



## South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd  
Turrumurra 2074 NSW (02) 9144 4769



### Health and Safety (sleep and rest, nutrition, sun protection, administration of first aid and water safety)

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#### *Policy*

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South Turrumurra OOSH believes that each child has the right to feel safe and secure. We aim to provide a service that maintains adequate health and safety practices that minimise the risk to children in our service. Providing adequate opportunities for sleep and rest is important in ensuring a safe and secure environment. South Turrumurra is a school aged setting and the children may never need to sleep whilst in our care, however there are circumstances where rest and sleep may be required. For example, if a child is feeling ill or tired or would like a quiet area to rest.

The children in our care will have access to safe drinking water and be served good quality, nutritious food that is appropriate to the individual needs of each child. Educators will encourage good eating practices through modelling and positive reinforcement. We will accommodate each child's dietary requirements by considering their growth and developmental needs alongside any individual cultural, religious and health needs. Families are encouraged to share their cultural backgrounds to provide variety and inclusion to the menu and encourage an understanding of diversity amongst children. We will maintain adequate health and hygiene practices including the safe handling, preparation, and storage of food.

South Turrumurra aims to ensure children attending the service will be protected from the dangers of UV exposure. Protection will follow the guidelines recommended by NSW Cancer Council. All persons working within the service will model protection practices and enforce our sun protection procedure with the children. We aim to educate children on sun safety to encourage a sense of agency around sun protection.

South Turrumurra aims to provide a safe environment for all who attend the service. South Turrumurra will ensure all staff are trained in first aid, asthma, and anaphylaxis management to provide high-quality care. We believe that first aid equipment and facilities should be available to all staff, children and visitors in the service. Parents will be informed on arrival should first aid be administered and immediately should serious first aid be required.

In warmer months we strive to provide safe indoor and outdoor environments and adequate supervision which allows for the use of water play.



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## *Legislative Requirements & Related Policies*

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- Education and Care Services National Regulations 77-81, 89, 114,136, 146-147, 168 (2) (a)(b)
- National Quality Standard 2.1, 2.2, 3.2, 6.1, 4.1
- NSW Cancer Council Sun Smart OSHC – Creating SunSmart habits for life
- Bureau of Meteorology daily UV index
- Australia New Zealand Food Authority, Safe food Australia – Chapter 3 of the Australia New Zealand Food Standards Code (Australia only)
- Eat for health – Healthy eating for infants, children and teenagers.
- Heart Foundation – Eat Smart, Play Smart manual
- ACECQA website: <https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>

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## *Procedures*

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### Sleep and Rest

- In accordance with the National Quality Framework, Education and Care Services national regulations and law, South Turrumurra OOSH will ensure the children's need for rest and sleep are met.
- In line with recommendations from the ACECQA national quality framework, South Turrumurra will ensure all practices regarding rest and sleep are evidence-based.
- Management will ensure the rest and sleep policy & procedures and their implications are read and understood by all Educators.
- A quiet and peaceful environment will be provided to allow for a calm experience.
- As South Turrumurra Educators have a duty of care to ensure the safety of children, they will ensure supervision is maintained whilst a child is sleeping or resting. If a child is sleeping, Educators will ensure they are within hearing distance to assess the child's breathing and colour of their skin, and every reasonable precaution is taken to protect them from harm and hazard.
- Children should sleep and rest with their face uncovered.
- Educators should be aware of the resting child's age, individual needs, if the child has medical conditions or history of health and/or sleep issues.



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### Nutrition

#### *Food Handling, Preparation and Storage*

- In accordance with the Australia New Zealand Food Authority – Food Safety Australia, South Turrumurra will ensure safe and hygienic handling, preparation and storage of food.
- The approved provider allows adequate funds to be used for the training of all staff in relevant areas such as safe food handling and hygiene practices which are implemented daily and supervised by senior staff.
- In accordance with Australia New Zealand Food Authority South Turrumurra will implement the following procedures to reduce food contamination and spoilage:
  - Use correct hand washing techniques and dry with paper towel before commencing any food preparation and between handling cooked, uncooked and any potential allergen foods.
  - Temperatures of the fridge and freezer will be checked and recorded daily.
  - Chopping board colours and corresponding foods are listed in the kitchen for quick reference for staff and volunteers, to prevent cross contamination.
  - When preparing sandwiches and toast, different cutlery is used for each spread.
  - All preparation surfaces are cleaned and sanitized before and after food preparation.
  - Temperature of hot food will be tested to ensure it is cooked properly using a probe thermometer. Temperature must be 75°C or higher before serving.
  - Food is served using gloves or tongs.
  - Food is stored in sealed containers in line with the safe food handling guidelines set out by the Australia New Zealand Food Authority.
  - Stored food is labelled with use-by-date, potential allergens and ingredients details.
  - All food will be kept in or with its original packaging where possible.
- Children will follow the above procedures under close supervision of trained staff whilst participating in cooking activities and serving food.

#### *Menu*

- South Turrumurra OOSH will provide nutritious food and beverages in accordance with the Eat for Health – healthy eating for infants, children and adolescents’ guidelines, allowing for children’s requirements to be met. Discretionary food will only be served occasionally.



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- Breakfast is offered from 7am until 8am. There is a selection of cereal available and toast with a variety of spreads. All cereal will adhere to healthy eating guideline's low sugar content scale. A breakfast special is offered one morning a week, with which the children can choose to help prepare.
- Afternoon tea is served at 3:05pm when children arrive at the Centre. Fruit and vegetables, sandwiches and afternoon tea are served. Some afternoon tea will be saved and kept warm (if applicable) for children who have extracurricular activities commencing straight after school.
- A small late snack is served at 5:30pm each day.
- Safe drinking water is always available and accessible to children. Assistance by staff will be provided if necessary.
- Our weekly menu clearly outlines the food on offer and is displayed in the kitchen for staff reference and on a veranda window for children and parents to view.
- Parents are encouraged to share their culture and any menu ideas to add diversity and inclusion to the menu. Information is gathered by the service via surveys, email, child enrolment forms and verbal communication. Children are encouraged to contribute menu through our suggestion box and in discussions with staff. Family multicultural practices will be acknowledged and addressed in the provision of food for specific children.
- Education on healthy eating habits will be developed through staff role modeling and conversations with children, notices, posters, and information for parents. Cooking activities will be available Monday to Thursday to extend on children's life skills and provide opportunities to learn and implement healthy, safe, and hygienic food handling practices.
- South Turrumurra recognises and caters for individual dietary requirements, including allergies, religious restrictions, and lifestyle choices. If a child has specific needs, this will be communicated in the child's enrolment form and parents will meet with the coordinator to discuss how to best cater for the child.
- We recognise that not all children will like every item on the menu. We provide a range of sandwiches and fruits and vegetables alongside afternoon tea so that children have a choice of what they can eat.
- A list of all children with allergies or food restrictions will be displayed clearly in the kitchen to ensure all staff and volunteers are aware whilst preparing food. Labels are made with each child's name to identify who each meal belongs to. Severe allergens are communicated to staff through daily meetings.

### *Afternoon Tea*

- Children wash their hands with soap and water or alcohol-free hand sanitiser before being served afternoon tea.



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- Afternoon teatime is a chance for children and staff to sit and relax and talk about their day. Staff will encourage good healthy eating and hygienic eating habits whilst with the children.
- Children will be seated whilst eating and drinking to minimise risks of choking and spillage.

### Sun protection procedures

- As stated by the NSW Cancer Council and the Bureau of Meteorology the sun's UV rays become strong enough to damage skin when the UV index is at 3 or above. Based on this information the measures of sun protective practices that we will implement at the Centre will be dependent on the UV index, according to the NSW Cancer Council.
- South Turrumurra also recognises the importance of vitamin D absorption from the sun and so will allow children exposure when the UV levels are below 3.
- On days when the UV index is 3 or higher, children and staff will follow sun safe strategies whilst playing outside.
- Children will check the UV index daily and record this on our sun protection poster. This process will be monitored by staff and is designed to create a sense of agency in children in regard to their own sun protection.
- Sun protection includes shade, hats, protective clothing and at least SPF 30+ sunscreen.
- When the UV is below 3, hats and sunscreen are not required unless requested by a parent/guardian for a specific child.
- When sun protection is required, children will wear hats and be provided with sunscreen on arrival.
- South Turrumurra will make use of both natural and built shaded play areas. When UV is extreme activities will be planned in shaded areas wherever possible.
- If children do not have a hat during peak UV times they will play indoors or under shaded areas.
- When UV is extreme children will only play in shaded areas.
- Parents are informed of the sun protection policy upon enrolment. If a child is identified as having an allergy or sensitivity to sunscreen parents will be asked to provide an alternative sunscreen.
- The program will integrate sun and skin protection awareness activities to provide education on sun safety.



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- Staff will role model SunSmart behaviours when attending the service by:
  - Wearing a hat
  - Applying Sunscreen
  - Using and promoting shade
  - Wearing SunSmart clothing
  
- Staff are provided with hats and sunscreen.

### Administration of First Aid

*When dealing with medical conditions, please refer to the dealing with Medical Conditions Policy.*

*When dealing with infectious diseases, please refer to the Dealing with Infectious Diseases Policy.*

*When dealing with an incident, injury, trauma or illness please refer to the Incident, Injury, Trauma and Illness Policy.*

- An HLTAID004 first aid certificate or willingness to undergo training is required for all new positions. Relevant staff will renew their certificates as required. The Centre will budget for the cost of the first aid course or renewal for each staff member as part of a training budget.
- At all times, at least one staff member on the floor will be qualified in HLTAID004 first aid. The nominated supervisor and any certified supervisors will also hold an HLTAID004 first aid training certificate.
- The Centre will have a minor first aid kit and an emergency first aid kit. In addition, all outdoor staff will wear a first aid bum bag, one of which being blue and equipped with epi-pens and an emergency whistle.
- First Aid kits will be suitably stocked for the maximum possible number of children in attendance. Refer to *the Incident, Injury, trauma and Illness policy* for restocking and first aid inventory.
- First Aid kits are in the cupboard with first aid signage in Room One. They are easily accessible to staff. Staff first aid bum bags are in a tub in the staff area.
- Staff will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it in the orientation process.
- Cold packs will be kept in the freezer for treatment of bruises and strains.
- Qualified first aiders will administer first aid for minor accidents and seek instruction from medical professionals for more serious incidents.
- Telephone numbers of emergency contacts and hotlines, including poisons Centre will be located next to the office phone.



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- The following procedure should be followed, regarding bodily fluids:
  - Disposable gloves should be worn when administering first aid or attending to children when bodily fluids are involved.
  - All bodily fluids will be treated as infectious.
  - All open sores and wounds are to be well covered.
  - Staff and children are to avoid contact with blood, faeces and urine. If unavoidable wash hands thoroughly with soap and hot water.
  - When cleaning bodily fluids on any surface; First wipe with disposable towel, disinfect area and wipe again with a new disposable towel. Wash area with hot soapy water and dry with rag. All cleaning materials are to be immediately disposed of in the hazards bin located in the first aid cupboard.
  - Any instrument used in treating the child should also be washed and disinfected after treatment. Thermometer probe covers are disposed of after a single use
  - Any individual who comes in contact with another's bodily fluid should shower and wash with soap immediately.
  - If an individual is bitten and the bite breaks the skin, both individuals may need tetanus booster injections.

The following procedure should be followed, regarding severe incidents:

- For incidents involving possible head trauma, refer to instructions on our head injury form, which are hung on the inside of the first aid cupboard doors. A parent will be called and provided accurate details of the incident. The form will then be completed and signed by parents on arrival. If signs of concussion or open head wounds are present, staff will call an ambulance first.
  - If a child arrives or becomes unwell during their time at after school care, they can rest and be monitored in a designated quiet area. Parents will be contacted.
  - For any incident which requires the attention of a medical professional, a serious incident report will be filled out and signed by parents and a report will be lodged with ACECQA within 24 hours of us finding out that medical attention was sought.
- Telephone numbers of emergency contacts are kept in the child's enrolment details in the digital enrolment system.



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### Water Safety

- The following are considered a body of water: Swimming pools, Water Fun parks, Wading pools, Lakes/lagoons, Ponds, Oceans, Bays, Harbours, Creeks, Dams, Rivers, Equipment used by the service that could contain 5cm or more of water and would allow the nose and mouth to be submerged at the same time.
- A risk assessment form will be completed and read by each staff prior to the commencement of a water-based activity. A copy of the risk assessment is to be taken to the location of the activity for reference.
- When children are participating in water-based play activities, staff will maintain close supervision.
- Prior to the commencement of any water-based activities staff will communicate rules to all children participating.
- Ratio of 1 educator to 5 children for swimming-based activities will be maintained.
- The hygienic state of the water will be assessed before play.
- Educators will ensure water troughs or containers for water play are filled to a safe level.
- Buckets and other vessels will not be left in a position where they might catch rain and collect water. The educator will ensure water is appropriately disposed of before moving away.
- Any buckets of water that may be used for cleaning or handwashing will not be left unsupervised near the children and will be emptied immediately after use.
- If any child is involved in an incident during water-based activities, parents will be notified as soon as possible and an incident, injury, trauma and illness record will be completed.
- Staff will handle heavy buckets for children, following WHS procedures when lifting and not exceeding 20kg in weight.
- Goggles will be worn to protect eyes if chemicals such as chlorine are present in the water.
- Games involving water pistols, water balloons, sponges or sponge balls will follow a “shoulders down only” rule to avoid water sprays around the head.
- If the area becomes too wet, staff will move the activity to a dry space to prevent slips and falls.

### Drinking water

- Children have access to safe clean water for drinking at all times.
- The water is checked regularly to ensure that it is safe and hygienic for consumption.