

Mawson Lakes School - OSHC

Policy Statement on Health & Safety

The Mawson Lakes School OSHC Service adheres to the Department for Education's (DfE) Work Health and Safety Policy and supporting documents relevant to that policy. We aim to provide a healthy environment in which children will grow and be safe. Preventative measures, through an infection control process, will be followed by all people in the Out of School Hours Care service at all times.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

The Department for Education policy outlines legislative and department requirements for OSHC services in relation to safety management, injury management, infection control, inclement weather and sun protection, hazardous chemical management, health and hygiene, medication, allergies, and anaphylaxis procedures.

Hygiene

- Hand washing is the most effective way of controlling infection in the service. Staff and children should wash their hands:
 - before handling and preparing food and eating
 - before and after play or using playground equipment
 - after going to the toilet
 - before and after any First Aid treatment
 - after handling animals.
- All staff must wear gloves (disposable rubber or vinyl) when:
 - in contact with blood or other body substances or open sores
 - cleaning up faeces, vomit or blood
 - when handling clothes, cloths or equipment which has been soiled by body fluids
 - when cleaning a contaminated area.
- Staff must wear gloves when cleaning if they have a break in the skin of their hands, or if they have dermatitis or eczema.
- Staff must wash their hands with soap and water after gloves are removed and dried with paper towel.
- Surfaces will be cleaned with no rinse sanitiser after each activity and all surfaces cleaned thoroughly, daily (see cleaning roster). Areas contaminated with body fluids will be disinfected.
- The service will ensure that toilets and hand-washing facilities are easily accessible to children. Children will be encouraged to flush toilets after use, and wash and dry their hands.

- The service will ensure that all females have access to hygienic facilities for the appropriate disposal of sanitary products.
- Staff will use a tissues or Wet Ones if they are required to assist young children to wipe their faces and noses. Tissues will be disposed of immediately after wiping a child's nose.
- Toys, dress-up clothes and other materials such as cushion covers will be washed regularly, and other equipment will be cleaned regularly (see cleaning roster)
- Each child will be provided with their own drinking and eating utensils for snacks and meals where appropriate. These utensils will be washed/sanitized or discarded after each use.
- Staff will encourage children to put leftover food and soiled food in the bin or compost container.
- Food will be prepared, kept and served hygienically.
- Bins for the temporary storage of refuse and garbage will be kept with lids on and will be emptied daily.
- Hygiene practices and procedures consistent with up-to-date advice from relevant State health authorities will be observed at all times.
- Staff are expected to act in ways that do not endanger the health and safety of children, parents or other staff, and to encourage healthy and safe behaviour in children by setting a good example.

Information Distribution about Health and Safety

- Information about the Work, Health & Safety Act, Regulations, Codes of Practice and Guidelines and the departmental WH&S Manual are held at the service, or on the school site, and may be read by staff, OSHC committee members and parents of children attending the service.
- Employee and employer obligations in regard to WH&S are discussed with new staff and committee members as part of their induction. They are included in staff and committee handbooks.
- A training program is organised every 12 months to ensure staff and committee members can identify:
 - key elements of the WH&S Act
 - the service's health and safety procedures and policies
 - safe and healthy workplace practices
 - how to report hazards
 - how to contribute to safe work practices and procedures.
- Staff are encouraged to report incidents which lead to high stress levels to the OSHC committee and WH&S representative. Positive steps will be taken to understand and minimise stress suffered by individual staff members.
- Information on hygiene and practices will be available at the service and drawn to the attention of parents.

- When there is a notifiable infectious disease in the service, information will be made available to parents in a manner that is not prejudicial to the rights of staff or children and which does not infringe State or Commonwealth legislation.
- Parents will be informed by notices about common infectious diseases in the service (signs erected). Parents of children with an immunity impairment will be advised about outbreaks of contagious diseases so that they may decide if it is in the best interest of the child not to attend the service for a period.
- Staff, parents and children will have access to current information provided by relevant government authorities on how to minimise health and safety risks to staff and children.

Illness and Exclusion

- Children and staff with infectious diseases will be excluded from the service in accordance with current departmental Administrative Instructions and Guidelines (AIGs) and National Health and Medical Research Council guidelines.
- A medical clearance is required for a child or adult to be readmitted to the service after contracting a serious infectious disease.
- If a child is unwell at home or becomes unwell at school, parents are asked not to send the child to the service, but to make alternative arrangements for their care.
- If a staff member is unwell, they should not report to work. Staff members should contact the Director/Assistant Director at the earliest possible time to advise of their inability to report to work.
- In the case of serious ill health or hospitalisation, a child or staff member will require a medical clearance from their medical practitioner or specialist, verifying that they are sufficiently recovered to return to the service.

Management of unwell children

- If a child becomes unwell while at the service, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children until the parent arrives or until the child recovers. When a parent cannot be contacted, staff will phone emergency contacts.
- If a child requires immediate medical aid, the service staff will secure that aid and notify the parent.
- If medication is required in an emergency, and there is no prior consent of the parent, the service staff will obtain consent from a registered medical practitioner, if possible the family's preferred medical practitioner.

Medication

- Refer to *Policy Statement on Administering Medication*

Allergies

- Where a child has a known allergy it should be recorded on the enrolment form and all staff made aware of it.
- Allergy Action Plans must be provided by families with a medical practitioner certificate which will be used to direct staff on how to respond to allergy incidents.
- The OSHC service follows the anaphylaxis and allergy procedure available on the Department for Education (DfE) website (www.education.sa.gov.au).

Environment

- The OSHC indoor and outdoor environments are smoke-free, as per all DfE sites.
- All rooms in the OSHC service are well ventilated with appropriate heating and cooling facilities.
- Where possible, buildings are protected against flying insects (low irritant, environmentally friendly sprays may be used minimally and only when necessary). Insect light-trap installed.
- Educators will take individual needs and specific activities into account when ensuring that lighting, heating and noise levels are comfortable.
- Consideration for environmental protection will be encouraged in the children's activities and in the day-to-day operation of the service.
- In the interests of children's health, staff are encouraged to use environmentally friendly products at the service wherever possible.
- All rubbish will be disposed of in an environmentally friendly way, and products recycled whenever possible.

Sun protection

All department school sites, early childhood education and care services follow a SunSmart protection plan in terms 1, 3 and 4, whenever UV radiation levels reach 3 or above, and when temperatures are 36c or above. Sun protection includes protective clothing and hats, sunscreen application, SunSmart behaviours, and availability of shade in outdoor areas.

- To ensure all children attending the service are protected from skin damage caused by harmful ultraviolet rays of the sun, the following will apply:
 - Children will be required to wear an OSHC hat which protects their face, neck and ears whenever they are outside. To minimise the spread of infections such as head lice, impetigo and ringworm, children will not share hats. Hats are washed daily after each wear.
 - Parents are asked to dress their children accordingly on hot days when children are to be outdoors. OSHC requests:
 - No strappy dresses/tops on hot sunny days.
 - Rashies are to be worn over swim suits on outdoor water days.
 - Thongs/flip flops are not to be worn unless at a water activity.

- During OSHC, vacation care and on a school's pupil-free days, outdoor activities will be mindful of the hotter times of the day and program accordingly.
- SPF 50+ broad-spectrum water-resistant sunscreen will be provided for staff and children, and applied before going outside. It is recommended that sunscreen is used only on exposed skin that cannot be protected naturally. If possible, it is preferable for children and staff to wear cover-up clothing, such as loose, light-coloured closely woven cotton garments with long sleeves and collars, for all outdoor activities.
- Families may provide their own sunscreen for children with allergies.
- Medication Officer will ensure that sunscreen is not out of date.