



Melrose Rural Care

Health and Hygiene Procedure

Hygiene

- Wash hands before eating snacks or lunch.
- Place rubbish in the appropriate containers
- Encourage families to provide healthy foods.
- Children attending all day are provided with facilities to keep their food cool.
- Provide cool clean drinking water for children to access easily.
- Provide clean drinking cups.
- Press button to flush toilet.
- Wash and dry hands after using the toilet.

U.V

- Staff and children to wear hats outside.
- Encourage children to come to the centre with sunscreen applied.
- Centre provide approved sunscreen for staff to apply if needed.
- Centre provides shaded areas outside for activities.

Allergies

- Display in a prominent place a named photograph with allergy identified, allowing all staff quick access to the information and treatment.
- Keep individual medication in First Aid box.
- Ensure all staff have recorded any allergies they may have.
- Keep an Asthma Kit inside and outside for staff to access easily.

Cooking Experiences

- Provide activities that are nutritious and reflect all cultures.
- Wash hands prior to preparing food.
- Use clean utensils in food preparation and routines

Infectious Diseases

☞ See appropriate policy

Human Immunodeficiency Virus

☞ Read appropriate Policy

General Health

- Encourage children and staff to stay at home until fully recovered, to assist with the prevention of spreading it to others. It is also important for the persons own health, thus preventing a relapse

Medication

☞ Read Medication Policy

Extended Services

- When a child is experiencing difficulties a staff member will discuss this with his/her parents, and if agreed that the child has additional needs the Director will contact the appropriate 'special educator'.

- The centre will enable extra support workers to be appointed to assist these children with their individual programs when provision is sanctioned by the Student Support and Disabilities Services.

Mandatory Reporting

- Staff are required by law to report any suspected cases of child abuse/maltreatment to the appropriate welfare office.

Child and Youth Health

- Staff will encourage families to participate in the health screening for 4.3 year olds.

Environment

- Our centre and its surroundings is a smoke free area.
- Our management committee will provide soft fall areas to a depth of 300mm around all mobile and fixed outside equipment above 500mm in height.
- The committee will also provide adequate shade for outside activities.
- The sand area will be kept free of animal contamination.
- Our surrounds will be fenced and supplied with appropriate security system.
- All heating and cooling systems will be regularly serviced
- All fire equipment will be regularly serviced.
- We will continue to monitor the centre and surrounds to provide a hazard free site.

Director Rural Care

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For Review 07/09