



PATTERSON LAKES PRIMARY SCHOOL

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Outside School Hours Care – Health and Hygiene Policy

RATIONALE

All children registered with Patterson Lakes' Outside School Hours Care program are cared for in a healthy and hygienic environment and that they are encouraged by example to produce sound health and hygiene practices in accordance with the Department of Human Services requirements.

AIM

The provision of an environment that is safe, clean and in a hygienic condition is necessary for the general health of children and to minimise the risk of cross infection. Environments must be regularly cleaned and kept in a hygienic state to protect against vermin, bacteria and fungal outbreak, all of which have serious consequences to a child's health. In addition to the general health of children, it is essential that staff of the program set an example to children that will promote sound practices.

IMPLEMENTATION

These procedures apply to program staff and parents.

Environmental health and hygiene:

- The program staff shall ensure that the premises, grounds, all equipment and furnishings used are maintained in a thoroughly clean and hygienic condition and are in good repair at all times.
- The premises and grounds must be kept free of accumulated hazardous materials and every effort made to maintain a healthy and safe environment.
- The program staff must ensure that dangerous chemicals are kept out of reach of children and are not used in a manner that will create residue dangerous to children.
- Garbage and refuse, both indoor and outdoor, should be kept out of reach of children.
- It is the program staff's responsibility to ensure that no person who is adversely affected by drugs or alcohol shall remain in the presence of a child in care.

Plants:

- The program staff must identify any poisonous vegetation on their premises and ensure that the vegetation is not accessible to children.
- Any plants that can lead to injury or severe discomfort, e.g. sharp prickles, prominent thorns, low hanging branches, should not be accessible to children.

Heating and Cooling:

- All heating and cooling units must be adequately secured and guarded to prevent injury to children through contact with hot surfaces or moving parts and the emission of any sparks or flames.
- Any equipment that can be a hazard must have the controls guarded to prevent children's access.
- Fans in all rooms must be inaccessible to children.
- Room temperatures are to be maintained at a comfortable level in both summer and winter.

Food Preparation and Facilities:

- The program venue must have safe, hygienic facilities for the preparation, storage, heating and cooking of food for children, including a sink, refrigerator, suitable disposal facilities and a hot water supply.
- The refrigerator must be maintained at a temperature of 5 degrees or lower.
- All food stored in the refrigerator must be covered.
- Cooked food must be stored above raw food in the refrigerator.
- Benches must be cleaned and sanitized before and after food preparation.
- Hands and utensils must be washed prior to preparation of food and after handling raw meats.
- Cooked food must reach a temperature of 70 degrees or more for more than a 2 minute period.
- Refrigerate prepared food promptly; do not leave at room temperature.
- Reheated food must reach or exceed a temperature of 60 degrees Celsius.

Laundry, Toilet, Bathroom Facilities:

- Program venues must have a toilet and hand washing facilities that are safe and appropriate to the ages of the children in care, and facilities for cleaning between usage.
- Paper towel or a hand dryer must be provided for the children to dry their hands.

REFERENCES

Outside School Hours National Standards, 2.1, 2.8

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed 
School Council President

Signed 
Principal