



Bangalow Community Children's Centre
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Wellbeing Policy

Reviewed May 2019

Legislation:	Education and Care Services National Regulations 2011 Education and Care Services National Law 2011
Reference:	National Quality Framework resource Kit (2011) Staying Healthy in Early Childhood Education and care services - Preventing infectious diseases in child care - 5th Ed. (2012) Health and Safety in Children's Services Model Policies and Practices - Second Ed. (2003)

Introduction

Bangalow Community Children's Centre endeavours to take all necessary actions to prevent incident, injury, trauma and illness within the service. However, we recognise that even with due diligence, incident, injury, trauma and illness can still occur. Clear guidelines and procedures ensure a prompt and consistent response should an event occur.

Illness in infants and young children can progress very quickly. If there is any doubt, seek medical advice without delay.

Educators are not responsible for decisions about the primary health care of sick children. Sick children need to be in the care of their families so that parents/carers can make the relevant important decisions.

Goals

To ensure the Service and all Educators will effectively and consistently respond to incident, injury, trauma and illness should this occur at the service.

To ensure the safety and wellbeing of children, educators and visitors.

To communicate to families, the services policies and practices regarding incident, injury, trauma and illness.

To maintain records of incidents related to children's safety, health and wellbeing.

Practices

- It is essential that families/educators provide the service with up-to-date records of primary and secondary emergency contact phone numbers in case of sudden illness or emergency. These people should be within a close distance of the service. It is requested that parents/educators be aware of those people they list as emergency contacts at the service and that if, for any reasons, they feel that either person is no longer suitable, they make alternative arrangements and notify the service immediately. Such contacts must identify themselves as an emergency contact and provide ID to educators before removing children from the service.
- All visitors must register in our visitors book and list the organisation/institution they are from.
- Emergency contacts should be people who can be contacted at the supplied phone number throughout the day and who would be normally available to come to the centre in the case of an emergency and who ideally live in close proximity to the service.
- In the event of a child emergency, the child may be in some emotional distress, in which case, an emergency contact should be a person friendly with and familiar to the child.
- In the case of an emergency, the service educators will first try to contact one of the primary contacts and will then resort to the contacting of an emergency contact if primary contacts cannot be contacted.
- If parents are going to be away from their usual contact phones during a day, it is asked that they inform staff of their phone number during the day. If this is a regular alternative to the home or business contact, it should be updated on the child's file.
- Written authorisation for educators to seek urgent medical, dental, hospital treatment or ambulance service and consent to carry out appropriate medical, dental or hospital treatment is to be signed on the

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- enrolment form by families and on the child's profile form for educators
- All staff are expected to hold a current Australian Standard First Aid Qualification and participate in annual CPR, anaphylaxis and asthma management training

If staff recognise symptoms of illness displayed by adults or children throughout the course of the day and believe they require medical attention, parents/carers will be contacted. Some of these signs and symptoms include:

Temperature reaches 38 degrees or above	Drowsiness
Crying readily but not easily comforted	Distressed
Less alert and eye contact than normal	Less interest in their surroundings
Lethargy and decreased activity	Wants to constantly lie hold or be held
Breathing difficulty	Blue around mouth
Pale skin	Poor circulation, cold/blue hands and feet
Loss of appetite	Dehydrated, not drinking water
Poor urine outlet, fewer wet nappies	Unusual red or purple rash
Stiff neck	Sensitivity to light
General irritability	Unexplained pain
Constant coughing and sneezing	Diarrhea
Vomiting	Runny or blocked nose, clear or green discharge
Watery eyes	Headache
Difficulty swallowing	Complaining of a sore ear
They have contracted a tick.	A child has a contagious condition (refer to Keeping Healthy in Childcare)

In the event of a serious accident or medical condition, educators will follow first aid procedures. An ambulance will be called for cases of anaphylaxis, head trauma, choking, blocked airways, suspected broken bones, deep lacerations where bleeding can not be stemmed

Follow First Aid Procedures:

D Danger
R Response
S Send for help
A Airways
B Breathing
C Compression
D Defibrillation

- Educators who identify a serious incident/medical condition must alert support staff and Director to the problem.
 - * Stay calm
 - * Attend to patient - reassure patient
 - * Ensure other children/adults are supervised.
 - * One educator contact doctor (or ambulance) and primary or emergency contacts
 - * Continue to stay with patient until help arrives or patient is collected.
 - * Record an incident and illness report.
- Dangerous products: Where a child/adult inhales/swallows a dangerous product the Safety Data Sheet is immediately referred to (stored inside POISON cupboards) and action followed. Advice from the Poisons Information Centre may be obtained 131126
- The educator must ensure that if a child has an accident or becomes ill, at the service that:
 - the child is kept under adult supervision until the child recovers or a parent of the child or some other responsible person takes charge of the child, and
 - if the child requires medical aid, all reasonable attempts are taken to secure that attention, and
 - every reasonable attempt is made to notify a parent of the accident/incident or illness as soon as practically possible, and

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- The child is returned as soon as possible to the care of the person responsible for the child.
- Educators must ensure that a written record of the accident/incident/illness is given to the child's parent and a copy is kept in the child's file.
- Staying Healthy in Child Care is used as a guide to determine exclusion periods for children who are ill.
- A parent or other responsible person is to be notified of any authorised medication administered to a child and of any other matter concerning the child's health that they have knowledge of.
- Primary contact educators must ensure that if a child has a serious incident that causes hospitalisation or death while being provided care within the service, notice of the accident is immediately given to the nominated supervisor.
- The nominated supervisor is responsible for reporting to relevant authorities within 24hrs. (see Notifying Regulatory Authorities Policy)
- Educators and support staff will participate in risk identification procedures and develop strategies to minimise any potential risks or safety hazards. These will be documented and communicated to staff, families and children where appropriate.
- Parents are asked to communicate any health or medical concerns in writing to educators through a child wellbeing plan that is available at the centre. Families are encouraged to update any changes to this plan as they occur through verbal communication with room educators, email to administration or notifying nominated supervisor.

National Regulations

- 85 Incident, injury, trauma and illness policies and procedures
- 86 Notification to parents of incident, injury, trauma and illness
- 87 Incident, injury, trauma and illness record
- 88 Infectious diseases
- 89 First aid kits
- 97 Emergency and evacuation procedures
- 161 Authorisations to be kept in enrolment record
- 162 Health information to be kept in enrolment record

National Quality Standard

- 2.1.1** Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
- 2.1.2** Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.1.3** Healthy eating and physical activity are promoted and appropriate for each child.
- 2.2** Each child is protected.

Related Policies

- Accident Prevention Policy
- Administering Medication Policy
- Allergies and Anaphylaxis Policy
- Asthma Policy
- Child Safety Checklists
- Dangerous Chemicals and Substances Policy
- Death of a Child Policy
- Dental Care
- Enrolment Policy
- Evacuation Policy
- Food Nutrition and Safety Policy
- Hand Washing Policy
- Illness Policy
- Immunisation Policy
- Infectious Diseases and Exclusion Policy
- OHS, Safety and Compliance Policy
- Safe sleep Policy

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Supervision Policy

Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQS and standards will be considered.

Any changes to this policy will be communicated to families and staff.

Relevant Forms

Notification of an Accident in Child Care Form (Community Services)

Bangalow Community Children's Centre

The **Wellbeing policy**
has been read, understood and reviewed by:

[illegible]

Bangalow Community Children's Centre

Comments on Wellbeing policy

[illegible]