Care Gympie Region



CHILD PROTECTION POLICY

POLICY # A1

Purpose

To ensure our service has strategies to recognise, respond and report allegations of harm to children.

Developed	2014
Reviewed	

Key Responsibility Area

Staff; Educators; Co Educators; Educator Assistants

Policy

Family Day Care Gympie Region is a child safe organisation that has a Duty of Care for the well being of all children in the service. The service is responsible to endeavour to prevent harm to children, recognise indicators, respond appropriately with a disclosure, suspicion or allegation of harm and follow guidelines to manage and respond effectively if an issue arises.

Procedure

The security and safety of children is a prime consideration at all times. If there are any indicators of abuse or neglect, processes will be followed that protect children's rights. The service will handle each allegation of harm to children in a confidential manner. Support services and referrals will be offered to families and educators where confidentiality provisions do not prevent this from occurring.

Family Day Care Gympie Region will:

1. Actively promote safety and well-being of children
2. Encourage involvement of staff, educators and parents in child abuse prevention programs and service activities
3. Teach proactive strategies with children and basic principles for personal safety
4. Consult with and maintain good working relationships with professionals working in child protection
5. Make careful selection and assessment of staff, educators and volunteers and carry out induction training

6. Ensure household members in Family Day Care are met as part of the initial assessment and receive child protection information
7. Maintain high standards in adult behaviour and attitude which could help protect staff, educators and members of their household from unfounded accusations of causing harm to children
8. Work with families and educators in risk management to identify and minimise risks to children

Relevant Documents

Reference



Family Day Care Gympie Region



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CHILD-SAFE ENVIRONMENT POLICY

Policy # 1

Purpose

All children have a right to experience quality education and care in an environment that provides for their health and safety.

Developed	2007
Reviewed	2010
Reviewed	2013
Reviewed	2014

Key Responsibility Area

Staff and Educators

Policy

Family Day Care Gympie Region will support, plan and supervise to provide a safe, accessible, stimulating and challenging learning environment for children, that nurtures their wellbeing and development and fosters a love of life long learning.

Procedure

Educators are obligated, as self-employed contractors, to ensure their own health and safety and the health and safety of others in the workplace (their home) under the Workplace Health and Safety Act.

The following procedures will be followed:

1. Educators must supervise children in all areas of the service and be in sight and/or hearing of the children at all times
2. All changes, renovations, alterations, additions and/or installations can only be implemented following discussion and/or consultation with the coordination unit. These changes, renovations, alterations, additions and/or installations must meet the guidelines for an Education and Care Service, and educators must indicate in writing how families will be informed, and what risk minimisation plans are in place
3. An application must be made in writing to the office before any changes are made to your premises that may have an impact on the health and safety of children and/or their families. This includes both in-care and out-of-care areas

4. Educators and staff use a risk minimisation process to continually identify, assess and document strategies for a safe care environment; and take steps to ensure the safety of children. This includes, but is not limited to:
 1. Poisonous and hazardous plants/materials
 2. Glass
 3. Potentially hazardous items e.g. detergents, cleaning products and garden chemicals
 4. Hot water and other water hazards e.g. ponds, dams, pools
 5. Animal interactions
 6. Suitability and stability of furniture and equipment
 7. Pest and vermin inspections and eradication
 8. Any other change to the residence or venue that will affect the education and care provided to the children e.g. new pets, visitors
 9. Over exposure to the elements e.g. sun, wind, cold
5. The service conducts initial and annual safety audits, and monitors safety during unannounced visits
6. All Coordinators, educators, co-educators, educator assistants, adult occupants and regular visitors must hold a current relevant working with children check
Coordinators, educators, co-educators, educator assistants must undergo regular training in child protection at least every two years
7. Transport of Children policy
8. Indoor and outdoor areas as well as equipment are age appropriate, safe, clean, well maintained and reflects the professionalism of your service. Talking with children about safety issues and correct use of equipment and the environment and, where appropriate, involving children in setting safety rules
9. Labels must be on containers which hold chemicals, medications and toxic products, and kept out of reach of children

10. When children are sleeping during care, Educators must
 1. Refer to the recommendations for 'Safe Sleeping for Infants' provided by Kidsafe Australia, or 'How to Sleep your Baby Safely' by SIDS and KIDS
 2. Consult with parents
 3. Ensure the top bunk of a bunk bed is not used and be made inaccessible to children in care
 4. Ensure separate bed linen is used under children who sleep and is regularly laundered. Consideration should be given to minimising cross-contamination when storing bedding
11. Fencing must prevent an under school aged child from going over, under or through, and a risk minimisation plan must detail strategies to manage this
12. Strategies are developed to ensure safe access for participation of every child in the service, and to allow flexible use and interaction between indoor and outdoor space
13. Tobacco smoke must not infiltrate into the care environment, and when arranging experiences away from the care environment, minimising exposure to alcohol and smokers is required
14. Smoking, consuming and/or using illicit drugs, and alcohol in the care environment is prohibited
15. Telephone available to send and receive calls while child care is being provided
16. A mobile phone is available when away from the principal place of care

Relevant Documents

Family Day Care Gympie Region. (2013) Care Environment Safety Check

Family Day Care Gympie Region. (2013) Sun Protection Policy

Family Day Care Gympie Region. (2013) Child Safe Environment Policy

Family Day Care Gympie Region. (2013) Risk Minimisation Plan

Family Day Care Gympie Region. (2012) Health and Safety Guidelines and Policy Statements

Queensland Government-Poisons Information Centre. (2007) Plants and Fungi Poisonous to People in Queensland

References

Queensland Government (2001) Workplace Health and Safety Act

Australian Government. (2011) National Quality Framework.
Standard 2.3, 7.1 Regulation 85, 168 (2)(h)



Family Day Care Gympie Region



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INCIDENT, INJURY, TRAUMA, ILLNESS, ADMINISTERING FIRST AID, AND DEATH OF A CHILD POLICY Policy # 2

Purpose

To provide guidelines and support for the Staff and Educators in the event of an incident, injury, trauma, illness, administering first aid and death of a child.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff and Educators

Policy

Family Day Care Gympie Region Staff and Educators will take reasonable steps to ensure the health and safety of children in care are protected, through the implementation of recognised health and safety guidelines and standards.

In the event of an incident, injury, trauma, illness, or death, Staff and Educators have a duty of care and will respond professionally, and endeavour to ensure that the impact of any incident, injury, trauma, illness or death is recognised and responded to with care and attention in a timely manner.

Procedure

1. Coordinators, Educators, Co Educator, and Educator Assistants must have:
 1. Current certification in First Aid
 2. CPR
 3. Asthma management training and
 4. Anaphylaxis management training
2. Suitable and maintained first aid kit that is easily recognisable and accessible at all times
3. Emergency Evacuation Plans and procedures which are developed and well practised
4. Current Medical Action Plans and Risk minimisation plans

5. Initial Response
 1. Ensure the safety of all children, Educators and the Coordination Unit staff
 2. Administer first aid treatment if necessary
 3. Contact emergency services if necessary
 4. Educators are to follow the Incident, Injury, Trauma and Illness Flowchart– Educators procedure
 5. Coordinators are to follow the Incident, Injury, Trauma and Illness Flowchart– Service procedure
6. A certified supervisor will review and assess the safety, communication and support needs of all people involved in an incident. Recommendations will be addressed in a timely and respectful way;
7. Debriefing or information sessions may be provided to children, families, Educators and the Coordination Unit if necessary; and
8. Any temporary reallocation of children in care will occur and relief staff accessed if necessary

A review and reflection depending on the severity of the incident may be undertaken by coordinators and educators including the following:

1. How and why it happened
2. Could it have been predicted or prevented in any way
3. Were the procedures followed, adequate for the situation
4. Can any changes be made to any policy or procedure to minimise the impact on any person
5. Are any updates or inclusions required to Educator safety checklists, and risk minimisation plans; and
6. Is any ongoing support required for any person and what support will that be

Relevant Documents

Family Day Care Gympie Region. (2013) Child-Safe Environment Policy

Family Day Care Gympie Region. (2013) Risk Minimisation Plan

Family Day Care Gympie Region. (2013) Minor Incident, Injury, Trauma and Illness flowchart and report

Family Day Care Gympie Region. (2013) Serious Incident, Injury, Trauma and Illness Flowchart and report

Family Day Care Gympie Region. (2013) Incident, Injury, Trauma and Illness Flowchart—Educator Procedure

Family Day Care Gympie Region. (2013) Incident, Injury, Trauma and Illness Flowchart—Service Procedure

References

Australian Government. (2011) National Quality Framework.

Standard 2.1 Regulation 12, 85, 86, 87, 168 (2)(b), 177(1)(b), 178(1)(b), 183



EMERGENCY AND EVACUATION POLICY

Policy # 3

Purpose

To implement and practice a plan to effectively manage, and respond to incidents and emergencies.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

All staff, educators, children and volunteers

Policy

Family Day Care Gympie Region plans for the management of incidents and emergency situations within the education and care service.

Procedure

To effectively plan and respond to incidents and emergencies, educators and staff will:

1. Develop a 'Risk Minimisation Plan' identifying potential risks
2. Develop and maintain an emergency and evacuation plan which is displayed at each exit in the care environment, and a procedure of how your evacuation process is managed
3. Practice an emergency and evacuation drill with all children every 3 months and when a new child starts care so it becomes a known skill for all children in care.
4. Each emergency and evacuation drill must be documented and evaluated
5. Check emergency equipment such as smoke detectors and fire extinguishers as recommended by recognised authorities. Evidence that emergency equipment has been checked must be documented
6. Display and also have available a portable, current listing of emergency telephone numbers and children's emergency contact numbers
7. Have ready access to an operating telephone
8. Complete a Minor Incident, Injury, Trauma, Illness Report if applicable in consultation with a coordinator

Relevant Documents

Family Day Care Gympie Region. (2013) Serious Incident, Injury, Trauma, Illness Report

Family Day Care Gympie Region. (2013) Minor Incident, Injury, Trauma, Illness Report

Family Day Care Gympie Region. (2013) Educator Agreement

Educator Emergency dates of practice

References

Australian Government. (2011) National Quality Framework.

Standard 2.3 Regulation 97, 168 (2)(e)

Qld Fire and Rescue. (2013) Recommendations regarding checking of relevant equipment



Family Day Care Gympie Region



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DELIVERY AND COLLECTION OF CHILDREN AND AUTHORISATION POLICY

Policy # 4

Purpose

Parents and Educators are required to follow legislative requirements when delivering and collecting children.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff and Educators

Policy

Family Day Care Gympie Region has a legal responsibility to ensure that children are delivered to or collected from an education and care service by a parent or an authorised person.

Procedure

The child may only be delivered to or collected from the education and care environment by a parent of the child, an authorised nominee named on the child's enrolment record, a person authorised by the parent, or an authorised person.

1. An authorised person must be 18 years of age or over
2. Educators are to make every effort to ensure the authorised person/s information and contact details remain current
3. Co-Educators and Educator Assistants contracts allow them to collect and/or deliver the children into care
4. Children making their own way to and from school must have current written permission of the parent or authorised person
5. An Educator will notify the school, family and the service of any child attending after-school care who has not arrived at the Educator's home by the agreed time
6. The child can be given into the care of an authorised person in an emergency or when a child requires hospitalisation, ambulance care or treatment

7. When Educators deliver or collect children from other care services or schools, the Educator will act on behalf of the family and sign attendance records
8. Educators and families must provide each other with notice where possible of any delays or variations in delivery and collection times of children

Families must complete a timesheet provided by Educators confirming the transfer of care on arrival and departure (including times and initials) of each day the child attends care. A child will be delivered into the care of the Educator, Co Educator or Educator Assistant and be collected by authorised persons. Further considerations include:

1. Families are required to provide copies of any court orders or other relevant documents to the Coordination Unit to ensure any directives are followed in accordance with the order
2. Families are required to advise the Coordination Unit and Educators of any change in status of the court orders

Refusal of authorisations for a child to leave the service

1. Any person who is not listed on the enrolment / scheme agreement form or has not signed a signature verification form is not deemed to be an authorised person for collection of children in this service
2. Changes in the authorisation to collect children by the enrolling parent are discussed with the educator, and an action plan developed if required
3. An educator can refuse to release a child into the care of an authorised person if it places the child at risk. ie intoxicated or drug affected

At no time shall an educator put the other children in care or themselves at risk, by not releasing the child

Relevant Documents

Family Day Care Gympie Region. (2013) Enrolment Form

Family Day Care Gympie Region. (2012) Timesheet

Australian Government—DEEWR. (2012/2013) Child Care Service Handbook

Family Day Care Gympie Region. (2013) Signature Verification Form

References

Australian Government. (2011) National Quality Framework.

Standard 2.3 Regulation 99, 168 (2)(f)



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TRANSPORT OF CHILDREN POLICY

Policy # 5

Purpose

Safe transportation of children away from their education and care service.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff, Educators, Co-Educators and Educator Assistants

Policy

Family Day Care Gympie Region Educators, Co-Educators, Educator Assistants and Staff must abide by current legislation and service policies when transporting children in care.

Procedure

Educators, Co-Educators, Educator Assistants and Staff are required to use approved child restraints and display signage linked to Family Day Care Gympie Region.

1. All vehicles must have a current maintenance/service check, be registered, comprehensively insured, and be road worthy
2. All vehicles are to have child restraints fitted securely and in accordance with the manufacturers instructions. Lap only belts are not to be used to restrain children
3. Educators, Co-Educators and Educator Assistants using vehicles to transport children in care, are required to complete a child car restraint check, initially, annually, and with a change of vehicle
4. Only the oldest child may use the front seat when all other seats are occupied and it complies with current legislation and manufacturers guidelines
5. Educators, Co-Educators and Educator assistants and staff are to manage children's seating to avoid lack of head support when transporting children
6. Educators, Co-Educators and Educator assistants are to carry emergency contact details and medical action plans in writing, a First Aid Kit, and a mobile phone when children are in care

7. Educators must obtain written consent from a parent or guardian before their child leaves the education and care service. A copy of a educator's current Regular Transportation Form with risk minimisation plans attached, must be on file at the Family Day Care Gympie Region office. Educators must notify the service of any change of details/options of transport arrangements
8. Educators, Co-Educators, Educator Assistants and Staff must adhere to current traffic acts and regulations when transporting children, and hold a valid open licence C Class or higher
9. All changes to your drivers licence must be reported to the service within 24 hours
10. Educators, Co-Educators, Educator Assistants and Staff must comply with current legislation and vehicle manufacturers recommendations in relation to air bags
11. Educators, Co-Educators, Educator Assistants and Staff must never leave children unattended in a vehicle
12. Educators, Co-Educators, Educator Assistants and Staff must ensure that no one smokes in the vehicle while care is being provided

Relevant Documents

Family Day Care Gympie Region. (2012) Risk Minimisation Matrix

Family Day Care Gympie Region. (2013) Excursion Policy

Family Day Care Gympie Region. (2011) Excursion Form

Family Day Care Gympie Region. (2011) Transportation Form

Qld State Government. (2012) 'Child Restraints' Brochure

References

Australian Government (2011) National Quality Framework

Standard 2.7, 100, 101, 102 Regulation 116, 168, 169



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EXCURSIONS POLICY

Policy # 6

Purpose

To ensure any excursions planned for children (not covered by Regular Transportation Form) are safe, appropriate and child focused.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff, Educators, Co-Educators and Educator Assistants

Policy

Family Day Care Gympie Region recognises the value of children participating in experiences in the broader community and environment beyond the early childhood setting. Planned excursions will contribute to children's learning outcomes whilst meeting risk assessment requirements.

Procedure

Educators are required to:

1. Minimise the risk of accidents and injuries while on excursions
2. Respond effectively to any emergency, and
3. Promote awareness in children and their families of road safety and play safety

Educators will develop a written Risk Assessment taking the following into consideration;

1. Must identify and assess risks that impact on the safety, health and wellbeing of any child being taken on the excursion and how identified risks will be managed and minimized
2. The risk assessment must consider:
 1. The proposed route and destination for the excursion; and
 2. Any water hazards; and
 3. Any risks associated with water based activities; and
 4. The transport to and from the proposed destination for the excursion; and
 5. The number of adults and children involved in the excursion; and

6. Given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and
 7. The proposed activity; and
 8. The proposed duration of the excursion; and
 9. The items that should be taken on the excursion.
3. Ensure parent's written consent is given for their child to participate. Complete an 'Excursion Form' with risk management plan attached or linked to a current transportation form and forward to the FDC office prior to the excursion
 4. When planning excursions consideration needs to include, but not limited to amenities, shade and sun safe practices, mobile phone coverage, sufficient food, drink and clothing, potential hazards, fencing, emergency contact and medical details, first aid kit, access to emergency services and safe pedestrian practice
 5. Children are not to be left alone in any vehicle. The Educator, Co-educator or Educator Assistant must remain with the children at all times

Relevant Documents

Family Day Care Gympie Region. (2013) Delivery and Collection of Children and Authorisation Policy

Family Day Care Gympie Region (2013) Child-safe Environment Policy

Family Day Care Gympie Region. (2013) Sun Protection Policy

Family Day Care Gympie Region. (2013) Pool and Water Safety Policy

Family Day Care Gympie Region. (2013) Excursion Form

Family Day Care Gympie Region. (2013) Regular Transportation Form

Family Day Care Gympie Region. (2013) Risk Minimisation Plan

Family Day Care Gympie Region. (2013) Dealing with Medical Conditions Policy

Each Educator's Own Emergency Contacts List. (2013) Updated Annually

Each Educator's Own First Aid Kit. (2013) Updated Annually

References

Australian Government. (2011) National Quality Framework.

Standard 2.3 Regulation 99, 100, 102, 168 (2)(g)



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POOL AND WATER SAFETY POLICY

Policy # 7

Purpose

To ensure the highest level of safety is maintained at all times relating to water safety and water based activities.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff and Educators

Policy

All experiences in and around water must adhere to service health and safety guidelines, policies, and relevant council and state government legislation. Educators talk to children about safe water practices.

Procedure

For those Educators who have a swimming pool or spa pool at home, all pool fencing and other safety requirements must be in accordance with relevant council and state government legislation. All fencing must be clear of objects that could be used to gain access, and pool gates must be self closing. Safety issues around pool filters and spas must be risk minimised.

1. Risk minimisation must be developed by the educator, discussed with and signed by the parent/authorised person, and approved by a coordinator prior to the activity taking place
2. Written permission and a Risk Minimisation Plan signed by parents is required:
 1. For children swimming (swimming form). A copy to be forwarded to Family Day Care Office. Block periods of time must be negotiated with a coordinator.
 2. For activities near water (excursion form) which must detail that water is close by

Activities in or near bodies of water:

1. To ensure the safety of all children in the Family Day Care environment, the educator's own children 12 years of age and under must be supervised by an adult other than the educator, when the educator has Family Day Care children in care
2. There must be strict observance of the adult-child ratio for swimming which includes the educator's own children 12 years of age and under
3. Educators must take into account each child's swimming ability
 1. For children less than 3 years – 1 adult to each child;
 2. For children at least 3 years but not yet school age – 1 adult to 2 children;
 3. For children at least school age – 1 adult to 5 children
 4. An Educator may supervise those children able to swim without entering the water providing they are within the confines of the fenced area and in full view of the children
 5. A minimum of one adult present must have current resuscitation qualifications and the knowledge and ability to implement safety procedures
4. Adult—child ratios will not be maintained by leaving some children outside the fenced pool area unattended by an appropriate adult, e.g.; a educator cannot supervise children inside and outside a pool fence
5. When supervising school age children, some of whom cannot swim well, the educator will keep all children together. All children should be in the water or out of it so the educator does not have a situation where she / he is supervising children in and out of the water
6. A supervising adult assisting the educator must be capable of entering the water and aiding children in the case of an incident/emergency.

Wading Pools

1. Children are to be supervised at all times
2. A wading pool is considered to be a pool of water no higher than the knee height of the youngest child in care. When a wading pool has water that is higher than the knee height of the youngest child in care, it is deemed a swimming activity and child swimming ratios apply
3. Use of wading pool activities must be discussed with families prior to participation
4. Wading pools must be emptied immediately after use and be stored in a way that prevents the collection of water

Water activities

1. Must be supervised at all times
2. Water collection equipment must be emptied immediately after use

General

1. Cover and make inaccessible to children all water containers such as ponds, nappy buckets and bathtubs
2. Identify, monitor and risk minimise all areas that are not fenced off from water hazards such as dams, creeks, lakes, irrigation channels and wells

Relevant Documents

Qld Pool Safety Council (Online)

Family Day Care Gympie Region. (2013) Excursion Form

Family Day Care Gympie Region. (2013) Transportation Form

Family Day Care Gympie Region. (2013) Swimming Form

Family Day Care Gympie Region. (2013) Sun Protection Policy

References

Kidsafe Qld Inc. (Online) Child Safety Guidelines

Australian Government. (2011) National Quality Framework.

Standard 2.3 Regulation 116 (2) (d), 168 (2)(a)



Family Day Care Gympie Region



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HYGIENE POLICY

Policy # 8

Purpose

Educators and staff provide and maintain an hygienic environment. Educators, Co educators and educator assistants teach and role model the importance of effective hygienic practices.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff, Educators, Co educators and Educator Assistants

Policy

Family Day Care Gympie Region maintains and promotes effective hygiene practices both personally and professionally within the education and care service.

Procedure

Effective hand washing is recognised as the best way to maintain hygiene standards and minimise the risk of spreading illnesses and infection.

1. Recommended hand washing guidelines must be followed before handling or eating food, after nappy changing, going to the toilet, after wiping noses and when coming in from out door play.
2. Recommended hand washing guidelines must be followed after contact with all animals and birds.
3. Educators are to encourage, teach and support children to wash their hands effectively in their daily routine, following the guidelines from the 'this is the way we wash our hands' poster
4. Educators are to wash the hands of babies and toddlers
5. Drying the hands either using paper towels or cloth towels. Cloth towels should be used by one person (not shared) and hung up to dry between uses.
6. Wipes and/or hand cleaning lotions may be used if no running water available or supervision of the children is affected

To reduce the risk of cross-infection the following must occur:

1. Follow the guidelines from the Dealing with Infectious Diseases policy.
2. Use cough and sneeze etiquette, which is by coughing into your inner elbow, or by using a tissue to cover you mouth and nose. Put all tissues into the rubbish bin immediately, and clean your hands with either soap and water or an alcohol based rub/hand wipe
3. Surfaces and equipment such as high chairs, car restraints, change tables, cots, and sleep mats, must be maintained in an hygienic manner
4. Equipment, toys and utensils used in the education and care area must be washed in hot water with appropriate cleaning solution, rinsed and stored when dry
5. The use of disposable gloves is required when in contact with bodily fluids
6. Routinely clean floors and maintained in an hygienic manner
7. Keep food preparation and eating areas clean

General hygiene and cleanliness:

Develop and implement a daily/weekly/monthly check list that address hygiene and safety in the indoor and outdoor environments such as sandpits, animal and bird faeces, car restraints, play equipment and toys

Relevant Documents

Family Day Care Gympie Region. (2013) Safety Check

Family Day Care Gympie Region. (2013) Food Handling Policy

Family Day Care Gympie Region. (2013) Nappy Changing and Toileting Policy

References

National Health and Medical Research Council. Current Staying Healthy in Child Care
Australian government (2011) National Quality Framework



Family Day Care Gympie Region



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NUTRITION, FOOD AND BEVERAGES, AND DIETARY REQUIREMENTS POLICY

Policy # 9

Purpose

Family Day care Gympie Region promotes a healthy balance of food and drink choices that are nutritious and appropriate for each child.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff and Educators

Policy

Family Day Care Gympie Region supports educators and families in recognising the importance of a balanced healthy diet. A balance of food and drink of sufficient quantity should be provided on a daily basis.

Procedure

1. A written weekly menu detailing the foods provided for children, is displayed and accessible to parents if meals are supplied by the Educator
2. A families choice to breast feed or bottle feed is respected and supported
3. Information and discussion on food including nutrition, routines, quantities, preferences, allergies, cultural and religious requirements should be shared between educators and families
4. Regularly consulting with families and exchanging information on healthy eating practices
5. Drinking water is accessible and offered regularly throughout the day and more frequently during hotter weather
6. Children are encouraged to be seated when eating for safety reasons, and also to provide opportunities for social interactions

7. Educators will plan activities for children to promote awareness of healthy food practices, dental awareness and specific cultural, religious or health requirements
8. Children are encouraged to eat healthy food and have agency about food and beverage consumption
9. Food should not be used to guide children's behaviour
10. Our service will ensure professional development relating to nutrition and food handling remains current

Relevant Documents

Educator Weekly Menu

References

Nutrition Australia (Qld) Childcare Advisory Services. Quarterly E-chat Newsletters.

Australian Government. (2011) National Quality Framework.

Standard 2.2 Regulation 78, 79, 80, 168 (2)(a)



Family Day Care Gympie Region



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FOOD HANDLING POLICY

Policy # 10

Purpose

To adhere to health and safety standards in the preparation, presentation and storage of food for children.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff and Educators

Policy

Family Day Care Gympie Region requires educators to maintain high standards of hygiene when preparing, serving and storing food and drinks for children.

Procedure

Facilities

1. Food preparation facilities are clean and hygienic
2. Educators are encouraged to show respect by having individual plates, cups and utensils for each child. Age appropriate furniture and utensils are available
3. Animals must not be present when food is being prepared and/or consumed
4. Food must be of an appropriate temperature before serving to a child
5. Rubbish and/or food scraps removed and disposed of soon after children have finished eating while considering environmental sustainable practices

Storage

1. Perishable food is required to be stored in the refrigerator
2. Educators transporting perishable food should store food appropriately
3. All food brought by families is stored appropriately on arrival

Hygiene

1. Educators and children wash their hands before handling or eating food
2. Educators are required to take all appropriate hygiene measures when preparing or serving food. E.g. long hair must be tied back

Safety

1. Children are closely supervised when eating and encouraged to assist with the preparation and cleaning up process
2. Educators are encouraged to consult with parents about bottle feeding, routines and practices
3. If the baby or child can bottle feed themselves, they must be monitored.
Educators support toddlers to feed themselves independently
4. Wash all fruit and vegetables to remove all soil and bacteria
5. Only re-heat food once

Relevant Documents

Family Day Care Gympie Region. (2013) Safety Check

Family Day Care Gympie Region. (2013) Hygiene Policy

References

Australian Government. (2013) Food Standards Australia New Zealand Code

National Health and Medical Research Council. Current Staying Healthy in Childcare

Australian Government. (2011) National Quality Framework.

Standard 2.2 Regulation 77, 168 (2)(a)



Family Day Care Gympie Region



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DEALING WITH INFECTIOUS DISEASES POLICY

Policy # 11

Purpose

To establish effective health and hygiene practices to control the spread of infectious diseases.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff & Educators

Policy

Family Day Care Gympie Region supports health and wellbeing in the Service and aims to minimise the spread of any infectious diseases.

Procedure

Staff and Educators aim to minimise the spread of infectious disease by following policies and procedures.

Educators will contact the families of children who show signs of an infectious disease. Every endeavour will be made to separate these children and they should be collected as soon as possible.

Educators who show signs of an infectious disease must consider the risk of providing care in consultation with the Coordination Unit.

Parents or an authorised emergency contact of each child will be notified as soon as possible of any contagious disease that has been identified within the care environment. All parents are provided with information about the illness, incubation and infectious periods and the Service's exclusion requirements for the illness (current Staying Healthy In Child Care). Confidentiality is to be maintained.

Anyone with an infectious disease is required to be excluded from the education and care premises for a period of time that is relevant to that disease.

Service staff and Educators are entitled to request a medical certificate.

Family Day Care Gympie Region recommends that all staff and educators consult their medical practitioner in relation to immunisation recommendations.

Information regarding the immunisation status of children is collected from families and discussed with educators during the placement process.

While a family's decision regarding immunisation and infectious disease management is respected and valued, the Educator ultimately decides whether to accept or deny care.

Relevant Documents

Family Day Care Gympie Region. (2013) Hygiene Policy

Family Day Care Gympie Region. (2013) Children's Health and Wellbeing Policy

Family Day Care Gympie Region. (2013) Record of Injury and Illness

Family Day Care Gympie Region. (2013) Enrolment Record

References

National Health and Medical Research Council. Current Staying Healthy In Child Care (Preventing Infectious Diseases in Child Care)

Australian Government. (2011) National Quality Framework.

Standard 2.1 Regulation 88, 168 (2)(c)

Time Out Poster (2010) Queensland Health



Family Day Care Gympie Region



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DEALING WITH MEDICAL CONDITIONS POLICY

Policy # 12

Purpose

To support all aspects of children's health to assist them to participate in the learning environment.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff and Educators

Policy

Family Day Care Gympie Region seeks to manage children's specific medical requirements, and implements appropriate practices when dealing with medical conditions.

Procedure

1. Enrolment records containing health information is collected from families and discussed with educators during the placement process. A copy of the Dealing with Medical Conditions policy is given to the parents, when a child has been diagnosed with an ongoing medical condition.
2. All children, including the educator's own children, with specific health care needs, allergies or medical conditions including asthma, diabetes, epilepsy or a diagnosis that a child is at risk of anaphylaxis, will require individual medical management plans which have been developed and reviewed in consultation with families and/or medical professionals. The child must not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition
3. Educators, Co Educators and Educators Assistants with specific health care needs, allergies or medical conditions including asthma, diabetes, epilepsy or a diagnosis at risk of anaphylaxis, will require a medical management plan and a risk minimisation plan.

4. Development of risk minimisation plans in consultation with, and signed by, parents or authorised person, which, if relevant, includes:
 1. Identify the risk including allergens and triggers
 2. Rating the risk using a risk matrix
 3. Control measures taken
 4. Food handling
 5. Information about medical conditions and a current photo of the child is to be included with emergency contact information both in the home and when leaving the principal place of care, and must be accessible at all times
 6. The location of the child's medication
5. Where a child has been diagnosed as at risk of anaphylaxis, a notice stating this must be displayed at the service.
6. The location of the emergency contact details and medical conditions identifying Family Day Care children must be in a prominent place while protecting confidentiality.
7. Medication must be:
 1. In the original, labelled container before it's expiry or used by date
 2. Administered in accordance with instructions attached to the medication or provided by a registered medical practitioner
 3. From a container that bears the original label with the name of the child for whom it is the prescribed medications,
8. Details of the administration must be recorded on the Medication Authorisation Form
9. A child over preschool age may self administer medication under the following circumstances:
 1. Written authorisation is provided by a person with the authority to consent to the administration of medication
 2. The medical action plan must detail practices for self administration of medication
 3. Details of the self administration must be recorded on the Medication Authorisation Form

10. Appropriate hygiene practices and universal precautions are used when administering and storing medications
11. Non-prescribed medication may be administered to a child if a parent or authorised person have provided Educators with written permission and manufacturers instructions
12. Educators are to contact parents if an initial dose of paracetamol is required. If parents are not able to be contacted and an authorisation has been signed, Educators will administer the paracetamol
13. If paracetamol has been administered during a child's day, parents are required to sign a Medication Authorisation Form upon collection of the child

On-going Prescribed Medication

1. Educators may administer prescribed medication to a child on a long term basis if families have provided information (either a letter or packaging labels) detailing the medical practitioner's name, the child's name, the dose of medication and the use by date
2. Parents must provide their authorisation by completing and signing a Medication Authorisation Form which is then completed and co-signed by the Educator
3. The Medication Authorisation Form must be returned to the office at the end of the prescribed period (short term) or monthly (long term)

Relevant Documents

Family Day Care Gympie Region. (2013) Parent Service Agreement

Family Day Care Gympie Region. (2013) Medication Authorisation Form

Family Day Care Gympie Region. (2013) Injury and Illness Record

Family Day Care Gympie Region. (2013) Hygiene Policy

Family Day Care Gympie Region. (2013) Parent handbook

Family Day Care Gympie Region. (2013) Risk Minimisation Matrix

Family Day Care Gympie Region. (2010) Request for Medical Letter

References

Qld Government. (2009) Health Drugs Poisons & Therapeutic Goods Legislation

Australian Government. (2011) National Quality Framework.

Standard 2.1, 2.3 Regulation 90, 91, 168 (2)(d)



SUN PROTECTION POLICY

Policy # 13

Purpose

To protect children from the harmful effects of sun exposure.

Key Responsibility Area

Staff and Educators

Policy

Family Day Care Gympie Region acknowledges the need for children to be protected from sun exposure and aims to maintain sun safety practices.

Procedure

To protect children from the adverse effects of sun exposure, Educators will:

1. Discuss sun safety with children and implement appropriate measures to protect children from over exposure to ultra violet radiation
2. Assess whether the day is hot, cold or cloudy, and be aware of the ultraviolet radiation which can be reflected from buildings, water, concrete, sand and through vehicle windows while travelling
3. Avoid direct sunlight on any baby under the age of 6 months, and cover babies with protective clothing or material whilst in the outdoor environment
4. Organise outdoor activities in shaded areas wherever possible
5. Ensure all outdoor play areas are adequately shaded with appropriate shade structures or shade trees
6. Recommend to parents that their children wear appropriate sun protection clothing, such as long sleeved shirts, wide brimmed hats, and sunglasses for outside play and excursions. Educator's practise will reflect and support sun safe guidelines
7. Recommend Sun Protection Factor (SPF) 30+ sunscreen is applied to all children, according to the instructions on the bottle, and reapplied regularly

Developed	2007
Reviewed	2010
Reviewed	2013

8. Role model sun safety behaviour by wearing appropriate clothing, hats and sunscreen and drinking water regularly
9. Plan appropriate activities promoting sun safe awareness and minimise exposure to the sun between 10.00am and 3.00pm

Relevant Documents

Family Day Care Gympie Region. (2013) Excursions Policy

Family Day Care Gympie Region. (2013) Care Environment Safety Check

Family Day Care Gympie Region. (2013) Child-Safe Environment Policy

References

The Cancer Council Qld. (2011) Brochure

Australian Government. (2011) National Quality Framework.

Standard 2.3 Regulation 168 (2)(a)



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NAPPY CHANGING AND TOILETING POLICY

Policy # 14

Purpose

To ensure nappy changing and toileting is undertaken in a safe, respectful and hygienic manner.

Developed	2007
Reviewed	2010
Reviewed	2013

Key Responsibility Area

Staff and Educators

Policy

Family Day Care Gympie Region aims for a consistent standard of health and safety while nappy changing and toileting.

Procedure

1. Educators will communicate regularly on nappy changing and toileting issues with families, and review routines as each child progresses. Current information and access to support services is available to families to support their child's progress in toileting
2. Educators are encouraged to use the opportunity for quality one-on-one interaction with the child during nappy changing
3. To ensure safety and reduce the risk of cross-infection while nappy changing, the Educator will follow the service nappy changing procedure
4. Educators are to encourage, teach and support children to wash their hands effectively in their daily routine
5. Ensure other members of the Educator's household do not change a child's nappy, or assist with toileting, unless they are engaged as a Co Educator/ Educator Assistant

Relevant Documents

Family Day Care Gympie Region. (2013) Hygiene Policy

Family Day Care Gympie Region. (2013) Child Safe Environment Policy

Qld Health. (2009) Germ Busters—This is the way we wash our hands

Family Day Care Gympie Region. (2013) Nappy Changing Procedure

References

National Health and Medical Research Council. Current Staying Healthy in Child Care

Australian Government (2011) National Quality Framework

Standard 2.2, 2.3, 7.1 Regulation 168