

Early Learning Centre Health, Safety & Medical Information

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FOOD AND NUTRITION

At MCC Early Learning Centre, we want to ensure that all children who attend have food and drink that is safe and nutritious. Good nutrition is vital to growth and development of young children and the foods we provide them often become the basis for lifelong food choices. The Dietary Guidelines for Children and Adolescents recommend that children eat a wide variety of nutritious foods each day and that care is taken with children's food so that it is served to young children safely and hygienically.

Nutritional Tips

We encourage Parents/Carers to provide children with a variety of nutritional foods from the five food groups. This consists of breads, cereal, rice, pasta, grains, vegetables, legumes, fruit, yoghurt, cheese, milk and/or alternatives, lean meat, fish, poultry. Lunchbox ideas can be found on the Queensland Government Children's Health website <https://www.childrens.health.qld.gov.au/about-us/news/feature-articles/how-to-pack-a-healthy-lunchbox-for-school>.

Great ideas for the lunch box:

- All kinds of fresh fruit (bananas, apples, strawberries, etc.)
- Sultanas or dried fruit
- Crackers with spreads
- Meat and chicken
- Fruit muffins or fruit loaf
- Tuna or salmon with salad
- Small tub of yoghurt
- Baked beans
- Cherry tomatoes, carrot and celery sticks
- Wraps with meat and salad
- Cheese cubes
- Homemade muffin pizza
- Sandwiches made from wholemeal/grain bread
- Rissoles, meatballs or kebabs
- Cold meat with salad
- Homemade savoury muffins
- Boiled eggs with salad
- Sushi rice roll
- Rice cakes and rice biscuits
- Chicken drumstick
- Tuna with salad dressing: add chopped celery/lettuce
- Quiche
- Rice salad with shredded lean meat or chicken

Birthday Cakes

If your child has a birthday during the school year and they would like to share this with their Early Learning Centre friends to celebrate the occasion, your child may bring along enough cupcakes or similar for each child in their class. Please provide a list of ingredients to your child's teacher and ensure all cakes do not contain nuts.

HEALTH AND MEDICAL

Medical Information

All children must have up-to-date medical information lodged at the Early Learning Centre. Please let the Early Learning Centre know if any new situations arise as the year progresses so that records can be kept up to date. Current contact numbers and emergency contacts are vitally important.

When Your Child is Ill

In the event of a child becoming ill at the Early Learning Centre, a staff member will contact Parents/Carers to request that the child be collected and taken home as soon as possible. The Early Learning Centre does not have the facilities to care for sick children and will contact Parents if:

- their child's temperature is 38°C or higher
- their child has diarrhoea or has vomited
- their child is generally not coping with the day's activities or is not their usual self.

No child can attend the Early Learning Centre until vomiting and diarrhoea has ceased for 24 hours. When antibiotics have been prescribed, children need to have been taking them for 24 hours before returning to the Centre. If your child has a temperature (38°C or above) they are to be kept home for a minimum of 24 hours without fever. If in doubt, the family doctor should be contacted. Policies and procedures are developed based on the recommendations of the Staying Healthy in Child Care publication distributed by The National Health and Medical Research Council (NHMRC).

Staff cannot administer a dose of paracetamol if children have a high fever. When a child has a fever and they are showing signs of being unwell the Parent/Carer will be notified. If Parents/Carers are requesting staff to administer paracetamol throughout the day, we believe the child is not well enough to attend.

Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction. The reaction can develop within minutes of exposure to the allergen. An increasing number of children experience a severe reaction when they eat or have contact with nuts and other allergens. The Early Learning Centre is committed to providing a safe and healthy environment for all children and especially the well-being of children at risk of anaphylaxis. Our staff are educated in dealing with these situations on an annual basis and all staff are aware of which children are at risk.

At times it may be necessary for us to operate as a nut, egg or other allergen-free centre as children with severe allergies may be present. Parents/Carers will be advised if this occurs and would be expected to comply with requests not to include any of these foods in their child's lunchbox for that year.

Contagious Conditions

Please notify the Early Learning Centre immediately if your child has been exposed to any contagious conditions so that we can notify families. The Early Learning Centre will post notices of illness in the rooms where cases have been reported.

The Early Learning Centre appreciates the value of a safe and healthy environment for children. We ask Parents/Carers to take their child home from the Early Learning Centre immediately when it is known they have a contagious condition, until the contagious period has passed.

Please ensure that you do not send your child back to the Early Learning Centre prematurely and that they have made a full recovery before returning. The Early Learning Centre reserves the right to insist on a doctor's letter stating a child is well enough to attend and is no longer contagious to others.

Please refer to Queensland Health's Time Out information for a list of conditions and exclusion information: https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf.

Minor Accident Reports

Any accident or injury which occurs to a child during care at Early Learning Centre will be documented on an Accident/Injury Report form. Staff will inform Parents/Carers of any accident/injury either by phone or at collection time. We ask Parents/Carers to sign the notification form to acknowledge that they have been informed of an accident or injury to their child. In the event of a child's injury being of a serious nature, or involving a bump to the head or teeth the Parent/Carer will be contacted by phone immediately.

Emergency Medication

If a child has a serious medical condition that requires emergency treatment e.g. EpiPen, antihistamine or asthma inhaler, it is the Parent's/Carer's responsibility to supply this medication so we can provide adequate care for their child.

Head Lice

Please do not send your child to the Early Learning Centre if they have head lice or head lice eggs. Head lice must be treated, and children are not to return until after treatment has occurred, and all lice and eggs are removed from their hair. Head lice is an issue that requires a proactive approach, and all families are encouraged to check their children regularly, treat quickly and notify the Early Learning Centre of a case. Communication with the Centre is very important so the appropriate action of alerting others to check their own children can be carried out. If a child is found to have head lice, the Parents/Carers will be contacted and asked to collect their child from the Early Learning Centre.

Immunisation

Parents must supply a record of their child's immunisation upon enrolment. Children who are not immunised can be enrolled by the Early Learning Centre but must be withdrawn for the exclusion period if a vaccine-preventable disease is confirmed within the Centre e.g. a case of measles.

Medication

State and Territorial Governments protect the health and safety of the community from the injurious effects of medicinal drugs by a range of acts and regulations which include lists of drugs and poisons. These are categorised as follows:

- Schedule 2 (S2) Pharmacy Medicine (Pharmacy Only Sale)
- Schedule 3 (S3) Pharmacist Only Medicine (Supervision of Sale by Pharmacist)
- Schedule 4 (S4) Restricted Drugs (Prescription Only Medicine)
- Schedule 8 (S8) Controlled Drugs (Prescription Only Medicine)

Paracetamol and other analgesics are S2 medications. These and all other medications, both prescription and over-the-counter drugs, can't be administered to children by staff without authorisation. The Parent/Carer must make a written request on an Administration of Medication form. All prescription medication must be in a container labelled by a health care professional or pharmacist filling a medical prescription.

The same procedures apply to over-the-counter medications. The Early Learning Centre will not accept any medication which is not labelled in this way. The medication must be delivered to the Early Childhood teacher or Class Educator before the start of session each day, and an administration of medication form completed, with date and time medication needs to be administered. Staff will record that the medication has been administered to the child and witnessed by an additional staff member.

Sleep and Rest

The program must incorporate a balance of activities for children including opportunities for rest and relaxation. A rest time provides your child with an opportunity to sleep/unwind, a time to help them to learn to relax and a time of uninterrupted quiet. The children spend an average of one hour on their beds and quiet activities are provided for those children who are still awake. Parents/Carers are encouraged to communicate their child's sleep and rest preferences with the classroom teacher when they commence at kindy.

Sun Protection

The outdoor program is an important part of the Early Learning Centre and consideration of sun safety is paramount. Despite avoiding exposure to the sun in the hottest part of the day, children and staff are still required to wear sunscreen and a hat when outside. To assist in the skin care of our Early Learning Centre children it is compulsory for every child to wear a hat (MCC legionnaire hat).

MCC is a SunSmart school. Please ensure all hats are clearly named and are washed on a regular basis. Parents/Carers are asked to apply sunscreen to their child every morning and staff will re-apply every four hours while in the sun. Please notify the Early Learning Centre staff if your child is allergic to a particular brand of sunscreen and provide a labelled alternative. The Early Learning Centre provides sunscreen (SPF 50+) in each room.

Insect Repellent

Insect repellent is available at the Early Learning Centre and staff will apply this to your child if necessary. Please notify the Early Learning Centre Staff if your child is allergic to a particular brand of insect repellent and supply a labelled alternative.

No Smoking or Vaping Environment

A No Smoking or Vaping Policy is strictly applied in all areas of MCC Early Learning Centre, and MCC campuses and car parks.

SAFETY

ARRIVALS AND DEPARTURES

Parents/Carers are to deliver their child directly to the Early Learning Centre where the staff will be there to greet them and help them settle into their new classroom. It is important that Parents/Carers and their children arrive together and promptly for Early Learning Centre sessions. Please do not leave your child unattended while waiting for the doors to open.

- **Part-Time Kindy**

The MCC Early Learning Centre doors open for Part-Time Kindy at 8:20am. Pick up time is 2:50pm. At the close of the session, we ask that you wait outside until the doors are opened. The children will be seated in a group before adults arrive, which creates a much safer exit strategy for them.

- **Long Day Care**

The Long Day Care opens at 7:30am and closes at 5:30pm. The kindy program operates from 8:20am to 2:50pm. We kindly ask Parents/Carers to wait in the foyer at the close of the kindy session for the doors to open.

Signing In and Out

Access into the foyer will be via entering a four-digit PIN into the control panel on the wall next to the door. The PIN will be given to you on your child's first day. This PIN grants access to Parents/Carers and staff only. Visitors will need to use the door buzzer to notify us of their arrival. To exit the Part Time Kindy building, press the green button on the left side of the door. To exit the Long Day Care Kindy building, wave your hand in front of the sensor on the left side of the door. It is your responsibility to share the PIN with people you have authorised to collect your child, as needed.

Each day, Parents/Carers are required to sign their child in and out of our care at the Early Learning Centre. The child is to be signed in and out and accompanied to and from their room by an authorised person. Sign in and out is recorded via the iPads in the foyer, and authorised persons will have their own pin number. These records are used for attendance checks and it is a legal requirement that they are completed correctly each day. Attendance records aid in the event of an emergency evacuation to ensure all children are accounted for and safe.

Absences

If your child is absent or is going to be absent, please notify us by sending an email to elc@mccmky.qld.edu.au, to your child's teacher, or by calling the school. Absent days must also be acknowledged by a Parent/Carer via a notification acceptance on the iPad when they next return to kindy.

Early Pick Up

If you plan to collect your child earlier in the day (prior to 2:30pm), please notify the classroom staff at drop off and sign in at Primary Reception when you arrive. Staff must be informed of the child's early departure, so please call ahead to notify us if there is a change in your routine.

Late Pick Up

If you going to be late to collect your child in the afternoon, please call ahead so that we can reassure your child that you are on your way. If this has not happened, the child's emergency contact persons will be asked to collect your child. If neither Parents/Carers nor emergency contact persons can be reached half an hour after closing time, the local Police department will be informed.

Persons Authorised to Collect Children

No child will be allowed to leave the Early Learning Centre without parental permission, and by an authorised person of 16+ years. For this purpose, we request Parents/Carers to authorise persons who may collect their child in case of sickness or in the event they are unable to do this themselves on the enrolment form, or via an update on an authorised person's form. Please notify the Early Learning Centre immediately if there are any changes in your address, phone numbers or emergency contact persons. Only the persons nominated by Parents/Carers will be authorised to collect a child. Current photo ID will be required to be presented to staff by an authorised person if not known to kindy staff.

What you do when you arrive

Help your Early Learning child to become independent by asking them to perform these routine tasks. Always encourage your child's little steps of success:

- Place lunchbox in the fridge
- Place water bottle in the water bottle trolley
- Place sheets in the sheet basket
- Place bag in their locker

Remember to:

- Sign in your child via the foyer iPad
- Apply sunscreen to your child (if you have not done this before arriving at the Early Learning Centre)
- SAY GOODBYE – this is an important aspect of a successful transition

What you do when it's time to leave

- Please wait outside until the doors are open
- Be punctual for collection
- Remember to sign your child out via the foyer iPad
- Ensure the security gates close behind you.

Court Orders and Shared Custody Arrangements

If there are Family Law Court orders, restraining orders, shared custody arrangements or parenting plans pertaining to the child, the Early Learning Centre must be supplied with current copies of such orders and Parents/Carers are expected to keep the Centre informed of any changes to orders or agreements. Failure to provide current orders may result in cancellation of care.

Child Protection Policy

MCC Early Learning Centre recognises that protecting children from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare and best interests of the children within the Centre will always be of primary consideration. We expect children to show respect to staff and volunteers and to comply with safe practices. We expect all employees to ensure that their behaviour towards, and relationships with children reflect proper Christian moral and lawful standards of care for children. The Early Learning Centre will respond diligently to a report of suspected or actual harm or risk of harm to a child.

Queensland legislation defines harm as: Any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being. It is immaterial how the harm is caused.

Harm can be caused by:

- Physical, psychological or emotional abuse or neglect
- Sexual abuse or exploitation
- Domestic or family violence

Mackay Christian College has a comprehensive Child Protection Policy which covers the actions to be taken if a member of staff or a Parent/Carer of the MCC Early Learning Centre becomes aware, or reasonably suspects that harm has been done to a child by other staff, people outside the Early Learning Centre or by other children.

Photography and Use of Digital Devices

MCC Early Learning Centre staff take photographs as a pictorial record of the educational programs and of children's participation in them. Teachers utilise school issued devices for this purpose. To help us protect children and comply with safety standards we ask families to:

- Keep personal phone use to a minimum while on-site
- Avoid photographing or filming children within the service premises
- Save calls and messages for outside the gates where possible.

Evacuation and Lockdown Drills

Evacuation and lockdown drills are held regularly, and we ask all people in the MCC Early Learning Centre at these times to join in the drill with the children and staff members. Evacuation procedures are outlined in all rooms with diagrams and steps to follow. In the case of an emergency, the Early Learning Centre will follow the evacuation procedures and relocate the children to a designated safe place. Parents/carers will be notified as soon as possible to collect their children if needed.

Security

To enable the MCC Early Learning Centre to maintain the highest standards of security we ask Parents/Carers to ensure gates and doors are closed behind them and not to allow children to push any button releases in the Early Learning Centre. We ask Parents/Carers to encourage their children to walk and not run in the Early Learning Centre walkways, and to stay with Parents/Carers whilst walking to and from their classroom.

HYGIENE

Hand Washing

To maintain optimal hygiene at the Centre, several procedures are followed by staff and children, including regular hand washing. Toys and equipment are disinfected regularly. Handwashing is embedded into the daily routine, and correct handwashing procedures are taught and practiced from the beginning of each year.

Food Safety

We are committed to keeping our staff up to date and compliant on all current Food Safety and Food Handling practices. The prevention of food-borne illness involves attention to hygiene, proper handling and preparation of food and care during food storage and distribution.

