

Policy Group 4: Health and Wellbeing

4.1 General Health and Safety Policy

This service strives, through the following specific policies and procedures, to provide a safe, clean and healthy environment where safety and hygiene procedures are always practiced promoting and supporting the health, wellbeing, and safety of children, recognising needs of children in this respect, and of educators, staff members, parents and others coming into the service.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Work Health and Safety Act 2011 and Regulations 2011*
- *Child Protection Act 1999 and Regulations 2000*
- *Duty of Care*
- *National Quality Standard, Quality Area 2 – Children's health and safety*
- *Policies: 4.5 – Illness and Injury, 4.6 – Medication, 4.8 – Sun Safety, 5.1 – Food Handling and Storage, 9.2 – Enrolment.*



Procedures

The enrolment procedures (see Policy 9.2) will include the requirement that parents/carers advise any health issues (including medications, special dietary or other requirements) and any other specific needs of their children.

The Coordinator/Responsible Person will ensure that all educators and other staff members are aware of all such specific notified needs.

The Coordinator/Responsible Person will ensure that educators have appropriate education or training to enable them to undertake support of the health needs of children, including administering medications, minimising risks associated with allergic reactions, basic first aid and special dietary requirements.

The Coordinator/Responsible Person must ensure that, at least one educator with the required first aid qualification, and anaphylaxis management and emergency asthma management training, as prescribed under *Education and Care Services National Regulations 2011 (Part 4.4, 136(1))*, is in attendance at any place children are being cared for, and immediately available in an emergency, at all times children are being cared for (e.g. if children go to an oval or park then a qualified first aid person must go with them).

To ensure the environment is safe for children, the Coordinator/Responsible Person will be responsible to ensure that the relevant daily safety checklists (see 4.1.1 and 4.1.2) are completed, prior to the children having access to those areas.

Educators will ensure that equipment is:

- Cleaned as per the cleaning schedule checklist;
- Used safely by the children; and
- Is used for its correct purpose.

Risk assessments will be conducted for high-risk activities and/or events including excursions.

Educators will actively supervise all areas which children are accessing.

Educators will ensure that they, and the children, have applied a SPF50+ sunscreen and wear a broad brimmed hat, prior to outdoor play. The timing of outdoor activities will be guided by the Sun Safety Policy (see Policy 4.8), and specifically in relation to the advised UV rating for the day. Where the child has forgotten to bring a hat, the 'no hat, shade play' policy will be enforced.

Children who are unwell will be isolated (where possible) from other children in the office sick bay or a quiet area. Parents/ carers of unwell children will be contacted to arrange the collection of the unwell children as soon as possible

Educators will ensure that all food handling and storage procedures are followed to prevent the risk of contamination.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	October 2021	October 2021
		October 2022	April 2023
		September 2025	October 2025