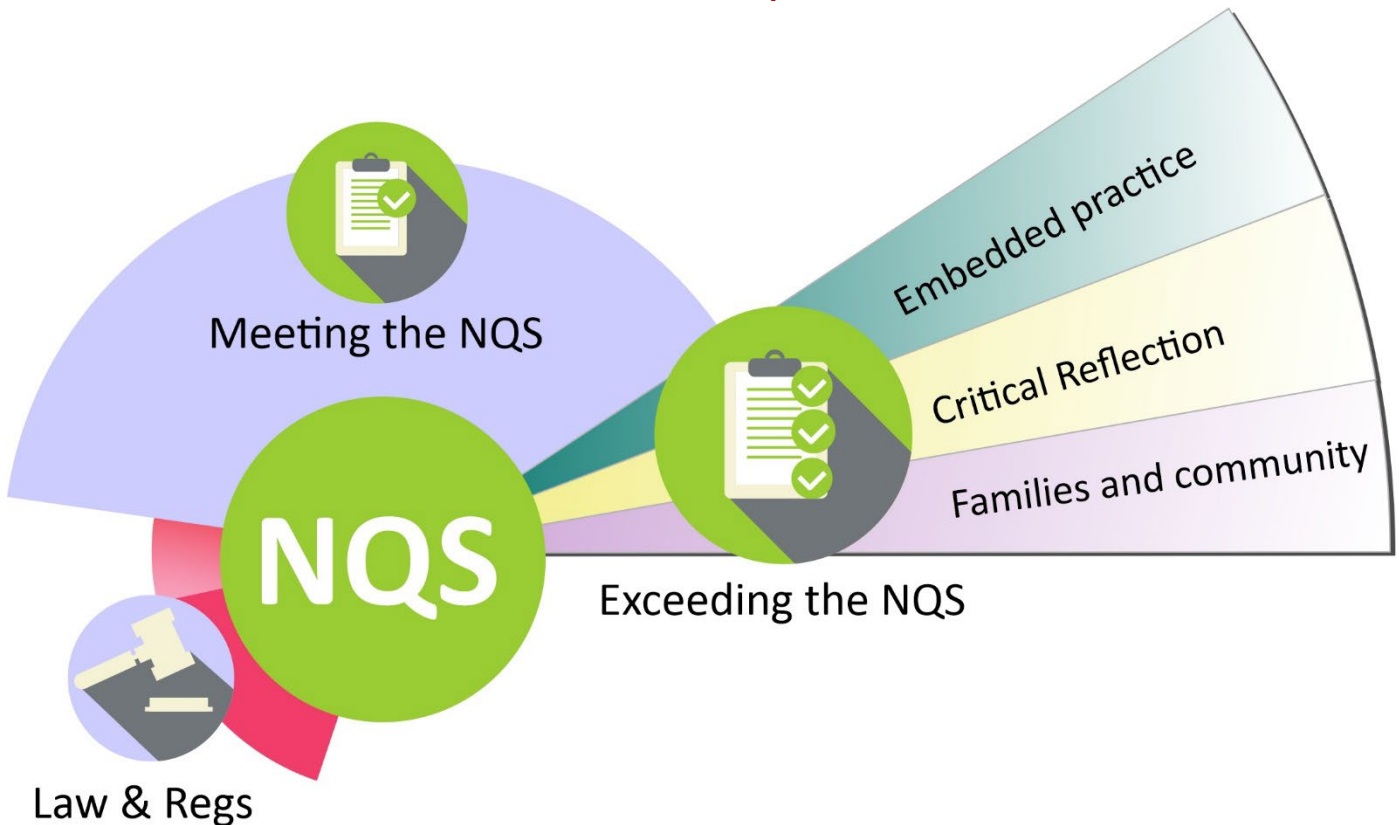


Effective illness and injury management and hygiene practices are promoted and implemented.

Section 9 - Educational Leader and Nominated Supervisor



First step: We must ensure the Law and Regulations are always met. **Second step:** then we look at the NQS and work through the process of meeting the element. **Third step:** then we can look at and complete the exceeding themes.

The logo above shows the effort required to do these three components. It should be easy and take little time to meet the Law and Regulations once you know what is required. Meeting then can become everyday practice, while exceeding takes a lot more time, thinking, connecting to families and community and practice change.

There are **things** that you need to do with your service and educators.

- (1) Review the points from the Law and make yourself familiar with them. Conduct the compliance test with your educators to check their knowledge.



Video
Training

- (2) To help your educators learn watch this online video explaining How to support children's health 2.1.2. Click below.

<https://vimeo.com/596413080/6ebb0a66af?share=copy>

- (3) Add to your folder the daily planner so you can document and show the assessor how you

are working with educators. Use documents provided in this section.

- (4) Guide your educators to ensure they are at the meeting level, use the examples in the educators' section and the checklist to help you know exactly what is required.
- (5) Explore the exceeding themes with the examples in the educators' section and your section for critical reflection and families and communities.
- (6) Work with your Nominated Supervisor and edit the QIP (SAT for NSW) template provided by Centre Support to ensure it is reflecting your service's practices.

Week 18, 12 to 16 June 2023 – 2.1.2 Health practices and procedures

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.



Compliance test for educators

Instructions: Nominated Supervisor is to conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Sally asks what the cut-off time for notifying parents about incidents is? Please reply.		
Miss Nel says it's not fair she got in trouble just because she completed an incident record 2 days after the incident occurred. Was it fair?		
Mr Chris asks what the Regs say you need to include in First Aid Kits. Please respond.		
Miss Maddie asks if the Regs require different medication records where medication is administered on an ongoing basis. Do they?		
Miss Dolly says medication doesn't always have to be authorised before it's administered. Is she right?		

Week 18, 12 to 16 June 2023 – 2.1.2 Health practices and procedures

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.

Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 12.6.23	Training on effective illness and injury management.	Educators	Collaborate with educators to review and update the service's illness and injury management policies and procedures.	Conduct regular inspections of the learning environment to ensure cleanliness and hygiene standards are maintained.
Monday 12.6.23				
Tuesday 13.6.23				
Wednesday 14.6.23				
Thursday 15.6.23				
Friday 16.6.23				

General thoughts or ideas

Week 18, 12 to 16 June 2023 – 2.1.2 Health practices and procedures

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.

Effective illness and injury management and hygiene practices are promoted and implemented.

Looking at the element in detail - A service reviewed what the NQF Guide said about element 2.1.2 and understood educators must model and implement:

- effective ways to manage children’s illnesses and injuries
- infection control and hygiene procedures
- risk management approaches
- safe food practices (preparation, transport, storage).

This element covers a lot of different topics. We’ve picked a few points from each topic for you to reflect on in relation to your educators and educational program.

Illness and Injuries

Do all educators:

- advise parents asap
- complete incident/injury record properly and asap
- understand and report serious incidents within 24 hours
- understand Service first aid procedures and practices
- understand Service practices in relation to administering pain relief medication (see Administration of Medication Policy)?

Infection control

Do all educators:

- discuss and implement exclusion periods and practices with families eg refer to Infectious Disease Policy and Staying Healthy, provide families with relevant Staying Healthy fact sheets, tell families they must take sick children home, provide advice about length of exclusion and when medical certificate required
- isolate ill children from others if they may be infectious
- disinfect after cleaning if risk of infectious material
- include learning about germs and how they’re transmitted in the program, and use ‘teachable moments’ to extend learning?

Hygiene

Do all educators:

- consistently model the hand washing, cough and sneeze practices etc they teach children
- clean dirty surfaces as soon as possible without waiting for scheduled cleaning time
- change soiled nappies outside of nappy change time
- complete cleaning and hygiene duties thoroughly and on time
- wear gloves when they may have contact with body fluids, and put them on/take them off correctly ie in ways that don’t risk cross contaminating clean surfaces and clothes?

Risk management

Do all educators:

- stay alert to situations which may compromise Service hygiene and health practices
- take action to eliminate or reduce risks in those situations
- consider hygiene and health issues when organising group activities?

Safe Food Practices

Do all educators:

- understand the 4 hour/2 hour rule about timeframes for keeping perishable food at room temperature
- follow medical plan and risk minimisation requirements for children with food allergies/ anaphylaxis
- follow Service procedures for heating breast milk and formula eg never heating breast milk in microwave?

How will you support educators to effectively implement element 2.1.2?

Week 18, 12 to 16 June 2023 – 2.1.2 Health practices and procedures

Copyright Centre Support Pty Ltd 2023 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.



Compliance test for educators ANSWERS for this week.

Instructions: Nominated Supervisor is to conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Sally asks what the cut-off time for notifying parents about incidents is? Please reply.	Reg 86 'Notification to parents of incident, injury, trauma and illness' says parents must be advised no later than 24 hours after the incident (but asap).	
Miss Nel says it's not fair she got in trouble just because she completed an incident record 2 days after the incident occurred. Was it fair?	Yes. She breached Reg 87 'Incident, injury, trauma and illness record' which says incident records must be completed no later than 24 hours after the incident occurred.	
Mr Chris asks what the Regs say you need to include in First Aid Kits. Please respond.	The Regs don't have a list of contents. Reg 89 'First aid kits' says kits must be 'suitably equipped'. This means they must include items that might be needed if there's an injury. Services need to review Kit contents from recognised authorities (eg Safe Work Australia), and also review previous incidents at the Service to ensure potential items needs are included.	
Miss Maddie asks if the Regs require different medication records where medication is administered on an ongoing basis. Do they?	No. Reg 92 'Medication record' makes no distinction between long- and short-term administration of medication. The details which must be recorded accommodate both scenarios and one template can be used for both scenarios if desired.	
Miss Dolly says medication doesn't always have to be authorised before it's administered. Is she right?	She's only right if it's an asthma or anaphylaxis emergency - asthma medication or auto adrenaline injectors (eg EpiPens) can be administered without authorisation. These are serious medical situations and without immediate action the outcome can be fatal.	