Health and Hygiene Nominated Supervisor OSHC
NQS 2.1.2 Health practices and procedures

Name of the person conducting the checklist: _____ **Date:** _____

Policies and Procedures

Does your Service have written policies and procedures covering the safe and hygienic storage, preparation and serving of food and drinks?	○ Yes	○ No	○ NA
Does your Service have written policies and procedures covering cleaning of premises, equipment and resources, including written cleaning and laundering schedules?	○ Yes	○ No	○ NA
Does your Service have written policies and procedures covering toileting assistance where required and hand washing which comply with recognised guidance (eg Staying Healthy publication)?	○ Yes	○ No	○ NA
Does your service have written policies and procedures covering immunisation requirements for children and staff, administration of medication, and the management of illnesses and injuries, including the management of infectious diseases and exclusion periods?	○ Yes	○ No	○ NA
Are you sure all educators and staff can confidently implement and discuss these policies and procedures?	○ Yes	○ No	○ NA
Do you enrolment procedures ensure all relevant information about a child's health and medical needs and authorisations is obtained, including medical action plans?	○ Yes	○ No	○ NA

Educator Practices

Are relevant procedures including hand washing displayed in ways children can follow eg with photos?	○ Yes	○ No	○ NA
Are you confident educators always teach and role model hygiene practices like hand washing, cough and sneeze etiquette and dental hygiene?	○ Yes	○ No	○ NA
Are you confident educators provide families with information about Service health and hygiene practices, and illnesses their child may have?	○ Yes	○ No	○ NA

Management Practices

Do you ensure information about outbreaks of infectious disease are included in the Service information displayed in the entrance?	○ Yes	○ No	○ NA
Do you ensure information about an infectious illness which has occurred at the Service is provided to families (eg symptoms, incubation, exclusion periods)?	○ Yes	○ No	○ NA
Do you discuss staff health and safety issues, including recommended immunisations, with staff?	○ Yes	○ No	○ NA
Do you ensure families are promptly advised of illness or injuries affecting their child?	○ Yes	○ No	○ NA
Do you ensure serious illnesses and injuries are reported to the Regulatory Authority within 24 hours?	○ Yes	○ No	○ NA
Do you look for patterns in injuries children suffer at the Centre and take steps to improve practices and the environment where needed?	○ Yes	○ No	○ NA
Are there processes which ensure educators have the most current information about a child's health care needs?	○ Yes	○ No	○ NA
Are there processes which ensure any concerns educators may have about a child's health or wellbeing are sensitively followed up with families?	○ Yes	○ No	○ NA
Are there processes which ensure children's health requirements are discussed with school staff and implemented in a consistent way?	○ Yes	○ No	○ NA
Do you ensure children's health information is kept confidential eg do you get families' permission before displaying medical plans in areas where other families can see them?	○ Yes	○ No	○ NA
Do you diarise to ensure first aid kit contents are regularly audited?	○ Yes	○ No	○ NA
Do you diarise to regularly remind families about upcoming immunisations and to advise the Service of their child's current immunisation status?	○ Yes	○ No	○ NA
Does your rostering show there's always at least one first-aid qualified employee present when children are present?	○ Yes	○ No	○ NA

Actions required