

## **CENTRE PROCEDURES**

**46 Health & Safety Practices Standard: General**

**Licensing Criteria: HS6, HS13, HS19, HS21, HS22, HS23, HS24, HS25, HS26, HS27**

# **HEALTH AND SAFETY POLICY**

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## **Purpose:**

All kaiako strive to provide for the health and safety of tamariki within their care. Kaiako must also take steps to ensure their own safety at work.

## **Guidelines:**

### **Eating and drinking**

- All tamariki are to be supervised when eating
- All centre cooks are required to complete a food handling certificate
- No alcohol is to be consumed or visible during licenced hours
- No hot drinks are permitted on the floor
- Tamariki will have access to drinking water at all times
- Menus need to be displayed and records of food served must be kept for three months and include specific reference to recipes and the types of fruit e.g bananas , apples
- Choking hazards will be monitored and minimised as per nutrition policy
- Kaiako will promote and model healthy eating habits when in front of tamariki
- Bibs and flannels are to be available at all centres for tamariki to access
- Handwashing and general hygiene practices are required when adults and tamariki are involved in routines regarding food.

### **Children's Health and Wellbeing**

- Thermometers shall be placed out of children's reach within each sleep room and inside main play areas to ensure that inside temperatures are no lower than 16 degrees.
- All kitchen fridges must be maintained at 4 degrees or less
- Water temperature for tamariki to wash their hands will be between 38-40 degrees Celsius.
- The service ensures no person on the premises uses or is under the influence of drugs or alcohol that has a detrimental effect on their functioning.

### **Illness**

- The Centre will exclude any tamariki, kaiako, or adult from attending the Centre who has a contagious or communicable disease. Any tamariki who has had a contagious or communicable disease must receive clearance from their doctor before returning to the centre.
- The Centre provides a safe space to isolate tamariki who become unwell whilst at the Centre. Whanau will be contacted and asked to collect their tamariki as soon as possible if this happens. Any tamariki who is isolated will be kept comfortable and monitored by kaiako - no child will be left unsupervised at any time.
- The Centre keeps a record of each tamariki medical practitioner and may use this information should medical advice be sought.

- In the event of a high temperature kaiako will try the following whilst waiting for whanau to arrive whilst continuing to monitor temperature at 5 minute intervals.
  - Remove outer layers of clothing
  - Use a cool flannel to sponge bathe tamariki
  - Give an ice cube to suck
- In the event of tamariki falling ill, the parent or emergency contact person is to be contacted as soon as possible to collect tamariki and the illness will be noted on the form. It will be explained to tamariki that they are sick and need to be moved away from other tamariki until their whanau comes to collect them.
- In the event that the whanau cannot be contacted and illness becomes an emergency call an ambulance on 111
- If they have diarrhoea, give tamariki cold boiled water (not sugary drinks). Keep them cool if they have a fever, keep them warm if they are cold.
- Tamariki who have had vomiting, diarrhoea, fever or an unidentified skin rash should not return to the centre until 48 hours after the symptoms have stopped. Should kaiako fall ill they shall be required to leave the centre as soon as possible.
- Any tamariki sent home will receive a copy of the incident report which will be signed by a designated person responsible and whanau.
- Centres will provide a spill kit with a lid that contains - gloves, apron, wipes, plastic bags, drop cloth, old towel, zoono and body wash.

### **Accidents and Injuries**

- All persons responsible will hold a current first aid certificate. Copies of these will be kept on file and expiry dates will be displayed.
- All services will ensure that first aid kits are compliant at all times
- 0800 poisons number will be clearly visible.
- Centres will use the Treetops accident or illness forms. All parts of this form are to be completed. All accidents or illnesses, including adults will be recorded. The centre will adopt a process to ensure that these are seen and signed by whanau on the day of the accident or illness.
- All heavy furniture or items likely to topple if climbed and cause injury are to be secured.

### **Hazards**

- Equipment, premises and facilities are regularly checked for hazards to tamariki.
- Daily, quarterly and annual safety checks will be carried out
- Accident / incident records recorded on the Treetops Accident forms will be analysed to identify hazards and appropriate action taken. The months that this will be undertaken will be recorded on the annual plan. All practicable steps will be taken to eliminate, isolate, or minimise hazards to the safety of tamariki.
- Because of the educational benefits, swan plants will be permitted. They will be grown in containers that can be placed out of children's reach when not being used. Tamariki will be supervised when swan plants are within reach. For a list of poisonous plants refer to the appendix poisonous plants identification list.
- Pests and vermin must be eradicated. Any pesticides or chemicals supplied either by a contractor must be approved for public health use and applied in accordance with the manufacturers

guidelines. Any work is to be completed outside hours, preferably giving a minimum of 48hours before children would be entering the building.

- Natural products are to be used whenever possible.