



The Hutchins School: Children's Services

CS-132: Plants and Vegetation Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.3: <i>Each Child is Protected.</i>
Commencement Date	1/1/2011
Last Review Date	19/02/2014

1. Purpose

The purpose of this policy is to ensure the health and safety of the children in care at The Hutchins School: Children's Services.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

The objective of this policy is to inform practice and policy regarding hazardous, poisonous or toxic plants.

4. Definitions

The Hutchins School: Children's Services A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).

OSHC The Hutchins School: Outside School Hours Care

Kindergarten The Hutchins School: Kindergarden (including Pre-Kinder)

5. Policy Information

Some plants have the potential to pose a risk to children's health, either through consumption, or through skin or respiratory irritation. Other plants can pose a danger through the attraction of bees, wasps, or even through sharp plant matter. To prevent any danger to children attending The Hutchins School's Children's Services, the School will ensure that toxic and dangerous plants are not accessible from, nor planted in the licensed care area.

Risk Reduction Strategies

- The School will refer to the Children's Hospital at Westmead's [list of plants and vegetation that can be harmful to children](#) when considering new flora for the licensed Children's Services areas;
- The maintenance staff will check the licensed area annually to ensure that there are no harmful plants in the gardens, according to the compliance item in the School's Emergency & Risk Management System;



The Hutchins School: Children's Services

CS-132: Plants and Vegetation Policy

- Any harmful plants detected by staff of the School will be removed immediately by maintenance staff;
- If any child has a reaction to a poisonous plant, staff will immediately contact the Poisons Information Centre on 13 11 26.
- Should an incident occur, staff will complete the [OHS-P308.2: Incident, Injury and Illness Report Form](#), including the "Recommendations to prevent occurrence", and will take action as soon as possible to further ensure Child Safety.

6. Supporting Procedures / Guidelines

As noted in policy text.

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 2: Children's Health and Safety

- **Standard 2.3: Each Child is Protected**
 - Element 2.3.2: *Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 99; 168, 168(2)(h).

8. Referenced External Documentation

Children's Hospital at Westmead, *Poisonous Plants Fact Sheet*, February 2010.

Located at: <http://kidshealth.schn.health.nsw.gov.au/sites/kidshealth.schn.health.nsw.gov.au/files/fact-sheets/pdf/poisonous-plants.pdf>



The Hutchins School: Children's Services

CS-132: Plants and Vegetation Policy

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

<i>Date</i>	<i>Changes made under review</i>
19/02/2014	Policy placed in new (2013) template. Minor changes made to terms contained within the document to preserve continuity with the NQF and EYLF (e.g. "staff" becomes "educators" and so on). No major changes to procedures. Hyperlinks added.

12. Further Action: Details

In order to ensure the health and safety of the children in care at The Hutchins School: Children's Services, a compliance item has been created ensuring an annual review of the plants and vegetation in the gardens and surrounds of The Hutchins School. To complement this process, maintenance and ground staff will be provided with information and training to assist in identifying potentially hazardous plants.

Details of the memorandum containing this information:

<i>Date</i>	<i>Action taken:</i>
04/2013	Memo: Dangerous Plants sent out to all maintenance staff to ensure compliance with the details of this policy.
02/2014	Memo: Dangerous Plants (2014) sent out to all maintenance staff to ensure compliance with the details of this policy.