

HEALTH AND SAFETY POLICY

This document provides advice to support schools to manage the health and safety of eKindy children when they are attending an eKindy session at an Education Queensland School site.

eKindy is a '**prior to school program**' and operates under National and State legislation, regulations, standards and policies that differ from those for schools. eKindy children are **registered for a kindergarten program** and **not enrolled** in a state school.

If your school is supporting eKindy families by operating a stand-alone service on your site, please be aware that you are required to operate the service '...in a way that protects a child from harm and promotes the child's health and wellbeing' (*Education and Care Services Act 2013 Part 1 Preliminary*).

Schools are responsible for ensuring eKindy parents understand the health and safety policy and maintain up to date medical and emergency contact information, emergency action plans, if required, and gain **written parental consent** for any treatment, including the provision of medications prescribed by a medical professional ([see example – Appendix 1 – Authorisation to administer medication](#)).

Supervision of eKindy children

The school hosting activity sessions for registered kindergarten children is responsible for ensuring each child's health, safety and well-being. Parents must be accountable for these children if the facilitator is paid from school funds.

Registered eKindy children/families may also arrange to attend a face-to-face session being offered in their area by any **eKindy teacher** (who may not be their regular teacher). The school hosting the activity session/s is responsible for their health, safety and well-being and must be accountable for these children.

When **registered** eKindy children are:

- **visiting** a school site, they must be supervised by their parent/designated carer. The parent/carer and child should 'sign in and out' as visitors
- **attending an eKindy day/session** supported by a **school-based facilitator**, a **maximum** ratio of **1 adult to 4 children** must be maintained at all times. The facilitator **cannot supervise school-age** children in addition to the kindy child/children.

** There **must not be more than 4 eKindy children** under the responsibility of the **eKindy facilitator**, even if there is more than one school-based staff member in attendance.*

- **attending a day/session led by an eKindy teacher** (4 years early childhood qualified), the adult-child ratio will be determined by whether:
 1. the facility is purpose built
 2. the toilets are visible (enable supervision) from inside and outside spaces
 3. other risks such as proximity to water, suitable fencing, safe surfaces and equipment need to be considered
 4. children's additional needs and experience with a similar environment need to be considered.

A qualified early childhood teacher employed as an **eKindy teacher** can supervise **up to 11 children** in a purpose-built facility where toilets can be supervised from inside and outside play spaces.

** A **purpose built facility** would include an indoor teaching space with **easy access to and supervision of toilet facilities and fenced outdoor space, with appropriate surfaces and equipment for pre-primary children.***

In a facility that is not purpose built and/or where toilets cannot be supervised from inside and outside play spaces, an additional adult will be needed to assist the qualified teacher and ensure an adult supervises any child who needs to use toileting facilities.

- In **other venues/facilities**, the adult to child ratios should increase to the extent required to ensure each child's health and safety. Considerations include:
 - no child can be left unsupervised in an indoor or outdoor space
 - an additional supervising adult is required in situations where children need to be taken to bathroom facilities that cannot be supervised from the indoor and outdoor space
 - additional supervising adults will be required to manage any other identified risks (e.g. inability to block access to kitchen or chemical storage areas)
 - a ratio of 1 adult to 2 children is required if in spaces that are not enclosed and fenced spaces, or if children are engaging in an excursion or walk
 - a ratio of 1 adult to 1 child is required if children are near or in unfenced water (e.g. swimming activities).

Water-based activities/swimming

Prior to organising water-based activities/swimming for kindy-aged children, a full risk assessment should be undertaken, emergency procedures identified and the relevant National regulations reviewed <http://www.acecqa.gov.au/national-regulations>.

During the activity:

- the focus for activities should be **appropriate to each individual child** and the activities should **focus on the significant learnings** identified in the *Queensland Kindergarten Learning Guideline*

- a 1 adult to 1 child ratio must be maintained in the pool, preferably with a qualified swimming instructor/teacher overseeing the session from the edge of the pool
- the swimming instructor/teacher/supervisor must hold a Senior first aid qualification with CPR and have access to a mobile telephone and lifesaving equipment
- ensure up to date medical information for each child has been reviewed and taken into account when planning activities
- specific written permission should be obtained from each parent that clearly indicates the adult/parent who will be responsible for the child's safety in the pool and how health and safety will be managed.

**** It is not recommended that eKindy children are involved in school events such as swimming carnivals, unless each child is under the responsibility of their parent/carer.***

Important supervision requirements:

- Non-registered kindy-aged children cannot attend an eKindy session, without a parent/carer remaining with them and supervising them at all times.
- Parents/carers should be made aware that if they agree to supervise another eKindy child, this is a **private arrangement**. The parent is responsible for the child, while the child is left in their care.
- If parents are required to engage in other activities while on the school site, the school will need to ensure appropriate support is provided to eKindy staff to ensure adequate supervision is maintained at all times and the educational program is not adversely affected.
- **School staff** should be advised that **eKindy children cannot be supervised with school-aged children** (e.g. during a play break). A **dedicated** adult must supervise registered eKindy children during school authorised activities/visits – maintaining a **maximum** ratio of **1 adult to 4 children**.
- Parents are responsible for supervising their eKindy registered child when visiting a school site without making an appointment/arrangement and/or when the eKindy teacher/facilitator is not able to work directly with the child.

Management of child and family information

- All registration/medical information will be entered into One School by BSDE.
- All printed copies of registration related information and formal reports (e.g. medical, therapy or other reports related to the child's learning and development) will be stored at the BSDE.
- Completed accident reports or medical information (e.g. administration of medication forms) should be kept on file at the small school site. This information is not required to be uploaded to One School.

Example of a checklist to guide planning for health and safety of eKindy children

School

- The school has informed parents of the 'eKindy at school' health and safety policies and procedures (**see example – Appendix 2**).
 - The school has made it clear when the parent/carer is responsible for the supervision and safety of their kindy-aged child.
 - The school has identified and communicated to facilitators and visiting eKindy teachers, **who the designated First aid officer is**, ensured this person has completed anaphylaxis and asthma training and that first aid equipment is easily accessible.
- * It is recommended that the eKindy facilitator undertake First aid training (including anaphylaxis and asthma training) where possible. They will also require access to a First aid kit or basic First aid items (e.g. gloves, band-aids, ice).**
- The school has identified and communicated to facilitators and visiting eKindy teachers, evacuation and emergency procedures for the site.
 - The school has identified and managed space to ensure outdoor space/s have shade, that children and staff have access to hand washing and drying facilities and suitable toilets.
 - The school has identified that indoor and outdoor spaces are safe and suitable for kindy-aged children and the size of the group attending. These must be checked regularly for safety (e.g. sand pits, climbing equipment and toys).
 - The school has identified processes (**see example – Appendix 3**) and made available products (e.g. gloves, wipes, disinfectant and paper towel), to minimise the transfer of infections and cleanliness of food preparation areas, surfaces, toys/equipment and mats/bedding.
 - The school has identified processes for promoting healthy eating, oral care and sun safety.
 - The school has made arrangements for rest periods and space if the program runs for more than 3.5 hours, or when a session continues after a lunch period.

Parents

- Parents have provided the **eKindy teacher** with a signed '*Medical information and permissions form*' (**see example – Appendix 4**) identifying any medical needs, general health information and management of any conditions.
- Parents have completed a '*Consent to share information*' form in order to authorise the eKindy teacher/BSDE to share medical and personal information with their **facilitator** (**see example – Appendix 5**).
- Parents have provided a copy of an '*Emergency Action Plan*' for their child (developed in consultation with their doctor), if their child has a significant medical condition (**see example – Appendix 6**).
- * Parents should be informed that the Action Plan will be on display in the room and shared with school staff members (including relief staff) so that they are aware of the child's condition and how to respond.**
- Parents have provided/checked the facilitator and/or eKindy teacher has up-to-date emergency contact information at all times.
- Parents are available onsite/can return to the site to manage a child who may require assistance with toileting, require a nappy to be changed or in the event of the child soiling their clothes.
- Parents are responsible for signing their child in and out each day. If the **parent is unable to collect** the child, then they need to **provide authorisation** for **another responsible adult** to collect their child (e.g. provide written authorisation for another adult to collect their child – such as an **emergency contact** who would be required to **show photo ID** and **have a photocopy** of their ID taken on arrival) (**See example – Appendix 4, page 2 – 'Emergency contact' section**).
- * Siblings or children under the age of 16 are not permitted to collect/sign out an eKindy child. If children are travelling by bus (e.g. if organised by the school), it is the parent's responsibility to arrange for a responsible person to ensure their child arrives to or from eKindy safely, and let the facilitator know of any changes/absences. This process should be finalised with the school principal (e.g. responsibilities of the parent, school or staff, responsible person to sign the child in/out).**
- * All care but no responsibility can be taken by the eKindy facilitator for eKindy children, until they are signed in/out of the eKindy room.**

Transport of children via private vehicle, mini-bus or bus

- Prior to organising kindy-aged children to travel in private cars, mini-buses or buses, please refer to '**Child restraints – questions and answers**' http://www.tmr.qld.gov.au/~media/Safety/Driver%20guide/Child%20restraints/Child_restraints_qanda.pdf for the most current laws related to child restraints.

Some key points:

- All children up to 7 years of age must be secured in a child restraint.
- The seatbelt rules apply to vehicles with 11 or 12 seats. All passengers must wear seatbelts if they are fitted. If seatbelts are fitted, child restraints must be used.
- A bus is a vehicle that has 13 or more seats. A bus does not need to be fitted with seatbelts and child restraints are not required.
- A parent/carer without a child restraint should not use one seatbelt to secure themselves and the child.
- The child's own child restraint can be used in the bus, however, prior arrangements may need to be made with the organisation providing the transport.
- If an exemption applies and the child is not seated in an approved child restraint, the child must not be seated in the front row of seats.

Useful links

- **National Quality Framework**
<http://acecqa.gov.au/national-quality-framework/introducing-the-national-quality-framework>
- **National Quality Standard (part of the National Quality Framework)**
 - *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*
http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/2014/NQF02%20Guide%20to%20ECS%20Law%20and%20Regs_web.pdf
 - *Quality Area 2 – Children’s health and safety*
<http://www.acecqa.gov.au/Childrens-health-and-safety>
 - *Quality Area 2 - Children’s health and safety (video)*
<http://acecqa.gov.au/national-quality-framework/nqf-video-resources#7>
- **Office of Early Childhood Education and Care**
 - *Site resources and things to consider*
<http://www.deta.qld.gov.au/earlychildhood/service/>
- **Infection and contagious diseases control**
 - *Exclusion and infectious diseases policy*
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf
 - *Contagious disease exclusion information/poster*
http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf
 - *Staying Healthy (information about preventing infectious diseases, infection and exclusion periods of common childhood diseases)*
http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf
- **Emergency health action plan**
 - *DET – Management of students with specialised health needs*
<http://tinyurl.com/pwv9wvm>
- **Anaphylaxis and allergy info**
 - *Australian Society of Clinical Immunology and Allergy (for anaphylaxis e-training, ASCIA Action Plans for Anaphylaxis, allergy fact sheets and other resources)*
<http://www.allergy.org.au/>
 - *Ways to administer anaphylaxis medication - e.g. EpiPen auto injector (video demonstration)*
<http://www.allergy.org.au/health-professionals/anaphylaxis-resources/how-to-give-epipen>
 - *Anaphylaxis Guidelines for Queensland State Schools*
http://education.qld.gov.au/schools/healthy/docs/anaphylaxis_guidelines_for_queensland_state_schools.pdf
- **Outside school hours care guidelines**
 - *‘My Time, Our Place’ – Framework for School Age Care in Australia*
<http://education.gov.au/my-time-our-place-framework-school-age-care-australia>
 - *Department of Education and Training – Policy and Procedure Register*
<http://ppr.det.qld.gov.au/education/management/Pages/Outside-School-Hours-Care-and-Vacation-Care.aspx>

APPENDIX 1

Example of medication register/authorisation to administer medication

eKindy MEDICATION REGISTER

Child's name: _____ Date of Birth _____

Please Note: All medication must be **clearly labeled** and/or be accompanied by a letter from the pharmacist/medical practitioner indicating the child's name, medication, dosage and time to be administered.

Note: No analgesics (pain relief medications) may be administered by Teachers or Support Staff.

For the duration of this activity on (insert date/s) _____,
my child, _____ requires the following medication.

Details of Medication

Name of Medication	Dosage	Times to be taken	Administered by teacher/staff member

Does medication need to be refrigerated? Yes/No

Signed _____ Date _____
(Parent/Guardian)

APPENDIX 2

Example of a 'eKindy at school' health and safety policy

Parents must notify the eKindy facilitator/school when a child will be absent due to illness and when they have an infectious/contagious disease. Other families need to be informed if their child may have come in contact with an infectious/contagious disease.

If children are suffering from an infectious/contagious disease (e.g. chicken pox or head lice) they **must be kept home** until all risk of passing on the infection has passed.

Please refer to the information poster about infection and exclusion periods of common childhood diseases, displayed in the eKindy room.

The eKindy facilitator is authorised to refuse admittance to any child showing symptoms of an illness that may affect the health of the other children, parents or staff.

Please **keep children at home** if they have a **cough or cold** or are **generally unwell**. The health and wellbeing of all the children, staff and families may be at risk, if children bring illnesses into the centre. Children who are unwell will not have a happy and positive day, even if they say they 'want to come' to kindy. Please do not let your child decide whether or not they are well enough to attend kindy.

If a child becomes ill while they are at eKindy, **the parent will be contacted**. Please ensure the eKindy facilitator always has the current/daily phone contact information for you or a person you authorise to care for and collect your child (emergency contact), if you are not available.

If a parent or authorised contact person is not available, the eKindy facilitator/school staff member will take whatever steps are considered to be necessary to ensure your child's wellbeing.

If your child requires medication, you will need to **complete a form to authorise** the eKindy facilitator/nominated staff member to administer the medication. You must provide a **letter from the doctor** with details of when to provide the medication and the dosage. Chemist provided labelling on prescription medication will not suffice.

Staff **cannot administer over-the-counter medications** to your child including paracetamol.

APPENDIX 3

Example of illness notification:

(See 'Useful links' page – 'Staying healthy' to access specific illness information)

Notification of illness: head lice

Please be aware there has been a confirmed case of head lice at [insert school name](#) eKindy.

What are head lice	Insects that live in the hair and suck blood from the scalp
Symptoms	Itching of the scalp
How is it spread?	Head lice spread from one person to another through direct head to head contact
Incubation	Eggs take 7-10 days to hatch and adult lice lay new eggs another 6-10 days later
Infectious period	Whilst lice and eggs are alive.
Exclusion period	Children do not have to be sent home if lice are detected. Children can return to eKindy once treatment has commenced.
Responsibilities of educators	Reduce head to head contact between children. Support parents and children by providing factual information about head lice.
Responsibilities of parents	Check your child's head regularly for head lice. If you find any lice or eggs, begin treatment immediately. Check for effectiveness of the treatment every 2 days until no lice are found for 10 consecutive days. Your child can return to eKindy once an effective treatment has commenced. Check for head lice in other family members as well.

If you have any questions regarding the above information, please do not hesitate to approach your eKindy Facilitator, [insert facilitator's name](#), or [insert school name](#) State School Principal [insert principal's name](#).

Kind regards,

[Insert facilitator's name and contact details](#)

[Insert principal's name and contact details](#)

APPENDIX 4

Example of a medical information form.

eKindy 2015 – Medical Information and Permission Form

This form must be completed by the parent/guardian for all children participating in eKindy activity sessions/days. The information you provide will assist staff to make sure that all children receive appropriate medical attention if the need arises.

A form must be completed for each child.

I understand that:

- the original of this form will be kept on file at the SDE that is supporting my child and will be available to other eKindy teachers/staff supporting my child during the year.
- it is my responsibility to complete a new form, if the information needs to be updated.
- forms received are current for 12 months (i.e. a school year) unless rescinded in writing by a parent/guardian.

SIGNATURE REQUIRED

Parent/guardian _____ Date _____

Please retain a copy of this form for your records.

Child's name		Date of birth	
eKindy Teacher		SDE	
Name of Parent/Caregiver		Cluster/Area	
Contact Telephone		Mobile	

eKINDY MEDICAL PERMISSION AND AUTHORISATION

2014

As a Parent/Guardian of _____ (child)

I, _____ (parent/guardian) give my consent for him/her to participate in eKindy activity sessions, and I agree to delegate my authority to the Staff involved.

I authorise teachers/staff to take whatever action they deem necessary to ensure the safety, well-being and successful conduct of the children as a group, or individually during eKindy activity sessions.

I also authorise the teachers/staff to obtain medical assistance/treatment that they deem necessary and agree to pay all medical expenses incurred on behalf of the above child.

I submit the medical information (see page 2) about the above child and include details of limitations that he/she has for the activity concerned. **Any change in the medical status of the child will be notified immediately in writing to the eKindy teacher/s involved in delivering activity sessions.**

Note: The Department of Education Training and the Arts does not have Personal Accident Insurance cover for students.

Signed _____ Date _____
(Parent/Guardian)

Privacy Statement for eKindy

The Department of Education, Training and Employment (the department) is collecting personal information on this form in accordance with Chapter 19, Part 1A of the Education (General Provisions) Act 2006. The information will be used to:

- administer and plan for the provision of appropriate education and support services to children and families;
- assist departmental staff to maintain the good order and management of schools, and to fulfill their duty of care to all children and staff; and communicate with families and children.

The information will be accessed by authorised employees within the department. Personal information will not be disclosed to any other person or agency unless you consent or the disclosure is authorised or required by law. Personal information will be stored securely. If you wish to access or correct any of the information on this form or discuss how it has been dealt with, please contact the school with which you have registered in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school with which you have registered in the first instance.

Continue to page 2

eKindy 2015 – Medical Information and Permission Form

eKINDY MEDICAL INFORMATION

Child's name: _____ Date of Birth _____

Date this information was provided: _____

Condition		Nature of the condition and treatment/response required
1. Recent serious illness or operation	Yes/No	
2. Heart Problems	Yes/No	
3. Asthma/other Respiratory Problems	Yes/No	
4. Anaphylaxis: Trigger/s _____ My child has an <u>EpiPen</u> .	Yes/No Yes/No	
5. Allergies/reactions (food/medications/other)	Yes/No	
6. Epilepsy	Yes/No	
7. Diabetes	Yes/No	
8. Anxieties/phobias	Yes/No	
9. Toileting/Bed Wetting/Soiling	Yes/No	
10. Medications required Note: You will need to complete the medication register (form) on the day of any activity session/s, if medications is to be administered to your child.	Yes/No	
11. Other: _____	Yes/No	
12: Ambulance coverage* Note: Queensland residents have automatic pre-hospital emergency ambulance coverage.	Yes/No	

Emergency Contact: _____

Telephone: _____ Address: _____

Medicare Number: _____

Medical Benefits Number: _____

* Non-Queensland residents without Ambulance cover will be required to pay costs for Ambulance services, if required.

My child has received and is up to date with the following immunisations.

Note: This information will assist us, to notify you if your child may have come into contact with an illness that they have not been immunised against.

Type	Up to date
Tetanus Date of last booster _____	Yes/No
Hepatitis B (Birth, 2, 4, and 6/12 months)	Yes/No
Diphtheria; Tetanus; Pertussis, Polio, Hib, (2, 4, 6, 12 months)	Yes/No
Pneumococcal (2, 4, 6 and 18 months)	Yes/No
Meningococcal C (12 months)	Yes/No
Measles, Mumps, Rubella, Varicella (18 months) OR Measles, Mumps, Rubella (4yrs)	Yes/No

Signed _____
(Parent/Guardian)

Date _____

APPENDIX 5

Consent to share information with the small school supporting your child

1. Complete the form.
2. Tick the boxes to show you give consent.
3. Sign the form by hand.
4. Scan or fax a copy of the form to your child's eKindy teacher.



Parental consent to share information

I/we consent to the eKindy program (BSDE) staff providing a copy of following forms/information to the _____ State School, that is supporting my eKindy registered child _____ (insert child's name).

eKindy 2015 - Medical information and permissions form

Child and family information form

I understand:

- it is my responsibility to complete a new form/update information and provide them to my child's eKindy teacher and the above small school
- forms and information received are current for 12 months (i.e. a school year) unless rescinded in writing by a parent/guardian.

Parent/carer

name(s):.....

Signed:..... Date:.....

Parent/Carer(s) (please delete one)

Privacy Statement for eKindy


The Department of Education, Training and Employment (the department) is collecting personal information on this form in accordance with Chapter 10, Part 1A of the Education (General Provisions) Act 2000. The information will be used to:

- administer and plan for the provision of appropriate education and support services to children and families;
- assist departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all children and staff; and, communicate with families and children.

The information will be accessed by authorised employees within the department. Personal information will not be disclosed to any other person or agency unless you consent or the disclosure is authorised or required by law. Personal information will be stored securely. If you wish to access or correct any of the information on this form or discuss how it has been dealt with, please contact the school with which you have registered in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school with which you have registered in the first instance.

APPENDIX 6

Example of allergy/emergency action plan:



www.allergy.org.au

ACTION PLAN FOR Anaphylaxis

For use with EpiPen® adrenalline autoinjectors

Name: _____ Date of birth: _____

Photo

Confirmed allergens: _____

Family/emergency contact name(s): _____


Work Ph: _____ Home Ph: _____ Mobile Ph: _____

Plan prepared by: Dr: _____

I hereby authorize medication specified on this plan to be administered according to the plan.

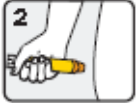
Signed: _____ Date: _____ Date of next review: _____

How to give EpiPen®



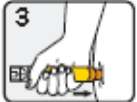
1

Form fit around EpiPen® and **PULL OFF BLUE SAFETY RELEASE.**



2

PLACE ORANGE END against outer mid-thigh (with or without clothing).



3

PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds.

REMOVE EpiPen. Massage injection site for 10 seconds.

Instructions are also on the device label and at: www.allergy.org.au/anaphylaxis.

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help.
- Locate EpiPen® or EpiPen® Jr adrenalline autoinjector.
- Give other medications (if prescribed).....
- Phone family/emergency contact.

Mild to moderate allergic reactions may not always occur before anaphylaxis

Watch for ANY ONE of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

- 1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.**
- 2 Give EpiPen® or EpiPen® Jr adrenalline autoinjector.**
- 3 Phone ambulance*: 000 (AU) or 111 (NZ).**
- 4 Phone family/emergency contact.**
- 5 Further adrenalline doses may be given if no response after 5 minutes, if another adrenalline autoinjector is available.**

If in doubt, give adrenalline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally.
EpiPen® is generally prescribed for adults and children over 5 years.
EpiPen® Jr is generally prescribed for children aged 1-5 years.
*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

IF UNCERTAIN WHETHER IT IS ANAPHYLAXIS OR ASTHMA

- Give adrenalline autoinjector **FIRST**, then asthma reliever.
- If someone with known food or insect allergy suddenly develops severe asthma like symptoms, give adrenalline autoinjector **FIRST**, then asthma reliever.

Asthma: Y N Medication: _____

© ASCIA 2015. This plan was developed as a medical document that can only be completed and signed by the patient's treating medical professional and can only be altered with their permission.