

## Health Policy

<b>Policy Number:</b>	4   FOUR
<b>Purpose:</b>	To ensure all daily routines and practices provide a healthy environment for children.
<b>Scope:</b>	All stakeholders have a responsibility to maintain and monitor all aspects of a healthy environment as well as understanding and using guidelines and legislation to ensure best practice.

## **Relevant Legislation**

### **National Laws**

- 165 Offence to inadequately supervise children
- 167 Offence relating to protection of children from harm and hazards
- 172 Offence to fail to display prescribed information
- 174 Offence to fail to notify certain information to Regulatory Authority

### **National Regulations**

- 77 Health, hygiene and safe food practices
- 78 Food and beverages
- 79 Service providing food and beverages
- 80 Weekly menu
- 81 Sleep and rest
- 82 Tobacco, drug and alcohol-free environment
- 85 Incident, injury, trauma and illness policies and procedures
- 86 Notification to parents of incident, injury, trauma and illness
- 87 Incident, injury, trauma and illness record
- 88 Infectious diseases
- 89 First aid kits
- 100 Risk assessment must be conducted before excursion
- 101 Conduct of risk assessment for excursion
- 102C Conduct of risk assessment for transporting of children by the education and care service
- 103 Premises, furniture and equipment to be safe, clean and in good repair
- 105 Furniture, materials and equipment
- 106 Laundry and hygiene facilities
- 107 Space requirements—indoor space
- 109 Toilet and hygiene facilities
- 110 Ventilation and natural light
- 112 Nappy change facilities
- 113 Outdoor space—natural environment
- 114 Outdoor space—shade
- 115 Premises designed to facilitate supervision
- 116 Assessments of family day care residences and approved family day care venues
- 122 Educators must be working directly with children to be included in ratios
- 123 Educator to child ratios—centre-based services
- 160 Child enrolment records to be kept by approved provider and family day care educator

- 162 Health information to be kept in enrolment record
- 168 Education and care service must have policies and procedures
- 170 Policies and procedures to be followed
- 171 Policies and procedures to be kept available
- 172 Notification of change to policies or procedures
- 173 Prescribed information to be displayed
- 175 Prescribed information to be notified to Regulatory Authority

### National Quality Standard








- Element 2.1.1 – Wellbeing and comfort – Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.
- Element 2.1.2 – Health practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented.
- Element 2.1.3 – Healthy lifestyle – Healthy eating and physical activity are promoted and appropriate for each child.
- Element 2.2.1 – Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
- Element 2.2.3 – Child protection – Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- Element 3.1.1 – Fit for purpose – Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
- Element 3.1.2 – Upkeep – Premises, furniture and equipment are safe, clean and well maintained.
- Element 3.2.1 – Inclusive environment – Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
- Element 5.1.1 – Positive educator to child interactions – Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
- Element 5.1.2 – Dignity and rights of the child – The dignity and rights of every child are maintained.
- Element 5.2.2 – Self-regulation – Each child is supported to regulate their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.

### Supporting Documents / References:

- Revised National Quality Standard
- Education and Care services Regulations and laws
- Staying Healthy edition 5
- Department of Health -Time Out exclusion chart
- Sun Smart - <https://cancerqld.org.au>

**Related Policy or Documents:**

- Safety Policy
- Medical Policy
- Hygiene Policy
- Environment Policy
- Interactions with children Policy

<b>Attachment One:</b>	Sleep and Rest Procedure	 new%20sleep%20routine.docx
<b>Attachment Two:</b>	Nappy Changing Procedure	 nappy changing .docx
<b>Attachment Three:</b>	When to hand wash	 when to wash hands .docx
<b>Attachment Four:</b>	How to hand wash	 how to wash hands .docx
<b>Attachment Five:</b>	Sun Safe – Applying sunscreen	 sun safe.docx
<b>Attachment Six:</b>	Staying Healthy	 ch55_staying_healthy_childcare_5th_ed
<b>Attachment Seven:</b>	Time Out poster – infectious diseases	 timeout_poster 2020.pdf

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## **Child Requirements**

### **Physical Exercise**

Physical exercise will be encouraged, and experiences will be provided by Educators to ensure all children are invited to participate in physical exercise suited to their current developmental stage. Educators will create outside programs that will allow children to explore, challenge and enhance their physical wellness. Educators will role model and join in children's games and play to further encourage children's participation in physical exercise.

### **Emotional Needs**

The emotional needs of children will be dealt with, with understanding and respect. All Educators understand that children at times cannot self-regulate their emotional needs and Educators will therefore find a way to support the child through any situation in a positive manner. Through programming and intentional teaching, Educators will introduce emotions and provide children with knowledge to enhance their capabilities. During any emotional moments, Educators will stay with the child, remain calm and provide the child with support and ways to deal with the situation. Educators will work together to develop strategies to implement during emotional times and will support each other to ensure positive outcomes for all children and Educators.

### **Physical Needs**

Educators will provide for the physical needs of the children. Children will at no time go without their basic needs: food, water, rest, sleep, and comfort. Educators will use information gathered from the family to help understand the individual requirements of all children. All information provided by families will be communicated to all Educators and acted on using best practice.

### **Dental**

Educators will include into their program dental hygiene. This ensures all children understand the need to look after their teeth. Educators will provide information that is age appropriate and further support dental hygiene by providing families with current information and guides to healthy teeth. Children will be encouraged to drink water after each meal. The centre menu will provide healthy eating, and sugary foods will be kept to a minimum. Kindergarten families will be given healthy food choices for their child's lunch boxes and children will be encouraged to eat healthy foods first.

### **Sleep and Rest**

Children and babies sleep and rest requirements will be acknowledged and met in a safe and comfortable environment. Educators will work with families and the child to ensure individual sleep habits are met. Nursery and toddler room Educators will follow Sudden Infant Death Syndrome (SIDS) requirements and all Educators working with babies and toddlers will complete a SIDS training course. Ratios will be maintained during sleep and rest times, with Educators regularly monitoring and checking children and babies. Educators will be knowledgeable of the centre's sleep and rest procedure [attachment 1] and will ensure all steps are followed. Bedding and cots will meet Australian standards and be checked regularly for wear and tear, being replaced as required. All children will have a quiet period during the day where they can choose to rest or sleep and those who choose to rest only will respect their peers, who have chosen to sleep, by completing activities in a way that will not disturb others.

## **Child Individual Needs**

### **Personal belongings**

Families are required to ensure all personal belongings are clearly named. Educators will take care to ensure all personal belongings are placed in the correct child's locker, water station, hat station and correctly named in the soiled clothing container. All Educators will monitor the play areas to ensure children's belongings are correctly stored, however Educators will not be responsible for any individual missing items. Items of value would be best left at home.

### **Sheets**

Nursery children will not be required to provide sheets, as the centre will provide. All other children will be required to bring a set of sheets in a pillow slip clearly named for rest time. Sheets will be stored in a manner that will inhibit cross contamination. Families will be discouraged from purchasing large bulky sleeping bags, due to storage size. All sheets will be taken home by families weekly to be washed. Nursery sheets will be washed after the individual child's week has ended. No baby or child will be placed on sheets used by another baby or child.

During an infectious disease outbreak, sheets will be placed in children's lockers and families will be encouraged to take sheets home daily to help eliminate the spread of disease.

### **Dummies and Bottles**

All dummies and bottles will be required to be kept in a sealed container when not in use. The container needs to be clearly named and stored in a suitable area of the room out of reach of all children. Dummies and bottles are never to be shared between children. Dummies will be washed each time after use and/or when dropped. Bottles will be rinsed after use and placed in the child's bag, locker or basket for parent pick up.

### **Toys from Home**

Toys from home will be discouraged to ensure the safety of all children and individual's belongings. Families will be provided information on toys from home in the Family handbook. Toys used in show and share experiences will be placed in a safe area away from children and will be used in a controlled environment monitored by Educators. All other toys from home will be placed in the child's bag and will remain there until pick up. Toys from home that are lost or broken are not the responsibility of Birralee Employees.

### **Drink Bottles**

All children will be required to bring along a named drink bottle for use inside and outside. Drink bottles will always be stored in areas that are accessible to the children. All drink bottles need to be filled regularly and Educators are required to monitor and encourage all children to drink appropriate amounts of water during the day. Drink bottles will need to be taken home each day and cleaned by Families. Water bottles left at the Centre will be rinsed and washed in the industrial dishwasher, ready for the next day.

## **Toileting**

### **Nappy Changes**

Nappy changes will occur on rostered times and more often when required. Nappy changes will be recorded according to the child's age and families requests. All Educators will follow the correct nappy change procedure [attachment 2] as recommended by Staying Healthy Edition 5. Change mats will be thoroughly cleaned after each nappy change and halfway through the day, change mats will be cleaned and placed in the sun to dry, a new mat will then be used for the rest of the day.

- Disposable nappies will be provided by families and stored in sealed containers and cupboards until needed. Disposable nappies will be placed in bins provided near the nappy change area.
- Cloth nappies will require the family to provide, a sealable bucket, wet bags, disposable liners as well as the cloth nappies. When changing cloth nappies, the disposable liner will be placed in the bin provided near the change area and the cloth nappy will be placed in a wet bag and then in the sealed container that will be collected daily by the family and returned the next day. Cloth nappies without disposable liners will not be used.

### **Toilet Training**

Educators will only start toilet training when the Family has also committed to toilet training, including

- Only putting nappies on their child for sleep
- Having their child in underwear at all other times

Educators will ask parents to bring several spare sets of clothes for toilet training purposes. Soiled clothing will be placed in a plastic bag or a wet bag provided by the Family, named, and stored in the soiled clothes container. The soiled clothes container will be labelled in each room. Children will be encouraged to use the toilet, in a positive manner, no child will be forced to use the toilet. Educators will ask children if they need to use the toilet on a regular basis, monitor children for signs of needing to use the toilet and ensure children feel comfortable and safe during the toileting experience. Children will be encouraged to wipe themselves front to back, assistance will be offered when required. Children will be required to wash their hands each time after using the toilet.

### **Toileting Accidents**

Toileting accidents will be dealt with in a positive manner, ensuring the child's dignity and wellbeing is maintained. All accidents will be handled by Educators swiftly and quietly, ensuring a minimum amount of attention is placed on the child.

### **Soiled Clothing**

Clothes will be sealed in plastic bags or wet bags provided by the Family and stored in containers out of reach of children. All rooms will have labelled soiled clothes container and it is the responsibility of Families to collect their child's soiled clothes. Educators will remove as much faeces from the child's clothes as possible, without becoming contaminated, before sealing the clothing item in a plastic bag or wet bag provided by the Family. Educators will communicate with Families if soiled clothing could not have faeces removed. Educators can seek Families permission to discard soiled items that they deem too soiled for washing.

### **Hand Washing**

Educators will wash hands using the correct procedure [attachment 3] and as required by Staying Healthy Edition 5. Educators will ensure all children and babies throughout the centre are also washing

hands and are being given opportunities to develop and enhance their hand washing skills throughout the day.

## **Infectious Disease**

### **Communication**

Communication of any infectious disease is the responsibility of all stakeholders. Once the family is aware of their child's illness, they are to communicate the information to Management. Management will then inform all employee and families about the illness, providing information about exclusion dates, signs to look for in their child and which room the infected child is from. Communication will be via the Facebook closed page, and notices placed at both entrances. Management will maintain the infectious disease register and in situations of an outbreak of 3 or more cases Management will report to ACECQA and Queensland Health Department within the required timeframe and follow any guidelines and control messages provided by either department.

### **Coughing and sneezing**

Educators will encourage and role model children to sneeze/cough into their elbows or to pull up their shirt collar and sneeze/cough into their shirt. Children not following procedure will be reminded by Educators and be given an explanation on why it is important not to spread germs.

### **Playdough**

Playdough will be disposed of daily. Management will ensure ingredients to make playdough are available and Educators will ensure new playdough is made daily. Playdough can be made in the environment with the children.

### **Bathing children**

Babies and Toddlers will be bathed in the appropriate baths in their environments. Educators will ensure the child's dignity is always maintained and ensure the bathing experience is positive. Older children will be showered in the kindergarten environment and Educators will always ensure the child's dignity and ensure the experience is positive. All bathing requirements will be readied before the bathing/showering procedure begins.

### **Head Lice**

The Family of children found with head lice will be called to collect their child and treat the child's hair and scalp. Once treatment has been administered the child is able to return to the Centre. If a Family chooses to treat the child at the Centre the multipurpose bathroom will be made available for treatment and the child will be able to return to their room immediately.

### **Nose blowing**

Children will have their nose blown whenever mucus is present. Children who cannot blow their own nose will be informed by the Educator what is going to happen before the nose is

wiped/blown. Educators can choose to wear a glove or not and in either situation Educators will wash their hands using soap and water or sanitizer every time a nose is blown/wiped. Children blowing their own nose will need to wash their hands with soap and water after every time they wipe/blow their nose. Tissues are to be binned in a manner that will not allow used tissues to contaminate the environment.

## Exclusion

All Families and Employees are to follow the Queensland Health Time Out recommendations on all infectious diseases. Families will have access to the information at the centre, on the closed Facebook page. Employee will be knowledgeable on where to find the time out information and be able to direct families when asked. Children excluded because of an infectious disease will be required to obtain a doctor's certificate stating the child is healthy and no longer infectious (this is known as a clearance) or prove the child is no longer infectious as per Timeout recommendations.

## Control

Control of infectious diseases will be an ongoing process with regular cleaning to ensure germs do not have the opportunity to grow within the environment. Once an infectious disease has been diagnosed each room will do a thorough clean using products that eliminate germs and following the hygiene policy for cleaning during an infectious disease outbreak. Cleaning will continue daily until the infection is no longer present at the Centre.

To further stop the spread of infectious diseases:

- For head lice, children will not share hats or be provided with experiences that encourage close contact with each other's heads.
- Infected children's hats and sheets will be required to be taken home for families to clean daily.
- Infected children's sheets will be stored in their lockers and taken home daily for cleaning.

## Protection of Child

### Sun

Birralee is a sun smart centre and ensure all stakeholders follow and understand the importance of sun safety. The Centre will provide sunscreen at both entrances and require all Families to apply sunscreen to their child before entering the service. Children will have sunscreen reapplied either by themselves or with the assistance of Educators. This is done half an hour before going outside and again if the children are outside for longer than 2 hours. All children and Educators are required to wear wide brimmed, bucket or legionnaire hat whilst outside and children refusing to wear a hat will be required to play in the shade. It is the responsibility of the parents to have their children wear sun safe clothing that covers their shoulders. Children not wearing appropriate clothing will be changed into suitable clothing, using the child's belongings or the centres spares.

### Water

During water play, Educators will be required to remain within arms distance of children. At no time will children be left alone during water play. Educators organising water play will need to ensure all Educators are aware of the water play and work together to maintain a high level of supervision. Once play is completed all water will be tipped out of containers, troughs, and pools. Containers will only be refilled under supervision requirements.

## Death

If a death of a child at the centre occurs, Educators will ensure all children are removed from the area, the area is then secured and an Educator is to call 000, the Regulatory Authority and the families to inform them of the situation. Death inside or outside the centre, management will offer to organise counsellors for all Educators and children requiring support. Families will be told of the incident adhering to the privacy of the involved family, children will be told of the incident in an age-appropriate manner and questions from the children will be answered honestly by Educators. Management will provide a roster that will allow as many Educators as possible to attend funerals if required. Educators directly working with the child will be given first preference to attend funerals.

## Food and Drink

### Menus

Menus for all children other than pre-kindergarten and kindergarten, will ensure children get the appropriate amount of food from all food groups required whilst at care. Menus will be created with knowledge of all allergies and food preferences, provided by Families. All food allergies and food preferences will be acknowledged and the Centre cook will provide alternative meals as close to the menu as possible for each child with allergies and/or food preferences. When cooking alternative food the Centre cook will ensure no cross contamination occurs. Menus will be on a four-week rotation and can be changed at any time to suit the needs of the children. Water or milk will be provided at all meals and the menu will cater for

- Morning Tea
- Lunch
- Afternoon Tea
- Late Afternoon Tea

Children requiring further food will be provided with food either from the current menu or future menu. Family recipes will become a part of the menu if they comply with nutrition value and children's palates. Menus will be displayed in the foyer and placed onto the closed Facebook page each Monday. Pre-kindergarten and kindergarten children will be provided with morning tea and afternoon tea. The morning tea and afternoon tea menu will be displayed in the kindergarten room. For other meals including lunch, they will be provided by the family. Families of children in the kindergarten room will be encouraged to send healthy food for their child, with healthy food tips sent home to help support the family. Children will be encouraged to eat their healthy food first before unhealthy choices are eaten. Families will be informed if there are foods not able to be eaten at the centre, due to allergies and/or anaphylaxis. Children bringing foods that may cause reactions in children, will have the foods removed from their lunch box and a note sent home reminding the Family that the Centre is to remain free of said food. Families will not be sent home notes for unhealthy lunch boxes, the children will be educated on making healthy choices from the food they have been provided with by their family.

### Food Safety Plan

The kitchen delivering food to children will comply with the food safety plan. The plan will be registered with the council and comply with all legislative requirements. All documentation will be completed when food is prepared, cooked, and served and the Director or 2IC is responsible for ensuring correct procedures are followed and documentation is completed. The Centre will register with the council's food safety program and will maintain procedures that will ensure the highest rating when audited. The Director, the cook and enough Employees are required to obtain a food supervisors certificate to ensure

that when food is being prepared, cooked, or served, a supervisor is present. The Director is responsible for ensuring all food plans and audits are current and the kitchen is always compliant.

### Drink

Families are required to bring named drink bottles for their child. Drink bottles will be filled with water and situated in an area accessible to the children at all times. Educators will monitor the drink bottles to ensure they are not shared and are refilled throughout the day as required. Children will be offered milk at mealtimes as well as having their drink bottles for water. Children without drink bottles will be provided with a named cup to ensure water is available to the child. Bubble taps will be in the yards to ensure children have access to water and an area to fill drink bottles, bubble taps will be cleaned regularly and be monitored to ensure use of the bubble tap is for drinking only.

### Feeding bottles to babies

In the nursery babies will be held or closely monitored while having their bottles. An Educator will be in arms reach of a baby self-feeding and will monitor the baby's progress, looking for signs of stress or completion. Babies self-feeding will be propped up with cushions. Babies will not be placed in their cots with a bottle. Children still requiring a bottle in all other rooms will be required to sit at a table to drink the bottle. No child will be placed on a mattress with a bottle.

### Preparing bottles

Educators will ensure they prepare bottles for consumption in a safe manner, ensuring each child receives exactly what their Family provides.

- All bottles will be required to be labelled with the child's name
- Formula fed children will supply the Centre with dry formula which will be prepared by the Educators, following correct procedure.
- Educators will mark the date of opening on formula tins and ensure the use by date is adhered to. Families will be required to provide more formula if the use by date has past, even if there is formula left over. Formula will not be used if past the use by date.
- Breast milk bottles will be required to have the date of arrival recorded
- Breast milk will immediately be placed in the back of the fridge and stored for no longer than 2 days
- Frozen breast milk will be dated and used within 3 months.
- Gloves will be worn when handling breast milk
- Frozen breast milk will be thawed under cold running water and gradually increasing the temperature of the water until the breast milk becomes liquid. The bottle will then stand in warm water until the right temperature is met. The breast milk will be used immediately, any breast milk left over will be discarded.

No bottle will be heated in the microwave, hot water will be used to warm bottles.

### Introducing food to babies

Babies will only be given foods that have been introduced to the baby's diet by the family first. Educators will communicate regularly with Families to obtain information on the baby's current diet and ensure the information is followed.

## Food from Home

Families bringing food from home are required to follow food safety guidelines when preparing and transporting food to the centre. The family handbook will contain the food safety guidelines for families to refer to. When preparing foods families need to ensure all ingredients are suitable and foods that will cause allergies or anaphylaxis in current children at the centre are not used. Educators will check with families, requesting ingredients to ensure the safety of all children.

## Cleaning

Cleaning lists will dictate all required cleaning needs of the kitchen. All employees are responsible for completing the cleaning and check list. Cleaning will be thorough and checked by the Director or 2IC weekly.

Cleaning of all cooking and serving utensils will be completed using

- Rinse
- Wash in industrial dishwasher
- Air dry

Cleaning of benches will be completed

- Wipe away food particles
- Clean benches with warm soapy water and cloth
- Rinse benches with water and cloth
- Spray no rinse sanitiser and leave to air dry

Floors will be cleaned by

- Sweeping first
- Using correct mop and bucket with disinfectant and hot water, mop floors
- Monthly the floors are to be scrubbed

All other cleaning will be with warm soapy water cloth and rinse with clear water cloth.

## Definitions:

Term	Definition	Source
Staying Healthy Edition 5	Preventing infectious diseases in early childhood education and care services guidelines	<a href="https://www.nhmrc.gov.au">https://www.nhmrc.gov.au</a>
SIDS	Sudden infant death syndrome, a technical term for cot death.	<a href="http://www.google/define">www.google/define</a>
Regulatory Authority	A regulatory agency is a public authority or government agency responsible for exercising autonomous authority over some area of human activity in a regulatory or supervisory capacity.	<a href="http://www.google/define">www.google/define</a>
Australian Children's Education and Care Quality Authority [ACECQA]	The Australian Children's Education and Care Quality Authority (ACECQA - pronounced a-see-kwa) is an independent national authority that assists governments in administering the National Quality Framework (NQF) for children's education and care.	<a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a>
Queensland Health Department	Queensland Health provides a range of services aimed at achieving good health and well-being for all Queenslanders.	<a href="http://www.health.qld.gov">www.health.qld.gov</a>
Anaphylaxis	An acute allergic reaction to an antigen (e.g. a bee sting) to which the body has become hypersensitive.	<a href="http://www.google/define">www.google/define</a>
Allergy	A damaging immune response by the body to a substance, especially a particular food, pollen, fur, or dust, to which it has become hypersensitive.	<a href="http://www.google/define">www.google/define</a>

## Policy Details:

Date Created	Date Due for Review	Date Revised	Date Authorised by Committee of Management
25/01/2021	25/01/2022	22/10/21	14/05/2021
	20/04/2023	10/03/2023	14/03/2023
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	13/04/2026		