HEALTH AND SAFETY POLICY

Date last reviewed	February 2026
Next review date	February 2027

What areas does this policy cover

- **Dental Health and Hygiene**
- **Hand Washing**
- **Water Safety**
- **Administration of First Aid**

Policy Statement

Bullfrog Children's Centre is committed to promoting and maintaining a safe, healthy, and supportive environment in which children can grow, learn, and explore the world around them. The service implements preventative health practices, including effective hand hygiene, to minimise the spread of infection and protect the wellbeing of all children, families, and staff. Bullfrog Children's Centre also promotes positive dental health by providing a learning environment that raises awareness and supports the development of lifelong healthy habits for children and families.

The service recognises that prompt and effective first aid can preserve life, prevent conditions from worsening, and support recovery. Staff are equipped to provide timely basic first aid and uphold their duty of care by taking proactive steps to ensure the health and safety of every child. Bullfrog Children's Centre prioritises the protection of children from foreseeable risks, including water-related hazards, acknowledging that drowning is a leading cause of death for children aged 1–4 years and can occur in as little as 6cm of water. Through vigilant supervision, risk management, and safe practices, the service aims to protect the health, safety, and wellbeing of each child at all times.

Background Statement

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to Health and Safety. Bullfrog Children's Centre sees health and wellbeing as a priority in all practices. Promote and appropriate response to all situations is an essential component of a safe and nurturing learning environment.

Legislative Requirements

Area	Legislation / Regulation	NQS	EYLF
Water Safety	Nat Law s.167; Reg 100, 103, 168; WHS Act	QA2	Outcome 2 & 3
First Aid	Reg 136, 168(2)(c), 176–177, 12	QA2, QA7	Outcome 3 & 5
Dental Care	Reg 168(2)(a)(b)	QA2	Outcome 3 & 4
Hand Washing	Reg 168(2)(a)(b); Public Health Act 2010	QA2, QA3	Outcome 3 & 5

Induction and ongoing training

On induction all new Employees are required to familiarise themselves with all Policies and Procedures of Bullfrogs Children's Centre. Should information be updated or there are changes to this policy or the Legislative Requirements associated with this policy, Employees will either be informed or will undergo training at the next staff meeting.

Policy reviewed

This policy and procedures will be reviewed by Management, Employees, Families and Children annually. Management will review, then forward to Employees and Families to review via Kinderloop. Children will review as part of a talking mat process.

Dental Health and Hygiene

Dental health education and practices will be embedded into the daily program and routines. Information and support will be provided to families in a culturally responsive manner, reflecting recognised health and dental authority recommendations.

Dental First Aid

The service will treat dental injuries as an emergency and follow the procedure below in the event of a chipped or knocked-out tooth:

1. Manage the incident as an emergency
    - Inform the family immediately
    - Complete an Incident, Injury, Trauma and Illness record
    - The family will be required to collect the child and seek dental advice
2. Do **not** reinsert the tooth into the socket
    - *Avulsed deciduous (baby) teeth are not usually reinserted*
3. If a tooth or tooth fragment is recovered:
    - Gently rinse in clean milk or clean water to remove blood
    - Place the tooth or fragments in a clean container or wrap in cling wrap
4. Seek dental advice as soon as possible
    - Ensure the tooth or fragments are taken to the dentist with the child

Dental Health and Hygiene

Roles	Responsibility
Approved Provider / Nominated Supervisor	The Approved Provider and Nominated Supervisor will ensure that: • Information on dental health practices is provided to families • Information reflects recognised dental and health authority recommendations and is appropriate to different age groups • Where possible, information is shared in families' home languages Educators are supported to embed dental health education into the program
Educators	Educators will: • Incorporate dental health education into the curriculum, including: o Tooth brushing practices o 'Tooth-friendly' food and drink choices o The importance of visiting the dentist • Encourage children to rinse their mouths with water after meals and snacks to remove food debris (*"swish and swallow"*) • Role model positive dental and oral health practices • Monitor children's oral health and report to families any: o Signs of tooth decay (caries) o Accidents or injuries to teeth or gums o Gum swelling or signs of infection Pain, discomfort or difficulty with chewing, eating or swallowing
Families	Encourage tooth brushing routines at home. Teach children about healthy foods and drinks.

Hand Washing

Procedure

Hand washing is the most effective way to prevent the spread of infection. Educators, staff, children and visitors must wash their hands using soap and water or alcohol-based hand sanitiser at the following times:

- On arrival at the service
- Before eating or handling food
- Before preparing or cooking food
- Before and after changing a nappy or checking if a nappy is soiled
- After using the toilet
- After contact with urine, faeces, vomit, blood or other bodily fluids
- After administering first aid or CPR
- After wiping noses or contact with nasal or salivary secretions
- Before and after administering medication
- After outdoor play or sandpit activities
- After handling animals or pets (including fish, birds and reptiles)
- Before leaving the service

Hand Washing Methods

Soap and Water Method

- Wash hands using liquid soap and running water
- Rub hands vigorously
- Clean all areas including backs of hands, wrists, between fingers and under fingernails
    - *(This process should take approximately the length of singing "Happy Birthday" twice)*
- Rinse hands thoroughly
- Turn taps off using a paper towel where possible
- Dry hands with a single-use paper towel

Hand Sanitiser Method

- Apply alcohol-based hand rub to hands
- Rub hands palm to palm, backs of hands, between fingers, around thumbs and fingertips
- Allow hands to dry completely

Additional Information

- Visual hand washing posters will be displayed at all hand washing areas
- Educators and staff must read and follow this policy at all times

Roles and Responsibilities

Roles	Responsibility
Approved Provider	The Approved Provider will ensure that: • Safe, well-maintained and age-appropriate handwashing basins are provided • Single-use paper towels are available at all hand washing areas • Foam or liquid soap is accessible at all times • Alcohol-based hand sanitiser is available throughout the service ○ *Children will only access hand sanitiser with parental supervision* • This policy is implemented, monitored and reviewed regularly • The service complies with NSW Department of Education and NSW Health requirements

Nominated Supervisor	The Nominated Supervisor will: • Ensure educators and staff follow hand hygiene practices at all times • Support educators through supervision, guidance and training • Monitor hand washing facilities and resources • Provide accessible sinks, soap, and drying facilities.
Educators	Educators and staff will: • Ensure soap, paper towels and hand sanitiser dispensers are adequately stocked • Model effective hand washing practices • Encourage handwashing before meals, after toileting, and after play. • Supervise and educate children during hand washing routines • Follow the hand washing procedure at all times
Families	Families and visitors are expected to: • Follow the service's hand washing procedures while on the premises
Children	Children will be supported and encouraged to: • Participate in hand washing routines appropriate to their age and development

Water Safety

Bullfrog Children's Centre implements this policy to ensure the health, safety, and wellbeing of all children, staff, families, and visitors. Water safety, first aid, supervision, and hygiene practices are embedded in daily routines, learning experiences, and excursions to minimise risk and promote a safe environment.

Procedure:

- Fill water troughs and containers to a safe level; cover when not in use and empty at the end of each day
- Remove objects from water play areas that could allow climbing or unsafe behaviour (logs, bikes, chairs, etc.)
- Display a CPR guide near all water activities
- Close supervision near water at all times.
- Prohibit drinking unsafe water (grey water, outdoor tanks).
- Risk assessments for excursions with higher staff-to-child ratios near water.
- Empty cleaning buckets immediately after use; never leave buckets accessible to children
- Clean up water spills promptly; assign one staff member to supervise, another to clean, and place 'Caution Wet Floor' signs
- Maintain thermostatic mixing valves to limit hot water to 43.5°C, preventing scalding
- Provide clean drinking water at all times, only from kitchen taps designated for consumption or food preparation

Roles	Responsibility
Approved Provider	• Ensure the service operates in line with the **Children (Education and Care Services National Law Application) Act 2010** and the **Education and Care Services National Regulations 2011** • Ensure all policies and procedures, including water safety, first aid, and supervision, are implemented and maintained • Provide support and resources to ensure educators can meet health and safety requirements
Nominated Supervisor	• **Responsibilities of the Nominated Supervisor** • Ensure children are adequately supervised, protected from harm and hazards, and not subject to inappropriate discipline • Provide guidance, support, and advice to staff to ensure adherence to this policy at all times • Ensure risk assessments for excursions near water identify higher staff-to-child ratios; where possible, Bullfrog Children's Centre will avoid excursions near water • Ensure all educators hold current First Aid and CPR qualifications at all times, including both opening and closing shifts • Provide families with community messages regarding safe water practices via emails and Kinderloop
Educators	• Embed water safety and health messages into the children's education program through experiences and discussions • Ensure children follow safe water practices during activities

	• Monitor water play areas and spills consistently • Supervise children at all times near water • Ensure children do not drink grey water, water from bathroom sinks, or water from outdoor tanks (except for garden use) • Provide reassurance and guidance to children during water play and hygiene routines
Families	• Reinforce water safety practices with children at home and when near water outside of the centre • Support and encourage children to follow water safety guidance provided at Bullfrog Children's Centre
Children	• Ensure they have an adult present before approaching any water area • Follow instructions regarding safe water practices at the centre

Administration of First Aid

Implementation of First Aid

- At least one educator with current first aid, CPR, anaphylaxis and emergency asthma qualifications must be present at all times children are in care
- First aid kits will be maintained, accessible to staff, and audited monthly
- Portable first aid kits will be available for excursions and offsite activities
- Resuscitation charts and safety signage will be prominently displayed
- Staff induction will include first aid procedures and kit locations
- First aid procedures will be reviewed annually and updated as required

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Administration of First Aid

- Educators will implement first aid when required, ensuring supervision and comfort for children involved in incidents
- Staff will wear gloves when attending to bleeding and follow hygiene procedures
- No medication or creams will be administered unless prescribed for the child
- Incident, Injury, Trauma and Illness records will be completed in Kinderloop within 24 hours

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Monitoring and Escalation

- Children will be monitored following first aid administration
- If the condition deteriorates, the Nominated Supervisor or Responsible Person will call an ambulance and notify parents/emergency contacts
- A staff member will accompany a child to hospital if required, with the enrolment record and in accordance with staffing ratios
- Serious incidents will be reported to the NSW Early Childhood Education and Care Directorate via the NQA ITS Portal within 24 hours

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Incident, Injury, Trauma and Illness Reporting (Regulation 176–177)

- Record details of all incidents in Kinderloop within 24 hours, including:
    - Date, time, location, nature of incident
    - Treatment provided and by whom
    - Witnesses and parent/emergency contact notified
    - Preventative measures for future
- Nominated Supervisor or Responsible Person to sight and sign records
- Keep records confidentially until the child is 25 years old

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Serious Incidents (Regulation 12, 174)

A serious incident includes:

- Death of a child
- Injury, trauma or illness requiring medical attention
- Attendance of emergency services
- Child missing or removed in breach of regulations
- Child mistakenly locked in or out of the premises

All serious incidents must be reported within 24 hours to the regulatory authority, parents, and the Approved Provider.

Emergency Preparedness

- First aid kits will be included in evacuation packs for emergencies
- Maintain up-to-date first aid kits and CPR guides.
- In the event of a child's death, the Nominated Supervisor or Responsible Person will notify:
  - Parents
  - Police
  - Regulatory Authority
  - Approved Provider

When in doubt, call an ambulance.

Roles	Responsibility
Approved Provider	• Ensure reasonable precautions to protect children from harm • Ensure qualified staff are available at all times • Appoint a nominated first aid officer • Provide and maintain first aid equipment and signage • Ensure staff induction includes first aid procedures • Keep up-to-date with first aid requirements and communicate changes
Nominated Supervisor	• Ensure staff hold current ACECQA-approved first aid qualifications • Ensure at least one qualified staff member is present during operational hours • Ensure portable first aid kits are available for excursions • Maintain first aid kits and supervise their use • Review policy annually and injury registers monthly
Educators	• Implement first aid procedures as required • Respond promptly to injuries and administer first aid safely. • Maintain current qualifications in first aid, CPR, anaphylaxis and asthma management • Practice CPR and auto-injection use at least once per qualification period • Record all incidents in Kinderloop • Ensure children's rights and comfort are prioritised • Notify Nominated Supervisor six months before training expiry • Volunteers and trainees must not administer first aid
Families	• Provide required information for enrolment and medication records • Provide written consent for first aid and ambulance calls • Be contactable via emergency contacts • Cover costs associated with ambulance call-outs
Children	• Receive appropriate first aid care • Be comforted and reassured following an incident • Be supervised at all times to reduce risks