

**Law & Regs****Law Section 51(1)(a) Conditions on service approval (safety, health, and wellbeing of children)**

A service is operated in a way that— (a) ensures the safety, health and wellbeing of the children ... **Regulation 77 Health,**

**hygiene and safe food practices (1)& (2)** The approved provider and nominated supervisor... must ensure that nominated supervisors and staff members of, and volunteers at, the service implement— (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food— to minimise risks to children .... **Penalty: \$2000.**

**Regulation 85 Incident, injury, trauma and illness policies and procedures** The incident, injury, trauma and illness policies and procedures ...required under regulation 168 must include procedures to be followed by nominated supervisors and staff members of, and volunteers at, the service in the event that a child—(a) is injured; or (b) becomes ill; or (c) suffers a trauma.

**Regulation 86 Notification to parents of incident, injury, trauma and illness** The approved provider ... must ensure that a parent of a child ... is notified as soon as practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while the child is being educated and cared for ....**Penalty: \$2000.**

**Regulation 87 Incident, injury, trauma and illness record (1)** The approved provider ... must ensure that an incident, injury, trauma and illness record is kept in accordance with this regulation.

**Regulation 88 Infectious diseases** If there is an occurrence of an infectious disease ..., the approved provider ... must ensure that reasonable steps are taken to prevent the spread of the infectious disease .... **Penalty: \$2000.** (2) If there is an occurrence of an infectious disease ..., the approved provider ... must ensure that a parent or an authorised emergency contact of each child ... is notified ...as soon as practicable. **Penalty: \$2000.**

**Regulation 89 First aid kits** The approved provider ... must ensure that first aid kits are kept in accordance with this subregulation, ... (a) an appropriate number of first aid kits must be kept having regard to the number of children being educated and cared for by the service; and (b) the first aid kits must be suitably equipped; and the first aid kits must be easily recognisable and readily accessible to adults, having regard to the design of the ... premises. **Penalty: \$2000.**

**Regulation 90 Medical conditions policy. Regulation 91 Medical conditions policy to be provided to parents. Regulation 92 Medication record (1)** The approved provider ... must ensure that a medication record is kept that includes the details set out in subregulation (3) for each child to whom medication is or is to be administered ... **Regulation 93**

**Administration of medication (1) & (3)** The approved provider and nominated supervisor... must ensure that medication is not administered to a child ... unless — (a) that administration is authorised; and (b) the medication is administered in accordance with regulation 95 or 96. **Penalty: \$2000.** (2) The approved provider ... must ensure that written notice is given to a parent or other family member of a child as soon as practicable, if medication is administered to the child under an authorisation referred to in subregulation (5)(b). **Penalty: \$1000.**

**Regulation 94 Exception to authorisation requirement—anaphylaxis or asthma emergency (1)** Despite regulation 93, medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency. (2) If medication is administered under this regulation, the approved provider or a nominated supervisor ... must ensure that the following are notified as soon as practicable— (a) a parent of the child; (b) emergency services.

**Week 19, 17 to 21 June 2024 – 2.1.2 Health practices and procedures**

## Regulation 95 Procedure for administration of

**medication** Subject to regulation 96, if medication is administered to a child ...— (a) the medication must be administered— (i) if the medication has been prescribed by a registered medical practitioner, from its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use by date; or (ii) from its original container, bearing the original label and instructions and before the expiry or use by date; and (b) the medication must be administered in accordance with any instructions— (i) attached to the medication; or (ii) any written or verbal instructions provided by a registered medical practitioner; and (c) ... the following must be checked by a person other than the person administering the medication— (i) the dosage of the medication to be administered; (ii) the identity of the child to whom the medication is to be administered.

There are **things** that you need to do with your service and educators.

- (1) Review the points from the Law and make yourself familiar with them. Conduct the compliance test with your educators to check their knowledge.



Video  
Training

- (2) To help your educators learn watch this online video explaining How to support children's health 2.1.2. Click below.

<https://vimeo.com/596413080/6ebb0a66af?share=copy>

- (3) Add to your folder the daily planner so you can document and show the assessor how you are working with educators. Use documents provided in this section.
- (4) Guide your educators to ensure they are at the meeting level, use the examples in the educators' section and the checklist to help you know exactly what is required.
- (5) Explore the exceeding themes with the examples in the educators' section and your section for critical reflection and families and communities.
- (6) Work with your Nominated Supervisor and edit the QIP (SAT for NSW) template provided by Centre Support to ensure it is reflecting your service's practices.

## Week 19, 17 to 21 June 2024 – 2.1.2 Health practices and procedures

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## Compliance test for educators

**Instructions: Nominated Supervisor is to** conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Sally asks what the cut-off time for notifying parents about incidents is? Please reply.		
Miss Nel says it's not fair she got in trouble just because she completed an incident record 2 days after the incident occurred. Was it fair?		
Mr Chris asks what the Regs say you need to include in First Aid Kits. Please respond.		
Miss Maddie asks if the Regs require different medication records where medication is administered on an ongoing basis. Do they?		
Miss Dolly says medication doesn't always have to be authorised before it's administered. Is she right?		

## 2.1.2

### Health practices and procedures

Effective illness and injury management and hygiene practices are promoted and implemented.



Week 19  
17.6.2024

*Section 8. Role of the Educational Leader (Educational Leader)*  
Detailed guidelines for the Educational Leader.

#### Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 17.6.24	Training on effective illness and injury management.	Educators	Collaborate with educators to review and update the service's illness and injury management policies and procedures.	Conduct regular inspections of the learning environment to ensure cleanliness and hygiene standards are maintained.
Monday 17.6.24				
Tuesday 18.6.24				
Wednesday 19.6.24				
Thursday 20.6.24				
Friday 21.6.24				

General thoughts or ideas

#### Week 18, 12 to 16 June 2023 – 2.1.2 Health practices and procedures

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*Effective illness and injury management and hygiene practices are promoted and implemented.*

**Looking at the element in detail** - A service reviewed what the NQF Guide said about element 2.1.2 and understood educators must model and implement:

- effective ways to manage children's illnesses and injuries
- infection control and hygiene procedures
- risk management approaches
- safe food practices (preparation, transport, storage).

This element covers a lot of different topics. We've picked a few points from each topic for you to reflect on in relation to your educators and educational program.

**Illness and Injuries** - Do all educators:

- advise parents asap
- complete incident/injury record properly and asap
- understand and report serious incidents within 24 hours
- understand Service first aid procedures and practices
- understand Service practices in relation to administering pain relief medication (see Administration of Medication Policy)?

**Infection control** -Do all educators:

- discuss and implement exclusion periods and practices with families eg refer to Infectious Disease Policy and Staying Healthy, provide families with relevant Staying Healthy fact sheets, tell families they must take sick children home, provide advice about length of exclusion and when medical certificate required
- isolate ill children from others if they may be infectious
- disinfect after cleaning if risk of infectious material
- include learning about germs and how they're transmitted in the program, and use 'teachable moments' to extend learning?

**Hygiene** - Do all educators:

- consistently model the hand washing, cough and sneeze practices etc they teach children
- clean dirty surfaces as soon as possible without waiting for scheduled cleaning time
- change soiled nappies outside of nappy change time
- complete cleaning and hygiene duties thoroughly and on time
- wear gloves when they may have contact with body fluids, and put them on/take them off correctly ie in ways that don't risk cross contaminating clean surfaces and clothes?

**Risk management** - Do all educators:

- stay alert to situations which may compromise Service hygiene and health practices
- take action to eliminate or reduce risks in those situations
- consider hygiene and health issues when organising group activities?

**Safe Food Practices** - Do all educators:

- understand the 4 hour/2 hour rule about timeframes for keeping perishable food at room temperature
- follow medical plan and risk minimisation requirements for children with food allergies/anaphylaxis
- follow Service procedures for heating breast milk and formula eg never heating breast milk in microwave?

How will you support educators to effectively implement element 2.1.2?



## **Compliance test for educators ANSWERS for this week.**

**Instructions: Nominated Supervisor is to** conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

<b>Questions</b>	<b>Response</b>	<b>Pass or Fail</b>
Miss Sally asks what the cut-off time for notifying parents about incidents is? Please reply.	Reg 86 'Notification to parents of incident, injury, trauma and illness' says parents must be advised no later than 24 hours after the incident (but asap).	
Miss Nel says it's not fair she got in trouble just because she completed an incident record 2 days after the incident occurred. Was it fair?	Yes. She breached Reg 87 'Incident, injury, trauma and illness record' which says incident records must be completed no later than 24 hours after the incident occurred.	
Mr Chris asks what the Regs say you need to include in First Aid Kits. Please respond.	The Regs don't have a list of contents. Reg 89 'First aid kits' says kits must be 'suitably equipped'. This means they must include items that might be needed if there's an injury. Services need to review Kit contents from recognised authorities (eg Safe Work Australia), and also review previous incidents at the Service to ensure potential items needs are included.	
Miss Maddie asks if the Regs require different medication records where medication is administered on an ongoing basis. Do they?	No. Reg 92 'Medication record' makes no distinction between long- and short-term administration of medication. The details which must be recorded accommodate both scenarios and one template can be used for both scenarios if desired.	
Miss Dolly says medication doesn't always have to be authorised before it's administered. Is she right?	She's only right if it's an asthma or anaphylaxis emergency - asthma medication or auto adrenaline injectors (eg EpiPens) can be administered without authorisation. These are serious medical situations and without immediate action the outcome can be fatal.	