

**Early Childhood Centre – Health Report**

The Hawke’s Bay District Health Board – Health Protection Team is required to submit a health report to the Ministry of Education for ALL new (centre-based) early childhood centres.

For more information around arranging a Health Report contact:

**Health Protection on (06) 834 1815.**

The health report process:

* We review the centre’s health related policies, with a focus on ensuring there are good systems in place for managing things such as illness, cleaning, and hygiene.
* We conduct a health report assessment visit to your centre to check for compliance with the Education (Early Childhood Services) Regulations 2008. The main aspects we look at are:
* Building services
* Food and nutrition
* Safety and the physical environment
* General cleanliness, hygiene and disease prevention

The assessment visit will TAKE UP TO TWO HOURS and is carried out by a Health Protection Officer. A Public Health Nurse may also attend.

We send a copy of the health report to the Ministry of Education. The report is used to help the Ministry of Education to make the final decision about whether or not to grant a licence.

**WHAT DO YOU NEED TO DO PRIOR TO THE VISIT**

Email a copy of the centre’s health related polices on:

* Hand washing
* Nappy changing
* Infection control and cleaning
* Child health/Illness
* Hygienic laundering
* Washing sick or soiled children
* Animals (if applicable)

Please contact us at least two weeks in advance to arrange a suitable time for your assessment visit.

In order for us to complete the required health report assessment visit, we expect your centre to be set up as it would be on opening day.

During the assessment, we require the licensee or head teacher to walk through the centre with us, answer questions, and be available at the conclusion of the visit to discuss our findings.

Download the Health report template on this site, as this is what we will be completing during the visit.

Check the Ministry of Education website for further information on the pre-licensing process:

<https://www.education.govt.nz/early-childhood/running-a-service/starting-a-service/>

For further guidance, please refer to the following publications:

Ministry of Education: Licensing Criteria for Early Childhood Education & Care Services 2008

<https://www.education.govt.nz/assets/Documents/Early-Childhood/Licensing-criteria/ECE-Licensing-Booklet-Early-Childhood-Aug2018.pdf>

Ministry of Health: Nga Kupu Oranga Healthy Messages: A health and safety resource for early childhood services

<https://www.health.govt.nz/publication/nga-kupu-oranga-healthy-messages-health-and-safety-resource-early-childhood-services>

**Providing food**

If you intend to prepare and serve food at your centre, it must be safe and suitable. You will also need to ensure you meet Food Act 2014 requirements.

The Ministry for Primary Industries has produced a [Factsheet](http://mpi.govt.nz/food-safety/food-act-2014/resources/) with examples of how the Food Act applies to education providers. The guidance and resources provided are aimed to help you understand and meet your obligations under the Food Act 2014.

Please refer to the following link for further information:

<https://www.mpi.govt.nz/food-safety/food-act-2014/national-programmes/early-childhood-educators-and-kohanga-reo/>

**For Further information please contact**

Health Protection Officer

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