

Use and Storage of Dangerous Products

Policy Statement

This policy acts to ensure that:

- The risk of harm to children, families, staff and Educators is reduced from risks associated with chemical products, medicines, other dangerous substances and equipment

Explanation

By maximising awareness of the potential hazards of chemicals and equipment, we reduce the risk of harm to Educators, children and families by ensuring dangerous products are safely stored and their use is minimised in all areas of our Education and Care Service.

Our Service has a duty of care to provide all persons with a safe and healthy environment. The Service defines a dangerous product as any chemical, substance, material, plant or equipment that can cause potential harm, injury or illness to a person. It recognises the importance of Educators and Coordinators adhering to the Education and Care Services National Regulations 2011 and the NSW Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011.

Our Service works closely with Educators to ensure the reduction of the use of chemicals within the service environment.

The Work Health and Safety Act 2011, states clearly that a workplace must not place people or children at risk due to hazardous substances.

Educators and Coordinators need to be aware of the WH&S legislation and safe storage practices relating to hazardous substances. A hazardous substance may be:

- Poison
- Medicine
- A substance that may trigger an allergic reaction e.g. dust, fumes, peanut butter
- Petrol
- Household cleaners
- Toiletries
- Gardening chemicals e.g. fertilizers, weed killer, pesticides
- Gas

A substance may become hazardous if it is not managed correctly. This may include the way a substance is:

- Handled
- Used
- Stored
- Transported
- Disposed of

Policy Created
February 2016

Policy Last Updated
October 2022

Policy Review Date
October 2024

Goals

- Our service aims to reduce the use of dangerous products within the environment by using eco-friendly cleaning options
- Our service endeavours to provide a safe environment where chemicals and hazardous equipment are safely stored away from children and are stored and handled in appropriate ways

Roles and Responsibilities

Approved Provider/ Coordinator

- Ensure every reasonable precaution is taken to protect children being educated and cared for by the service from harm and any hazard likely to cause injury
- Provide information to Educators relating to identifying hazards and assessing the levels of risk
- Ensure there are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored at the service
- Ensure that at all times there is an Educator on the premises with ACEQCA approved first aid qualifications
- Ensure through routine visits that any dangerous chemicals, substances and equipment is stored in a place that is secure and inaccessible to children
- Ensure that any chemical storage area is marked and clearly labelled
- Where possible ensure Educators use only detergent and water for cleaning when children are in care
- Ensure Material Safety Data Sheets (MSDS) are obtained in circumstances where chemicals other than detergent and water are to be used in the service

Educators

- Where possible use only detergent and water for all cleaning when children are in care
- Consider using the least hazardous chemical, product or equipment for the job if a chemical is required to assist with deep cleaning
- Where possible choose chemicals or medicines with child resistant lids or caps
- Ensure chemicals or medicine is stored in a locked place, which is secure and inaccessible to children

- Ensure that all dangerous substances and medications are stored in their original labelled container and not transferred to any other container
- Ensure that all dangerous substances and medications are clearly labelled
- Follow “Directions for Use” instructions on the product label
- Put up simple warning signs where potentially dangerous products are stored
- Follow the use, storage and first aid instructions on the label for a substance
- Seek medical advice immediately if poisoning has occurred or call the **Poisons Information Line** on **131126**, or call an ambulance on **000**
- Wear Personal Protective Clothing when handling dangerous materials
- Dispose of all products safely, in accordance with the manufacturer’s instructions
- Keep plastic bags stored out of children’s reach. If plastic bags are used ensure the bags are tied in a knot and placed out of the children’s reach
- Complete a Daily Hazard check
- Any dangerous products and chemicals that are stored in areas that are accessible to the children need to be placed in a locked cupboard that is at least 1.5 metres off the ground
- It is the Educator’s responsibility to eliminate or manage any risks
- Obtain where possible, Material Safety Data Sheets (MSDS) for all hazardous substances that are used in the service
- Keep evidence of requests for MSDS for substances that do not have MSDS available
- Ensure that any soiled nappies and/or clothing are inaccessible to children and kept in covered containers, or secured bags
- Only administer children’s medication with family authorisation and in accordance with medical directions, follow the Services Administration of Medication and Dealing with Medical Conditions policies

Family Day Care

- In accordance with CCEL’s Assessment of Residences and Venues Policy develop procedures to ensure that Educators comply with the regulatory requirements e.g. Kidsafe Hazard Reduction Checklist
- Abide by CCEL’s Assessment of Residences and Venues Policy through:
 - Annually conducting the Kidsafe Hazard Reduction Checklist
 - Completing the Resident/Venue Risk Assessment Form
 - Reviewing every 6 months the Resident/View Risk Assessment, or as changes occur

- If guns are kept on the premises, Educators are required to provide Country Children's Early Learning with a Certificate of Compliance after each routine Police Inspection
- Educators with swimming pools are required to provide Country Children's Early Learning with a Certificate of Inspection by an Authorised Body annually

Children

- Educators will encourage children's awareness of safety by discussing dangerous products as a part of the children's program

Families

- Current information regarding management of dangerous products will be provided to parents
- Parents are required to notify Educators if they bring a dangerous product in to the service (e.g. medication, soap, food etc), so that the Educators can ensure that it is stored appropriately

Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

LINKS TO

→ **Education & Care Services National Law**
Section 167

→ **Education & Care Services National Regulations**
77, 82, 106, 116, 117, 168, 169, 170

→ **National Quality Standards/Elements:**
2.2.1

→ **Child Safe Standards**
1, 2, 3,4, 5, 6,7, 8, 9, 10

SOURCES

- Education and Care Services National Regulations - December 2021
- Education and Care Services National Law - January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - October 2017
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- The Toxic Playground, Immig, J, 2000; Managing the Risks in Children's Services
- Caton, S. Roche D., 1999; Handling Pesticide Wastes – EPA
- Managing OH&S in Children's Services, Tarrant, S., 2002
- Standards Australia Limited
- Work Health and Safety Act (NSW) 2011
- Work Health and Safety Regulations (NSW) 2011

LINKS TO OTHER POLICIES

- Acceptance & Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Assessment of Residences and Venues
- Child-Safe Environment
- Dealing with Medical Conditions
- Enrolment & Orientation
- Incident, Injury, Trauma & Illness
- Nutrition & Safe Food Handling
- Water Safety