

Bute and District Kindergarten and Rural Care Health and Safety Procedure

This procedure is to be used in conjunction with other centre policies and procedures and “Staying Healthy in Childcare 5th Edition”.

Staff Responsibilities

1. Nappy Changing as per Staying Healthy in Childcare (pg. 45)
2. Wash hands as per Staying Healthy in Childcare. (pg. 42,60)
3. Wear gloves as per Staying Healthy in Childcare. (pg.24,42)
4. Safely deal with spills. In the case of bodily fluids (blood, urine etc.) record on the cross contamination sheet. Refer Staying Healthy in Childcare (pg. 48)
5. All staff to view Bug Busters DVD annually. (Record in Business Manager)
6. Clean tables with paper towel and Future disinfectant before and after meal times; and sweep floors after meal times.
7. Check bathroom on a regular basis and clean if needed.
8. Clean toys as required as per Staying Healthy in Childcare. (pg. 55)
9. Cover electrical outlets with safety plugs when not in use.
10. Complete indoor and outdoor ‘Daily Safety Checklist’ prior to children’s arrival. (Record in Health and Safety Folder)
11. Complete Outdoor Safety Check quarterly. (File in WHS and record in Business Manager)
12. Complete fridge temperatures checks a.m. and record in Health and Safety folder.
13. Principal to complete “Cleanliness and Hygiene” audit termly. (Record in Health and Safety folder and Business Manager)
14. Practice Emergency Evacuation/Invacuation drills quarterly. (Record in STAR)
15. Risk assess sandpit to determine if it needs raking before use. Refer Staying Healthy in Childcare (pg60)
16. Head lice as per Staying Healthy in Childcare (pg. 110). Record on Head lice sheet
17. Notify parents immediately if a child sustains a head injury
18. High Temperature, see Apparent High Temperature flow chart in First Aid section.
19. If a child is not well enough to participate in activities, parents are contacted to collect their child. (Staying Healthy in Childcare pg. 31)
20. Children with Health Care Plans have an alert on the fridge. Medical Information relating to the plans are placed inside pantry door.

Children’s Responsibilities

1. Wash hands or use hand sanitizer on arrival.
2. Wash hands before eating or handling food.
3. Wash hands after toileting or nappy change.
4. Wash hands after nose blowing, coughing or sneezing.
5. Wash hands after coming in from outside play.
6. Wash hands at other appropriate times. (e.g. after gardening, painting play dough etc)
7. Wash hands before going home.