

Before starting always think like this.



Stop & Think



Report & Fix



Teach & Check

Below is a list of things that **MUST** be occurring. Read every line and stop and think about it, is it really happening.

Medical conditions

- All medical management plans for children are current, signed by a doctor and in the child's file
- All educators and staff know every child with a medical management plan
- All Medical Conditions Risk Minimisation Plans completed with the educators and parents
- Medical - Medical Conditions Communication Plan is completed and both educators and parents know exactly what to do in relation to the child's medical condition.

Medication storage

- Children's medication stored correctly with:
 - Original container
 - Chemist prescription label with name
 - Within used by date
 - Inaccessible to children (if applicable)
 - All educators know where to find the medication.

Sun safety

- Are children and educators wearing sun safe hats? (No caps)
- Children and educators wearing sunscreen and is it reapplied during the day.

Chemical storage

- Original container and the substance name is on it, check that it isn't worn off
- Use by Date current
- Material Safety Data Sheet present.

Safety

- Have you reminded parents about safety issues at your service? I.e. Gates and doors closed at all times, no children left in rooms without educators, hats & sun screen to be applied on their child, don't leave other children in the car etc. It can take up to 8 times for people to understand a message, please do not be afraid to repeat yourself until you see the parents using the centre safely. *Tip. watch how children repeat themselves and continue until they think you have heard and understood them.*

After break checklist (if service was repaired during the break).

- Building material leftovers i.e. nails, staples, tape glue etc removed
- Paint tins from the service removed.



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Many things can be addressed on the spot with educators in a friendly way. Start a discussion about how important safety is and give the checklist to different educators and see what they find.

Remember: if you find issues it could be a skill gap, ie educators don't know what exactly what should be done or they don't know what they are looking for. Or bad practice has entered the service from another educator and now others are copying them.

Teach & check: We are educators, and we teach and educate children, but many of us forget we are here to educate each other too, so jump in and teach educators how to do things if they don't have that skill.

Week A, 25 to 29 January 2021