

EDUCATION AND CARE GUIDING PRINCIPLE

Hazardous Substances

Introduction

To provide a safe environment where hazardous substances are stored in a secure manner and are inaccessible to children [[Law 167](#) & [Regulation 168](#)].

All services

- The nominated supervisor and educators must ensure that children being educated and cared for by the service are provided with an environment that is free from the use of tobacco, illicit drugs and alcohol.
- To minimise the use of toxic and other potentially dangerous products, without jeopardising the educators', children's or families' (parents, guardians, care givers) hygiene.
- All dangerous cleaning materials, disinfectants, poisons and other dangerous medications are labelled with a description of the content and directions for use. All chemicals with Safety Data Sheets (SDS) are stored in a locked cupboard in the kitchen, laundry or office and are inaccessible to children.
- There must be two barriers between children and chemicals and other hazards; i.e. knives, plastic bags, etc (FDC).
- All tools, equipment and toiletries will be stored in facilities that are secure and inaccessible to the children. Medications and first aid equipment needs to be readily accessible to educators and out of reach of children. Refer to Medication Guiding Principle.
- Nappy bins and used nappies will be kept in areas that are inaccessible to children.
- All substance bottles will be carefully labelled, including the name of the substance and directions of use.
- Emergency numbers will be clearly displayed near telephones (i.e. Poisons Information 13 11 26, Emergency Services 000) and families' contact telephone numbers will be easily accessible.
- All educators must have a current first aid certificate approved by the Australian Children's Education and Care Quality Authority (ACECQA) and refresh their CPR annually.
- The nominated supervisor and educators must not, while providing education and care for children, consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to provide education and care to the children.
- All current SDSs must be kept in the kitchen and laundry for all hazardous substances and updated every 5 years. FDC educators to keep them in the Work Health & Safety folder.
- Any flammable substances to be kept away from heat sources e.g. kitchen.
- Choose chemicals or medications with child resistant lids or caps.

- All purchased products must be stored in “use by date” order. The older products are to be used first before they are out of date.
- Ensure storage containers used for chemicals are not reused and are properly discarded when empty.
- It is a recommendation that all chemicals/cleaning products purchased should be on the approved supplier’s list (not FDC educators). If product/s are unavailable and an alternative is suggested, ensure the correct and current SDS is requested, printed and filed.
- Approval must be granted and current SDS available at the services for any products that are not on the approved suppliers list (centre based). All household cleaning products must be in original bottles or clearly labelled and have current SDS for all chemicals stored in registered parts of the home (FDC).

Approved Education and Care services chemical/cleaning product list (centre based)

Product	Application
Suma Special Mach. Dishwashing Detergent	Dishwashing Detergent (Automatic)
Suma Rinse Aid A5	Dishwashing Rinse Aid (Automatic)
Suma Star D1	Manual Pot/Pan Detergent
Suma Bac D10 Conc	Sanitiser
Raid “Odourless”	AQIS Approved Fly/Insect Killer
Omo	Laundry Powder Front Loader
Optimo	Laundry Powder Top Loader
Cream R7	Cream Cleanser
Glance	Glass/Multi-Purpose Cleaner
Suma Bio floor	Floor Degreaser/Non Slip Formula
Deb Instant Foam Sanitiser	Hand Sanitiser
Sun Dishwashing Powder	Dishwashing Powder
Sun Dishwasher Rinse Aid	Dishwashing Rinse Aid
Bambo Nature Baby Wipes	Disinfectant Wipes
Bastion Baby Wipes	Cleaning Wipes
Room Care R1 Plus	Toilet Cleaner

Statutory legislation and considerations

- [Children \(Education and Care Services\) National Law \(NSW\) No 104a: Part 6: Section 167](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations 2011](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [Education and Care Services National Regulations: Regulation 168](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards: Quality Areas 2.2.1 and 3.1.2](#)

Further reading:

- Cumberland Council's Chemical Handling Policy
- Cumberland Council's Education and Care Guiding Principles:
 - Accident, Incident and Trauma
 - Medication
 - First Aid

Implementation date: **July 2019**

Next review date: **July 2020**