

MICHAEL PARK KINDERGARTEN POLICY

HEALTH & SAFETY

Rationale

In accordance with the requirements of the Education, (early childhood services) Regulations 2008 (46), the Rudolf Steiner Schools Trust (RSST) is required to:

- take all reasonable steps to promote the good health and safety of children enrolled in the service
- take all reasonable precautions to prevent accidents and the spread of infection among children enrolled in the service; and
- take all reasonable steps to ensure that the premises, facilities, and other equipment on those premises are kept in good repair; maintained regularly; and used safely and kept free from hazard
- take all reasonable steps to ensure that appropriate procedures are in place to deal with fires, earthquakes, and other emergencies

Guidelines

Responsibilities of all workers

The RSST will ensure, as far as it is reasonably practicable, that the health and safety of all persons is not put at risk from work carried out as part of its operations or undertakings. Health and safety is everyone's business, and everyone is expected to share in our commitment by ensuring their own well-being and that of others around them and avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind. This expectation applies to all paid workers, volunteers, contractors, trainees, trustees and adult whānau.

A Safe and Healthy Environment

The Rudolf Steiner Schools Trust will provide an environment including premises, furniture, furnishings, fittings, equipment and materials that are safe, hygienic, fit for purpose and appropriate to the age of the children (HS1), arranged/installed to reduce the risk of serious injury or damage (HS 6) and maintained in good condition. Environmental considerations will take into account warmth of the rooms (HS 13), safe storage and temperature of water (HS14) and noise levels (HS 15). This also includes providing suitable materials, equipment, facilities to ensure health and safety and establishing and implementing work-safe methods and practices and complying with all relevant health and safety legislation, standards and codes of practice.

Health and Safety Committee

A Health and Safety Committee involving the school's Health and Safety Officer and staff representatives from various areas of the school will be established and meet regularly to monitor and review health and safety systems, address any issues which arise, and promote the health and

REVIEWED: 2016

RELATED POLICY: Education (Early Childhood Services) Regulations 2008 – Regulation HS1, HS2, HS3, HS4, HS5, HS6, HS7, HS8, HS12, HS13, HS14, HS15, HS17, HS19, HS20, HS21, HS26, HS27, HS28, HS29, HS30

safety of all children and staff. This committee will report to the RSST through the board report. A health and safety officer will be appointed for the kindergarten who will liaise with the health and safety committee through the caretaker.

Emergencies

In the event of disaster, Michael Park needs to be ready to respond. Michael Park School and kindergarten will have plans and emergency supplies in place to deal with foreseeable emergencies. This includes an approved fire evacuation scheme (HS 4), lock-downs and pandemic planning (HS7). Drills and evacuations will be organised (HS 5) and regularly practiced (HS 6) and the outcomes reported to the RSST through the board report (HS 8).

Crisis Management

Early childhood centres are susceptible to the effects of a critical event, either directly within the operational life of the kindergarten or an associated event. Such a critical event for the purpose of this policy includes death or serious accident, contagion, fire, armed or dangerous person intrusion. In such events the RSST will ensure that a Crisis Management Team is convened to develop, implement and review an appropriate action plan to ensure the well-being and safety of staff and students, and to take into account the best interests of all those concerned, including parents and whānau and members of the community

Communicable Diseases

The RSST's responsibility with regard to providing a healthy and safe work and learning environment includes protection from those carrying communicable diseases. This includes providing timely and appropriate information to parents, staff and students while safeguarding the privacy of members of the school community. The kindergarten also has the authority (within employment laws) to take the necessary steps to ensure a staff member does not put other staff or students at risk (HS 26).

The centre manager will exclude from the kindergarten any person employed or involved in the kindergarten, including parents and visitors, who they have reasonable grounds to believe are in a state of physical or mental health that presents any risk of danger to children or has an infectious or contagious disease or condition. Pandemic planning and responses will be coordinated in consultation with the school.

Children who become unwell while attending the kindergarten will be kept at a safe distance from other children and sent home without delay (HS 26). No child or adult or adult experiencing vomiting or diarrhoea will be admitted to the centre until **48 hours** after all symptoms have stopped. Length of exclusion from the centre will be consistent with public health requirements. Immunisation records will be collected at enrolment and updated at parent evenings.

Handwashing procedures will be promoted and children will be washed when they are soiled or pose a risk to themselves or others (HS30).

Administering Medication

Medicines will not be given to children unless it is given by a doctor or ambulance personnel in an emergency, or by the parent of the child without the prior written authority of a parent. (HS 28). Staff will not be required to administer medicine that does not have the parents' specific written consent detailing the type of medicine, dosage and frequency or administer medicines that are expired, when the instructions are inadequate or inconsistent with packaging. A written record of medicine administration and training to administer medicines will be maintained (HS 29). Staff will

not administer Pamol or other medicines that mask pain and illness symptoms. Staff will administer antibiotics but only after **48 hours** after the first dose has been consumed.

First Aid

If a child requires first aid, this will be administered or supervised either by a staff member who holds a current first aid certificate, or is a registered medical practitioner, qualified ambulance officer or paramedic. A record of staff holding first aid certificates will be maintained. In addition to conventional first aid, selected Weleda first aid products will be used, specifically hypercal, combudoron and arnica. All practical steps will be taken to get immediate medical assistance in case of serious injury or illness (HS 27), and to notify a parent or caregiver of what has happened.

Accident Register

All accidents causing injury including accidents of staff, parents and visitors will be reported, recorded and investigated (HS 27)

Hazards

Michael Park will ensure it has an effective system for identifying hazards and either eliminating, isolating or minimising any hazard likely to cause harm. Hazard identification and management will be documented (HS 12) in a hazard register and include an annual building warrant of fitness, inspections of electrical appliances, maintenance of fire alarm systems, playground safety checks, poisonous plant identification and prioritise maintenance expenditure.

Sun Safety

Kindergarten programmes will be structured to reduce children to UV exposure at peak times. Children and adults in the centre will be required to wear sun hats outdoors in terms 1 and 4.

Laundering

A procedure that details the safe and hygienic laundering of linen and the system in place for the regular washing of bedding and soft materials/resources used by adults and children will be displayed by the washing machines, and consistently implemented (HS2).

Cleaning

A cleaning schedule, cross contamination procedures and a procedure for safe storage of cleaning agents will be developed and consistently implemented. (HS 12)

Nappy Changing

A procedure for the changing of nappies that details safe and hygienic procedures and that children are treated with dignity and respect, will be displayed near the nappy changing facilities and consistently implemented (HS3).

Monitoring Children's Sleep

Beds and sleeping mats will be spaced and arranged in accordance with HS10 and hygienically stored when not in use. A procedure for monitoring children's sleep will detail that no child will have access to food or liquid while in bed and a record of checks for warmth and breathing taken at least every 5-10 minutes, and will be displayed and consistently implemented (HS 9)

Healthy Foods

Michael Park School will promote healthy foods and nutrition as part of its commitment to promoting healthy eating and lifestyles. A planned menu will be displayed on the notice board. (HS 19). A record of food served in the centre will be maintained (HS 19) and food safety procedures followed (HS 20). Children will be supervised when eating (HS 22) and able to access water independently (HS 21).

Education Outside the Classroom (EOTC)

EOTC refers to all kindergarten activities that take place off-site. EOTC can make a substantial contribution to children's intellectual, social and emotional development. It provides opportunities for learning not available under normal circumstances in the kindergarten. Consent for walks in Michaels Avenue Reserve, immediate neighbourhood and Michael Park School is collected at enrolment and local walk procedures followed. All other outings including outings will be advised to parents in writing, require specific consent and be subject to school EOTC approval processes. This includes the implementation of all health and safety procedures such as a detailed risk assessment and management plan (RAMS), meeting adult/student ratios, transport arrangements (HS 17), and submitting event applications for approval in accordance with prescribed timelines and procedures. An EOTC Officer will be appointed who is familiar with the school systems and documentation for EOTC and who will provide guidance to teachers who are planning EOTC events. (HS 17)

Child Protection

Michael Park School aims to uphold the safety and wellbeing of children by ensuring that there are appropriate child protection systems in place. This includes mandatory reporting of suspected abuse and alerting relevant agencies. All practical steps will be taken to protect children from exposure to images or materiel of an explicitly sexual or violent nature.

Alcohol, Drugs and Substance Abuse

Michael Park is a smoke, alcohol and drug free environment. No smoking is allowed on site at any time. Alcohol may be served to adults at school related functions with the approval of the College of Teachers in advance and only in circumstances where a liquor license is obtained to control the sale of liquor and prevent the sale of liquor to under-age people. All hire of facilities for school events will be subject to this policy. The kindergarten manager will exclude from the kindergarten any person under the influence of alcohol or any substance that has a detrimental effect on their functioning or behaviour. Consumption of drugs or possession of drug related paraphernalia will be reported to police.

Cyber-safety and ICT

Michael Park School's Cyber-safety policy applies to all employees and to all students. It also applies to other professional trainees assigned to the school from time to time, relief teachers and those in the Community Education Programme. Michael Park School will maintain procedures and guidelines to ensure the appropriate use of communication technologies and the internet with the overall goal of maximising the educational benefits while minimising the risks. Access to social networking sites is not permitted at school. Michael Park School reserves the right to access and review all use of its computers and/or network facilities either during or outside school hours.

Wellbeing

The RSST acknowledges that teaching, by its very nature, carries with it stressful situations which cannot necessarily be alleviated. The Board aims to provide support and assistance to staff in times

of stress and to work towards maintaining a healthy workplace. This includes promoting awareness of workplace stress and reducing, as far as possible, unreasonable workplace stress on employees.

Induction and Training

Appropriate health and safety training will be provided to all staff annually and during the induction of new staff.

Ratified by RSST:



Signed for RSST

Date: 27/07/2016