

Early Childhood Education Services (ECES) Pre-Licensing Information

Provided by Southern DHB, Public Health South's, Health Protection Services

This resource pack has been developed based on the Education (Early Childhood Services) Regulations 2008 for those who are planning to set up a new Early Childhood Service (ECES). It encompasses the health requirements that need to be considered when planning a new centre, such as health requirements, physical environments and health policies. This information will assist a centre in meeting the health requirements of the pre-licensing process.

What can be expected from Public Health South:

- A Health Assessment of the ECES (as outlined in this document).
- The Health Report is available in five working days following the assessment to the centre and a copy is also sent to the Ministry of Education as part of its requirement for consideration of the ECES licence.

What is expected from the ECES:

- Please refer to the information in this document and the *Licensing Criteria for Early Childhood Education and Care Centres 2008*.
- Please ensure that the ECES is ready for the Health Assessment.
- At the time of the assessment it is expected that:
 - All Building work will be completed.
 - All facilities will be operational.
 - Health and Safety Policies / Procedures will be available to supplement the assessment.

Health Assessment Criteria Requirements -

Play Area:

- Appropriate lighting (natural and artificial) for the activities.
- Ventilation for flow of fresh air.
- Maintenance of room temperature (no lower than 16°C).
- External noise levels taken into consideration in acoustic designs to ensure that they do not interfere with normal communication.
- Separate sink(s) (from the hand washing sink(s)) for art supplies.
- Ensure that only clean, healthy, and easily restrained animals are allowed on the premises.

Kitchen/Dining Area:

Food preparation areas are assessed for compliance with Hygienic and Safety requirements.

- Sufficient drinking water that meets Drinking Water for New Zealand Standards is available for children.
- Hygienic preparations and storage of foods (stored at less than 4°C).
- Effective and hygienic cleaning of dishes - please contact Public Health South for further advice on what is recommended.
- Nutritious food at appropriate times.
- A separate hand washing sink is strongly recommended.

Toilet / Handwashing Area:

- Child appropriate toilets and handwashing facilities.
- Means of drying hands for children.
- Temperature of warm water no higher than 40°C.
- Cleaning schedules for maintaining good hygiene and disinfection.

Nappy Change Area / Body Wash Area:

The nappy changing area is one of the most likely sources of disease transmission and therefore strict hygiene controls should be in place.

- Nappy changing table is a stable construction that can be kept hygienically clean.
- Separate from areas of play or food preparations.
- Some visibility from other areas is possible.
- Hand washing facility close to nappy changing table.
- General rules of health and safety apply.
- Nappy change procedure displayed.
- Plumbing fixture to wash soiled children.
- Procedure for washing soiled children.
- Suitable disposal bin for soiled nappies.

Child Health:

- Appropriate area (where a child can lie down, be supervised, away from other children) for temporary isolation of a sick child.
- Provide an exclusion policy for sick children and staff.
- The Health (Immunisation) Regulations 1995 (as at 1st December 2008) require a centre to maintain a Register of each child's immunisation status.

Sleep Area:

- Cots must be able to be accessed from one side, be of the appropriate size and securely covered with non-porous material.
- Sufficient air flow in room.
- Hygienic storage of beds and bedding.
- Sufficient supervision of sleeping children.

Whole of Premises:

- Cleaning procedures in place for premises, equipment, furniture, etc.
- Linen laundered hygienically.
- Durable and appropriate floors for their use.
- Temperature of warm water used by children is no higher than 40°C.
- Temperature of water in hot water cylinder at least 60°C.

Health and Hygiene Policies and Procedures:

It is anticipated that centres will have a range of Policies and Procedures dealing with health and hygiene issues. Examples may include policies on routine cleaning, infection control, food hygiene training, and the handling and disposal of soiled clothing.

General Public Health Information:

Lead Paint:

If your centre's building was built prior to the 1980's it could have been painted with lead-based paint. After 1965 it was not common to have lead in paints but it still occurred. When repainting surfaces that have been painted with lead-based paint you need to follow the *Guidelines for the Management of Lead-based Paint* (issued by OSH, Department of Labour and Ministry of Health). If you have any concerns or would like your paint tested please contact Public Health South for further information and advice.

Asbestos:

Any material that is suspected to have asbestos in it should be tested. Please contact Public Health South regarding getting a sample tested.

Sun Care:

Exposure to UV radiation is becoming a growing issue in New Zealand especially in young children. Centres should have a Sun-safe Policy that specifies:

- The hours and length of outside play
- The use of sun screens and shaded areas
- The use of sunscreen, hats, sun-proof clothing etc.

Further information can be found on the SunSmart website <http://www.sunsmart.org.nz/>.

Smoke-free Policy:

Centre must ensure that it is smoke-free, both indoors and outdoors. You must also have a written workplace Smoke-free Policy. Appropriate signage is important to a functioning smoke-free policy. Talk to a Health Protection Officer or refer to the Ministry of Health's website: http://www.moh.govt.nz/moh.nsf/wpg_index/About-smokefreelaw-resources#4

Outbreak Management:

PHS should be informed as soon as the centre becomes aware of an increase above the normal incidence of sickness of children/adults with vomiting and/or diarrhoea.

PHS can support in a number of ways:

- Health protection staff can provide advice on cleaning practices and how to prevent /control the spread of the illness.
- Specimens can be collected for laboratory testing.
- PHS can access specialist support and information.
- A letter from Public Health South can be sent to parents and caregivers requiring sick children to stay at home until free of symptoms for 48 hours.

Health Education Resources:

A catalogue of the current resources that can be ordered is attached.

Please feel free to request any of the resources that are of interest to you.

Public Health South also has copies of some of these resources which the Health Protection Officer can bring when making the visit to your centre.

Public Health South also has written resources specific for ECES around issues such as:

- Cleaning Guidelines to assist ECES to Reduce the Spread of Communicable Diseases.
- Medical Officer of Health exclusion criteria for sick children/staff.

These can be obtained by asking the Health Protection Officer to bring when they visit your centre or to send them to you.

Once your centre is licensed, your centre will automatically receive a copy of the quarterly newsletter 'Healthy Hints for Tots' that provides informative articles on local happenings in the early childhood sector.

Should you have any queries regarding the forthcoming assessment of your centre, please do not hesitate to contact your local Health Protection Officer.

Public Health South Contact Details

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