



## Health and Safety Policies

At iCare the health and well-being of our children, families and supervisors is essential.

We aim to provide an environment where:

- Their health is promoted.
- Their emotional well-being is nurtured.
- They are kept safe from harm.

**Policies included:**

Health and Safety overview.

Emergency Management plan

Accidents report forms

Notice of potential hazard forms

Sun safety

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## Sun Safety

iCare recognises that skin cancer is a major health risk for New Zealanders, including outdoor workers, who are often exposed to excessive levels of solar ultraviolet radiation (UVR). Because UVR produced by the sun can cause skin cancer and damage to skin and eyes the company has established a sun protection policy that is implemented during peak UVR periods. The peak UVR periods are from the beginning of September to the end of April, especially between the hours of 10am and 4pm.

iCare will endeavour to promote sun safety by:

- identifying any practices that are barriers to achieving sun safety in the workplace
- involving employees and managers in the development and implementation of any new sun safety policy
- ensure there is a supervisor or manager responsible for the implementation of the policy at all levels of the organisation

Employees will be expected to:

- co-operate with all measures introduced by management to minimise the risks associated with exposure to solar UVR
- comply with instructions and advice in regard to the use of sun protection control measures
- act as positive role models
- take all practicable steps to ensure their own safety when working in the sun

Shade will be:

- used as much as possible to reduce daily UVR exposure either by moving jobs indoors or to shady areas outdoors
- provided, where possible, in the form of fixed or portable shade structures

Sunblock will be available and children will be required to put it on if playing outside.

Sunscreen will:

- be broad spectrum and SPF 30+
- be stored below 30 degrees
- conform to standard AS/NZS 2604:1998

## Food Safety

Following the MSD OSCAR guidelines, iCare Arataki and iCare Te Puke will demonstrate and provide:

- a clean and hygienic eating area that includes suitable seating for children
- lean and hygienic food storage, preparation and handling practices.

iCare recognises that some children may have food allergies. Therefore we:

- Gain consent on every registration form for children to eat the afternoon tea/food provided by iCare.
- Provide a registration form that asks or known allergies and treatment of said allergy/ies.

## **Excursions**

It is the policy of iCare that off-site excursions will rarely happen. The only time staff and children, together, would leave the iCare premises would be in the case of an emergency. The information for this is recorded in our emergency plan guide.

## **Transport**

If an agreement is made with the parents/school for staff to gather children from the school, then the students will be met at the school meeting point and be handed over to the iCare supervisor. The students will be signed over to iCare at this point.

For van transport we use an approved and risk assessed driver who will use a warranted and registered vehicle. It is the policy of iCare that no child should be driven alone from school to iCare. Drivers will always have more than one person besides themselves in the van. Should it be necessary at last minute notice for one driver and one child to travel together. The child will be in the back seats and the families will be rung to approve this at the time of the event. This would be considered a last case scenario.

## **Ratios**

Based on the Te Kahui Kahu recommendations, supervisor:child ratios of 1:10 on-site and 1:8 off-site are recommended. However, as stated by Te Kahui Kahu “as long as safety of all children at the programme can be managed and evidenced, programmes can determine their own ratio. To ensure safe ratios are maintained, all activities such as (but not limited to) swimming, baking, craft or outdoor recreation and games, will identify the ratio needed through risk assessment and management plans.”

iCare staff will ensure safe staff-to-child ratio needs are established in programme planning with consideration given to activity risk, individual children’s needs, activity location/s and the experience and competency of staff.

## **Programme Details**

iCare operates school week daily at The Orchard Church, 20 Macloughlin Drive, Te Puke, and Mount Bible Chapel, 4 Bedford Place, Mount Maunganui. From 2.30pm to 5.30pm (open until 6pm). All messages can be phoned/texted to 02040739077.

To ensure your child’s safety it is important that parents and caregivers advise of any changes regarding the pre-arranged bookings as early as possible. This includes sick days, school trips, play dates, camps, teacher only days etc. Failure to do so may result in an extra charge of \$10 per missed session.

iCare is OSCAR approved and WINZ forms will be available from the supervisor.

Child pick up will be completed between 5.30pm - 6pm. If pick up occurs after 5.30 pm there will be a late fee surcharge of up to \$5 at the discretion of the iCare manager. If a late pick up is anticipated the iCare Manager must be notified.

Rolls will be kept of all children attending daily. With each child being signed in and out.

**Fees:**                    2.30- 5.30 pm    after 5.30 pm (late pick up fee of \$20)

Standard Rate \$18 (3 days or more)

                                  \$15 (additional children)

Casual Rate                \$21

## **Illness**

The objective of the illness policy is to work together to make sure that our practices and decisions regarding illness are reasonable and fair. During the time, your child is with us there may be occasions when they will be affected by illness. This may mean that your child will be unable to attend the centre. Time away from iCare will allow your child to recover and will also protect the health of the other children, families, and supervisors. We do understand that this often places parents/whanau under extra pressure.

We are guided in our decisions regarding illness by:

- Licensing Criteria for Early Childhood Education and Care Centres 2008 Regulations which require us to take appropriate action when a child is unwell (Health and safety: Child health and wellbeing HS24 through to HS30)
- Recommendations from the Public Health Service - 04 570 9002.

## **Communication and Consultation**

We invite you to discuss any concerns you may have about your child's health and well-being with us at any time. This means that we can be vigilant and alert to any changes in behaviour or signs of illness and can respond to your child's needs promptly. If we have any concerns about your child's health and well-being while they are in our care, we will discuss this with you as soon as possible.

## **Parent/Whanau Responsibilities:**

- Provide the centre with up-to-date emergency contact numbers.
- Discuss concerns about children's health with supervisors as required.
- Provide written authority for any medication required while the child is at the centre. Provide name of medicine, dose, and time the medication is to be given.
- Children should be collected within one hour if unwell.

- Allow your child time to recover before returning to the centre.
- If you are worried about your child's health please seek advice from your family doctor before bringing your child to the centre.
- Provide details of immunisations that your child has had at the time of enrolment and at ages 15 months and 4 years. This is a legal requirement under the Health (Immunisation) Regulations 1995.
- It is important to know that children at risk of disease (unimmunised or never had the disease) \*\* will be required to stay away from the centre when there are cases of a vaccine preventable disease eg measles, mumps. The Public Health Service will work with the centre and advise when these children can return to the centre. During this time, you will need to have an alternative arrangement for your child.

**\*\* Children are protected by either immunisation or having had the disease.**

## **iCare Responsibilities**

- Parents will be contacted if there are concerns about a child's health and may be asked to take the child home.
- First aid will be administered where required. \*
- Children who are unwell will rest in a well-ventilated and warm room away from other children until collected.
- Efforts will be made to ensure children are comfortable and emotionally supported.
- If we are concerned that a child may be un-well, we will keep a record of the child's day detailing any changes in behaviour, symptoms, food & drink consumption, and any authorised medication given.
- Provide authorised medication, document time, dosage, and time of administration.
- Medical help will be sought if a child becomes more ill.
- We may suggest that you consult your family doctor for diagnosis and treatment.
- We will obtain up to date health information and advice from the Public Health Service (04 570 9002).

**\* Please note that Pamol/Paracetamol is not kept on these premises for general use. This medication can only be given if it has been signed for by a parent and has been prescribed for the child for a specific illness, for a specified period of time and contains the date.**

## **General conditions indicating that a child should not attend the centre:**

- The illness prevents the child from participating comfortably in programme activities.
- The illness results in a greater care need than the centre can reasonably provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever, persistent crying, difficulty breathing, or other signs of possible severe illness. Specific symptoms indicating that a child should not attend the centre:
  - Diarrhoea: A general guideline is that no child should attend if they have diarrhoea. When diarrhoea is accompanied by any other symptoms such as fever, stomach pains, nausea, vomiting or headache, this indicates a gastrointestinal infection, and the child should stay away until they have been symptom free for at least 48 hours.
  - Vomiting in the previous 24 hours, unless the vomiting was once only and was known to be caused by a non-communicable condition. Repeated vomiting suggests an infection, so the child should be taken to your family Doctor for a diagnosis. If the vomiting has been caused by an infection, or the cause is not known, the child needs to stay away until at least 48 hours after the last symptoms. A child who vomits at the Centre should be collected by their parents and taken home.
  - Mouth sores associated with an inability of the child to control his or her saliva unless the child's family Doctor, Regional Public Health or the Medical Officer of Health advises that the child is non-infectious.
  - Rash with fever or behaviour change, until your family Doctor has determined that the illness is not a communicable disease.
  - Respiratory Infections: A child should not attend if they have uncontrolled coughing or sneezing as the result of an infection. This does not include seasonal hay fever. A runny nose related to a respiratory infection that the child has difficulty controlling the spread of nasal secretions and/or has a negative social impact upon the child (Refer to Regional Public Health Green Nose Fact Sheet).
  - Skin Infections: A child should not attend if they have open wounds/sores that cannot be covered either with clothing or bandages to prevent the child from scratching. A child may return providing they have been treated with the appropriate antibiotics, antifungal or antiviral cream for at least 24 hours.
  - Conjunctivitis: A child should not return until there is no discharge present.
  - Any child requiring antibiotics should remain at home for the first 24 hours.
  - For specific diagnoses eg: chicken pox, measles, Hepatitis A, influenza, coronavirus, refer to Ministry of Health Infectious Disease information and exclusion list (separate file)



## **Information PRIVACY (in keeping with The Privacy Act 2020)**

It is our policy that all personal information will be only available to the staff of iCare.

This information is received as the child enrolls and is necessary for the protection of the child and will contain personal details such as – contact details, dob, health needs etc

(Unless required from an external agency for the protection of the child)

This information is kept as a paper copy for the duration of the child's time at iCare after that it will be disposed of appropriately (either burnt or shredded).

This information may be kept digitally for example if it is emailed to iCare. This will be kept on a computer that is password protected and will be deleted once the child has finished with the iCare programme.

Documentation is kept in a storage folder in a locked cupboard in a locked building.