



# Health, Hygiene and Safe Practises

## Durack Preschool Policy

### AIM:

Durack Preschool aims to provide an environment which is safe, clean & hygienic in which to handle, store & prepare food & drinks and prevent the spread of infections for children.

### RELEVANT LAWS AND REGULATIONS:

- Code of Ethics: Create and maintain a safe, healthy environment.
- National Quality Framework Area 2
- Regulation for National Care 77, 88, 106, 109

### GUIDELINES:

#### Food Handling

- Durack Preschool will ensure it meets all requirements for food handling premises as set down in the Education and Care Services National Regulations.
- Access to cold, safe drinking water will be provided at all times in both indoor and outdoor environments.
- Staff are required to wash hands before handling food and drinks.
- Ensure that all utensils & kitchen surfaces are clean & a regular cleaning routine is maintained
- Surfaces will be cleaned with detergent/vinegar after each activity and all surfaces cleaned thoroughly daily. Floors will be washed each day. Areas contaminated with body fluids will be disinfected.
- Staff will ensure that children do not eat food that has been handled by another child or that has been dropped on the floor.
- Food in lunchboxes will be refrigerated on arrival at a 'safe' temperature
- Children will be discouraged from sharing and handling other children's food.
- Staff and children will wash their hands before handling food.

#### Hygiene Practises

- Hygienic practices will be displayed in classroom and drawn to the attention of all parents on a regular basis.
- Disposable gloves will be used when staff come in contact with bodily fluids. Used gloves will be disposed of immediately.

- Tea towels will be changed after each use. Tea towels will be washed in the washing machine and dried in the sun.
- Green chux cloths will be used for cleaning up art/craft and floor spills.
- Blue chux clothes will be used for wiping tables and washing up utensils, cups and plates.
- Each Preschool has two sinks, one for washing hands and food utensils, the other for washing and cleaning of art supplies and anything that is not food related.

### **Nutrition**

- Durack Preschool recommends that parents provide children with balanced meals that meet the recommended daily nutritional needs of children within each age grouping.
- Staff will initiate discussions about food, health and nutrition and food awareness activities will be included in the learning environment.
- Staff will sit with children at meal times and promote discussions about healthy eating, food and nutrition.

### **Allergy Awareness**

- Durack Preschool is nut aware, as per school policy. Information about allergies and intolerances will be gathered upon enrolment or when an allergy or intolerance is diagnosed. All children with an allergy/intolerance will have an Emergency Treatment Plan developed in consultation with the family and child's medical practitioner. All staff will be trained in the administration of an epipen. A list of all children with allergies and intolerances will be kept in the Preschool and all staff will be made aware of this list.

### **Management of Unwell Children**

- If a child becomes unwell while at Preschool staff will notify parents and guardians. The child will be made comfortable and separated from others until parent or guardian arrives to collect the child from Preschool.
- All accidents and illnesses that occur at Preschool will be recorded in the incident and accident book.

### **Exclusion**

- Children with infectious diseases will be excluded from Preschool in accordance with the Northern Territory Department of Health Centre for Disease Control Guidelines.
- Children with obvious cases of headlice will be treated in accordance with the Northern Territory Department of Health Centre for Disease Control Guidelines. Children will not need to be excluded if treatment has started.

## Medication

- Medication will only be administered at Preschool if it is prescribed by a medical practitioner and is in its original label with the child's name and dosage. Parents must sign a *Student Medication Request*. All medication is to be stored securely in the Preschool kitchen. Before administering medication two staff members must check that it is the correct dosage and sign the appropriate form.

This Policy will be reviewed annually.

Family and staff feedback will be considered in the review process.

Changes in legislation, Regulations and NQS will be considered.

Date: August 2013

Review Date: August 2014