

MILDURA FAMILY DAY CARE Health and Wellbeing Handbook



Mildura Rural City Council

Health and Wellbeing of all children is important to Mildura Family Day Care. We participate in the Victorian Prevention and Health Promotion Achievement Program

Healthy eating and caring for your teeth

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"The Australian Government provides financial support for this child care service under the Community Support Programme".

Breast Feeding

Mildura Family Day Care Scheme supports mothers to meet their breast feeding needs. If a child is not breast feeding, we will support appropriate formula/bottle feeding strategies. Discuss with your Educator your needs/arrangements to continue breast feeding whilst your child is in care.

For further information or assistance with safe sleep or Breast Feeding please contact the Co-ordination Unit on 5018 8271 or you can contact Breastfeeding Helpline on 1800 mum 2mum (1800 686 268) anytime/day or night or www.breastfeeding.asn.au



Caring For Teeth

Mildura Family Day Care recognises the importance of good dental care to keep children's teeth healthy. Decreasing sugar intake and maintaining a well balanced nutritional intake assists with prevention of tooth decay.

It is important to brush gently and thoroughly from when the teeth erupt (baby's teeth can be cleaned with a soft cloth). Use an appropriate toothpaste for the child's age. Brush with a soft compact head toothbrush at least twice a day after meals.

Children who visit the dentist from an early age are much less likely to experience dental problems during their childhood and are unlikely to experience a future fear of dentists.

Seek a dentist's advice if your children's teeth become damaged, loosened or chipped.



Food allergies and healthy eating pyramid

All food provided needs to be food which the child has had before.

This is especially important as we would like to avoid the possibility of an allergic reaction whilst children are in care.

At times we may request that certain foods not be brought into the Family Day Care home if there is a child with an allergy attending.

It is important that parents offer a balance of foods from each of the food groups every day. Water is the best drink to stay hydrated and it supports many other essential functions in the body, avoid sugary options such as soft drinks and energy drinks.



Educators have a duty of care to ensure children are adequately fed while in their care.

Educators will substitute or supplement food where unsuitable or

Meals and Nutrition

Most parents choose to be responsible for their child's meals whilst they are in care by packing lunch and snacks.

A child needs good nutrition to be physically fit, mentally alert and play creatively. For this reason if parents are providing the food for the day or week it is required to be suitable and healthy for the child's development.

Family Day Care encourages nutritious and balanced meals by supporting families and Educators with current information and advice from relevant health authorities.

Children will have fresh drinking water



available to them at all times.

Some lunch box ideas

Tips for healthy lunch boxes

- Always include fresh fruit and vegetables and vary the selection to keep it interesting
- Offer a variety of whole grain breads, rolls, pita bread and flat breads.
- Use avocado as a spread instead of butter or margarine
- Use reduced fat dairy foods e.g. cheese and yoghurt are ideal
- Children need a serve of protein at lunchtime. Ensure you include lean meat, egg, peanut butter, chickpeas or tuna.
- Add a chilled bottle of water and limit juice

www.freshforkids.com.au , www.healthy-kids.com.au and www.taste.com.au and many more have great recipes for snacks and lunch box ideas

Mildura Rural City Council Family Day Care Nutrition, Food Handling and Oral Health Policy is available on request



Recommended Foods

Good nutrition involves eating a variety of foods. Encouraging healthy choices from an early age ensures good habits in the future. Healthy food choices include:

Bread and Cereals (preferably wholegrain)

Bread/bread rolls
Scones
Muffins
Buns/fruit loaf
Crumpets
Rice
Wholegrain breakfast cereals
Crisp breads
Rice cakes
Pasta
Noodles



Fruit and Vegetables

Fruit (fresh, frozen, dried or tinned)
Fruit ice blocks
Vegetables (raw or cooked)
Salad



Milk and Dairy Products

Reduced fat dairy from 2 years of age
Full cream milk (under 2 years)
Calcium fortified soy drinks
Dairy desserts
Fruche / fromage
Creamed rice
Custards
Instant puddings made with milk
Yoghurt
Cheese/cheese dips



Meat and Meat Substitutes

Cold and cooked lean meats
Eggs
Legumes and legume products (baked beans)
Tinned fish (tuna/salmon)
Tofu
Plain nut pastes
Nuts and seeds
Beans/legumes



Foods such as chips and chocolate bars contain fat, salt and /or sugar and are not considered suitable for children.

Foods that are high in sugar (chocolate, lollies, sticky fruit snacks) increase the likelihood of tooth decay.

These types of foods will be returned in your child's lunch box. If your child is hungry a healthy alternative will be offered. There may be a charge for this extra food.

(Source: www.health.gov.au)

Further reading: The Australian Guide to Healthy Eating

Safe Food Handling

Educators are required to have an understanding of safe and hygienic food preparation and storage. Please tell your Educator if food you are providing needs special storage e.g. yoghurt to be refrigerated.

Educators must ensure all food preparation areas and utensils are kept clean. Hand washing before eating, handling or preparing food must occur.

Educators recognise children have different likes and dislikes and are sensitive to cultural differences concerning food and its preparation and they will endeavour to meet the needs of individuals and families.



Mildura Rural City Council Family Day Care Nutrition, Food Handling and Oral Health Policy is available on request

Active Play and Physical Activity

Educators are supported to deliver a program and environment to children which is stimulating, physically active and challenging. Educators are encouraged to participate in active travel to explore the community.

Children are encouraged to engage in a range of child-initiated and adult-guided physical activities within the Educational Program.

Australian Physical Activity recommendations for 0-5 years (Children not at school)

- Infants, toddlers and pre-schoolers should not be inactive or in car seats/prams for more than one hour at a time with the exception of sleeping which will only occur per Mildura Rural City Council Family Day Care Rest and Sleep Policy
- Infants should have floor time and tummy time
- Toddlers and pre-schoolers should be physically active at least 3 hours every day (spread throughout the day)



Australian Physical Activity recommendations for 5-12 years

- Children need at least 60 minutes a day (up to several hours) of moderate to vigorous physical activity every day

Australian guidelines for screen time say that:

- Children younger than 2 years of age should not spend any time watching television or using other electronic media (DVDs, computer and other electronic games)
- For children 2 to 5 years of age, sitting and watching television and the use of other electronic media (DVDs, computer and other electronic games) should be limited
- The time children spend being seated or inactive, other than during meal or naptime, is limited
- Educators engage with children about the content of what they are viewing and respond to their reactions

Educators, staff, children and families are key partners in developing healthy and active physical environment.

More information is available at Department of Health -www.health.gov.au and for more tips, visit www.healthyactive.gov.au

Mildura Rural City Council Family Day Care Active Play & Physical Activity Policy and Mildura Rural City Council Family Day Care Educational Program and Practices Policy is available on request

Environmental Sustainability

Natural environments enhance children's cognitive and social growth. Nature provides a base that encourages curiosity and the drive to learn new things. Children can develop an understanding and respect for the natural environment and build a sense of responsibility in caring for the environment by:

- Including the natural environment in play by using plants, trees, edible gardens, rocks, mud, water and other elements from nature
- Being involved in sustainable practices such as recycling, worm farms, vegie gardens, saving water and energy efficiency
- Developing children's awareness of the natural world and fosters wonder and knowledge.



Mildura Rural City Council Family Day Care Educational Program and Practice Policy is available on request

Accident/Incident Procedure

If your child has an accident, incident or becomes ill whilst in Family Day Care, it is recorded by the Educator on an Incident/Accident/Injury/Trauma/Illness Report. You must sign this report and will be given a copy for your own records.

If it is a minor graze, bump or abrasion, it will be treated by the Educator. For a more serious incident/accident parents will be contacted immediately and you may be asked to collect your child.

In case of an emergency, the ambulance and hospital will be contacted and emergency procedures put into place. Every effort will be made to contact the parents, if this is not possible, an Authorised Nominee will be notified. For the above reasons, it is vital that any changes of address, telephone number, or doctor, be kept current on your enrolment.

- If your child has an incident in care and has to see a doctor please contact your Educator as soon as you are able to tell them the outcome.

Controlling the spread of infections

A child cannot come into care when contagious or ill. It is important they have time to rest and recover. This not only helps protect the other children in care but the Educator as well. Persistent fever 38 degrees or over, vomiting, diarrhoea or unexplained rashes are an indication that a child is unwell.

Head Lice—effective treatment begins before the next day at care, then there is no reason for child to be excluded.

An Educator may refuse to receive a child into care with an unexplained illness or when contagious. An Educator may phone you or an authorised Nominee to collect the child if they become ill while in care. Please respect your Educator's decision when they are unable to provide care.

The same regulations for exclusion of ill children that apply to schools, kindergartens and childcare centres, also apply to Family Day Care.

For details of when your child must be excluded from care please contact the Co-ordination Unit, a copy of the Human Services exclusion table is listed on the next pages.

**For outbreaks of infectious diseases each child's parent will be notified as soon as practicable.*

Mildura Rural City Council Family Day Care Dealing with



Minimum period of exclusion from primary schools and children's services for infectious diseases cases and contacts

Exclusion table: Schedule 7

In this schedule, medical certificate means a certificate from a registered medical practitioner

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.

Exclusion of cases and contacts is **not** required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease). For more information www.Health.vic.gov.au

Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded

Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Tuberculosis	Exclude until receipt of a medical Certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Ear Care

Hearing is very important and to give your child a great start in life, we need to take care of our ears.

Hearing helps us to:

- learn language, sounds and talking
- listen to stories
- listen to music
- talk to friends and family
- listen and learn from teachers
- achieve self confidence



Please look out for symptoms of ear disease

Symptoms of ear disease

Signs of a cold	Runny fluid or pus	*Children can have ear disease with no symptoms
Pulling ears	Can't hear properly	
Pain	Not eating	
Fever	Diarrhoea or vomiting	

Parents and Educators can help prevent ear disease by:

Checking ears regularly
Eating healthy
Breast milk helps fight infection
Don't put anything in children's ears

Washing regularly
Vaccinations
Don't smoke near children

Source: www.careforkidsears.health.gov.au

Electronic Media

Television, DVD viewing and use of computer games and iPods in Family Day Care is limited to small amounts and usually reserved for "quiet time". All television, music and computer games used in the Family Day Care home should be of C or G ratings.

Permission slips should be signed by parents for children to view/listen to PG rated items. Anything rated above PG is not suitable for the Family Day Care home



Hot Weather

Child safety - hot weather

Babies and young children should be watched carefully during hot weather. They need to drink regularly, wear light clothing and be kept cool.

Warning signs of dehydration

Dehydration may be a risk if your child:

Is not eating or drinking	Is sleepy, tired or lethargic
Is irritable or crying	Has fewer wet nappies
Has hot and dry skin or looks pale	Has a dry mouth
Has a body temperature near 40°C	Is vomiting or has diarrhoea
Has a rise in temperature	Has sunken or dark eyes

If you notice one or more of these signs, take your child to a doctor or hospital.

- Offer frequent drinks to avoid dehydration
- Sick children need special care and attention in hot weather
- Keep children cool, during hot weather
- Keep children cool when they sleep
- Take care in hot cars, never leave a child unattended in a car

If you need to go out in the car in hot weather:

- Try to make trips in the coolest part of the day
- Keep the windows open while the car is moving or use the air conditioner

Never leave babies or young children alone in a car, no matter what the weather. Even in mild weather, cars quickly become too hot .



Source: www.betterhealth.vic.gov.au

Hygiene in care

Good hygiene can reduce the risk of cross infection between children and adults. Adults can help children to develop good hygiene habits to use throughout their lives. Encourage children to follow simple rules of hygiene.



Mildura Rural City Council Family Day Care Nutrition, Food handling & Oral Health Policy and Mildura Rural City Council Family Day Care Dealing with Infectious

Safe Sleeping

Sleeping babies safely is important as it helps to reduce the risk of sudden infant death syndrome (SIDS)

How to sleep your baby safely:

1. Sleep baby on their back from birth, not on the tummy or side
2. Sleep baby with face uncovered (no doonas, pillows, lambs wool, bumpers or soft toys)
3. Avoid exposing babies to tobacco smoke before birth and after
4. Provide a safe sleeping environment (safe cot, mattress and bedding)
5. Sleep baby in their own safe sleeping environment next to the parents bed for the first 6 to 12 weeks of life
6. All necklaces this includes teething necklaces will be removed from children before they go to sleep. Then can be replaced once the child is awake.

More information is available on www.sidsandkids.org

Mildura Rural City Council Family Day Care Rest and Sleep Policy available on request



Outings/Excursions

Most Educators take the children on outings and excursions. This not only includes trips to kindergartens and schools but also outings that provide experiences such as play session, shopping, going to the library, parks, and other special trips. Car restraints and seat belts must be used at all times and children must be secured correctly according to their size and weight.

No child should leave the Family Day Care home without an excursion permission form being completed by the parent. This includes walking excursions. The permission form must include an Excursion Risk Management plan.

You can choose not to allow your child to go on an excursion, however, you cannot restrict an Educator from going out – and so you may need to withdraw your child from care on that particular day.



Smoking

In regard to the health of Educators and children, Family Day Care is a **smoke free** environment. This applies to all Educators, their relatives, visitors and parents using Family Day Care. We ask for your co-operation that children will not be exposed to tobacco smoke or any other smoking related products whilst in Family Day Care.



Mildura Rural City Council Family Day Care Tobacco Free Smoke Free Environment Policy is available on request

www.quitnow.gov

Mental Health And Wellbeing

Mildura Family Day Care acknowledges the importance of positive mental health and wellbeing that contributes to good health and overall development.

Our commitment is to:

- Ensure our environment is safe, inclusive and empowering for children, families, educators, staff, volunteers and visitors
- Embed social and emotional learning in the educational program
- Ensure families, children, educators and staff are key partners in mental health initiatives
- Engage in partnerships within community networks

As a health promoting scheme we will promote positive social and emotional wellbeing for children, educators, staff and families. We will do this through education, policies, creating a safe and healthy physical and social environment, and developing community links and partnerships.

Educators provide a safe, inclusive and empowering social environment through:

- A culture of respect, fairness and equality
- Creating a sense of belonging and connectedness through inclusive practices where everyone is encouraged to participate
- Respectful and supportive relationships being fostered between children, educators, staff and families
- Using strategies for promoting positive and responsive behaviour, preventing positive and responsible behaviour, preventing and responding to bullying, discrimination and harassment

Mildura Rural City Council Family Day Care Health and Wellbeing Policy is available on request

More information is available at Kids Matter: www.kidsmatter.edu.au

Sun Protection

Australia has one of the highest rates of skin cancer in the world and some of the highest UV levels in the world. In fact UV radiation is strong enough to cause sunburn in just 11 minutes on a fine January day. The sun's ultraviolet (UV) radiation is the major cause of skin cancer.

WHY SUN PROTECTION?

Children's skin is more sensitive; it can take less than 10 minutes for a child's skin to burn; children's eyes are also more sensitive than adults are.

Being Sun smart is a year round job as it is the ultraviolet (UV) radiation which we can neither see or feel that causes the damage.

Children will need to bring a **wide brimmed hat** and **SPF 30+ Sunscreen** or higher into care, some Family Day Care Educators have Sunscreen for the children to use, please ask.

Hats and sunscreen are for use outdoors in both summer and winter when the UV Index is 3 and above.

Please consider the way you dress your child and try to avoid singlet tops or dresses with thin straps. In all seasons whether sunny or cloudy we need to protect children's sensitive skin.

- 1. Slip on** sun protection clothing
- 2. Slop on** SPF30 (or higher) broad –spectrum, water resistant sunscreen at least 20 minutes before going out doors and re-apply every two hours
- 3. Slip on** broad brimmed hat that protects your face, head, neck and ears
- 4. Seek shade**
- 5. Slide on sunglasses:** make sure they meet Australian Standards

For more information you can Contact Cancer Council Victoria on 13 11 20 or www.cancervic.org.au or Sun Smart site www.sunsmart.com.au

Free sun smart app available: app store or Google play

Mildura Rural City Council Family Day Care
is a registered member of the
SUNSMART EARLY CHILDHOOD PROGRAM

and has a sun protection policy that meets SunSmart guidelines and recommendations to reduce skin cancer risk.


Signed on behalf of SunSmart

Date: 21 December 2016

Celebrating 7 years
as a SunSmart Member

Review: December 2019

 

Mildura Rural City Council Family Day Care Sun Protection Policy is available on request



Achievement Program

Mildura Family Day Care is engaged in the Achievement Program which gives services a simple, evidence-based framework to create a healthy learning environment and support the health and wellbeing of everyone in their service. It also gives children the best possible start to their learning and development and boosts staff productivity at any age, healthy people perform better. Through the Achievement Program, health and wellbeing becomes embedded in our culture.

There are 6 benchmarks for our service to achieve and then maintain:

- Tobacco Control ✓
- Physical Activity ✓
- Healthy Eating and Oral Health ✓
- Sun Protection ✓
- Mental Health and Wellbeing
- Safe Environments

Each time we achieve a benchmark our service receives the logo to acknowledge the Achievement.

*together we are creating a
healthy early childhood service*

achievement
program



Personal Health and Wellbeing

If you need any assistance please contact the Co-ordination Unit on 50188271 (business hours) 8am to 5pm or 0427 220116 (after hours) or any of the phone numbers below.

Phone numbers:

Beyond Blue / Youth	1300 22 46 36
Breastfeeding helpline (ABA)	1800 686 268
Elizabeth Hoffman House Aboriginal Women's Service	1800 796 112
Family and Domestic Violence Services for Women	1800 737 732
Family Violence Response Centre	1800 015 188
Gambler's Helpline (24 hours)	1800 858 858
In Touch Multicultural Centre Against Family Violence	1800 755 988 (free call)
Kids Helpline (24hours)	1800 551 800 (free call)
Life Line (24hours)	13 11 14
Mallee Sexual Assault &Domestic Violence Service	1800 665 066
Maternal Child Health Help Line (24 hours)	13 22 29 (free call)
Men's Referral Service	1300 766 491
Men's Line (24 hours)	1300 789 978
Mildura Base Hospital	03 5022 3333 000
Mildura Police Station	03 5018 5300 000
Nurse On Call (Health. Vic) (24hours)	1300 606 024
Parent Line (8am to Midnight, 7 days a week)	13 22 89
Post Natal Depression (9am to 7pm)	1300 726 306
Sexual Assault Crisis Line (24hours)	1800 806 292(free call)
Suicide Call Back Service	1300 659 467
The Aboriginal Family Violence Prevention and Legal Service Victoria (9am to 5pm)	1800 105 303(free call)

Websites

www.beyondblue.org.au

www.breastfeeding.asn.au