

Amberley Outside School Hours Care

HEALTH AND SAFETY

Food and Water

When Amberley Outside School Hours Care is responsible for providing food it shall be of good quality, nutritious and varied. Drinking water is provided and available at all times.

Staff

Criminal checks on all staff are undertaken.

Venue

We will ensure that the grounds, equipment and furnishings are safe, clean, hygienic and in good repair at all times. Every effort shall be made to maintain a vermin-free environment.

Environment

We aim to minimise any risk to the children in our care by providing the following:

- Alcohol and drug free environment
 - Smoke free environment
 - Sun-safe practices

We encourage all children to observe these practices.

First Aid

All staff are required to gain a Senior First Aid Certificate within 6 months of commencement. A qualified staff member shall be on site at all times so that in the event of an accident or illness first aid equipment and expertise is available.

Illness or Accident

In the event of a child suffering any illness or accident whilst in care we shall:

- Keep the child under adult supervision until the child recovers or another authorised person takes charge of the child.
- Seek medical attention if required and wherever possible, notify the parent/guardian/approved person of the accident or illness.

Infectious Disease

In order to protect the health of both staff and children it is necessary to minimise the risk of cross-infection by infectious diseases. We will be guided by the health authorities as to any exclusion periods for specific infectious diseases.

However, we respect the rights of the individual's privacy.

Medication

If at all possible we ask that prescribed medication be given at home rather than whilst the child is in care.

However, should medication be required it will be administered only, once an administered medication record form has been completed and signed. A letter from a medical Practitioner is also required.

Medication will be stored in a secure place.

Detailed records shall be kept of the medication used, date, time and dosage and the staff who administered it.

Emergency Procedures

To ensure the safety of the children emergency procedures will be practised on a regular basis and be consistent with other disaster plans used by the Venue.

Procedures are also in place in case of harassment and/or threat to the children by persons known and unknown to the service.

Pools

All ASA Standards will be met in regard to pool access and safety with pool filters also inaccessible to children.

All paddling and wading pools will be emptied after each use.

All water containers will be safely covered and inaccessible to children

Reviewed and Updated 18 November 2010

Reviewed and Updated 17 March 2011

Child Abuse

We aim to provide the children with ongoing support and an abundance of love and trust. Their welfare is our utmost priority.

In the OSHC environment we are aware of the issue of 'bullying' and all behaviour management strategies will be consistent with those operating within the school.

We offer an important link in the protection of children and the prevention of their neglect. This encompasses a broad range of omissions that endanger the child's well-being including failure to provide the necessary protection, food, clothing, shelter, medical attention hygiene and parental love.

Our caregivers' role in this regard is to offer family support, child protection and the provision of a stable, caring, positive learning and recreational environment.

Depending on the nature of the abuse staff will liaise with parents and discuss any concerns. Should the matter need further intervention the Service Co-ordinator will advise the Department of Families of the matter and seek their direction in which strategies to take.

Transport

All vehicles in which the children are transported shall comply with the appropriate road transport regulations.

The appropriate procedure will be followed in the event of a vehicle breakdown or accident.

Children will not travel from the venue without the written consent of the parent/guardian/approved person.

Animals

Any animal or bird kept at the venue will be adequately cared for in a clean and safe environment.

We will ensure the animal is not a source of infection which would be detrimental to the well-being of the children.

Lost Property

Any property left at the centre will be placed in the Lost Property Bins in the sports shed. The shed is open every afternoon and parents are welcome to check for any lost items.

These bins will be emptied at the end of each term and any remaining items (without names on them) will be given to Lifeline.

Emergency Contacts Register

The program keeps an up to date Emergency Contacts Register.
Parents should ensure contact details are always up to date.

Emergencies

If a child requires urgent medical attention (due to accident or sudden onset of serious illness), the following procedures will be adopted:

1. Render immediate first aid.
2. Contact parent/s if possible.
3. If appropriate, and will not cause undue delay in cases where hospital attention is indicated, either the family doctor or a local doctor known to the program staff will be contacted.
4. If necessary the child will be taken by ambulance to the nearest hospital. Parent/s will be advised, if contact was unable to be made earlier.

Ambulance

Children attending the OSHC program have ambulance cover.

Accident/Illness Forms

Any accident/illness sustained by children is recorded on an accident/illness form, dated and signed by a staff member. After reading accident/illness form parents are asked to counter sign the form.

Insurance

The Amberley District State School public liability policy has been extended to cover the OSHC program.

Sun Protection

The centre will encourage the use of sun protective clothing and SPF 30+ broad spectrum sunscreen. The centre should maximise the use of available shade for outdoor activities.

Children who do not have a hat and sunscreen will not be allowed to play in the sun!

Any objection to the application of our sunscreen a letter stating your objection needs to be given and you child will wear a long sleeve shirt and hat when playing outside.