

CENTRE PROCEDURES

46 Health and Safety Practices Standard: General
Licensing Criteria: HS27, HS26, HS26, HS34, PF27



ILLNESS POLICY

Purpose:

Treetops Early Learning Centres are committed to providing an environment that promotes healthy wellbeing of the children and staff within our centres.

All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed onto children and likely to have a detrimental effect on them.

All Practical steps are taken to get immediate medical assistance for a child or staff member who is badly hurt in an accident or who becomes seriously ill and to notify a parent of what has happened.

We see it as our responsibility to ensure that the ill child is kept as comfortable as possible until they are collected from the centre and that the rest of the centre is kept safe from any possible infection.

To ensure there is a common understanding about what will happen if a child is brought into the centre who is already ill or becomes ill while there.

Written advice from a medical practitioner who has evaluated the child after they have shown any symptoms discussed overrides our policies and procedures.

Procedures:

1. The Centre will provide a wide range of pamphlets on health and illnesses issues (available from Regional Health Public Services).
2. A list of communicable illnesses is available in the classrooms for parents / guardians to familiarise themselves with. This will be available on Educa and is in the licensing criteria.
3. The Centre does not allow any child or adult to attend if they have a contagious or communicable disease. The centre will ensure the action specified in the Licensing Criteria Appendix 2 is taken for any person (adult or child) suffering from particular infectious diseases. Any child or adult who has had a contagious or communicable disease may require medical clearance from their doctor before returning to the centre.
4. Children (and staff) with diarrhoea, vomiting, fever and /or undiagnosed skin rashes cannot remain at the childcare centre (except for the time it takes parents / caregivers to collect the child from the centre). Parents / caregivers are expected to collect their child without delay if he/she is ill.
5. The Centre provides a safe space away from other children, to isolate children who become unwell whilst at the Centre. Parents / Guardians will be contacted and asked to collect their child without delay if this happens. Any child who is isolated will be kept comfortable, and monitored by staff – no child will be left unsupervised at any time. The isolation space will be located in either the office or the non-contact room.
6. The child's temperature will be checked every 10 mins and written on the incident report whilst waiting to be collected by a family member.
7. In the event of a high temperature over 38 degrees C staff will try the following whilst waiting for a parent / guardian to arrive.
 - Remove outer layers of clothing
 - Use a tepid flannel to sponge bath the child
 - Bathe the child in tepid water
 - Give a lemonade ice block if the child will not take fluids

8. If the parent / Caregiver is not available the centre may need to seek medical assistance in the event of a temperature over 39 degrees C for a child between 0 and 6 months, over 40 degrees C for a child over 6 months, or the child becoming more ill. The Centre keeps a record of each child's medical practitioner and may use this information should medical advice need to be sought.
9. In general, if children or staff experience vomiting and / or diarrhea they must not attend the centre until 48 hours after all symptoms have stopped. Any child or staff with fever should stay home for 24 hours after their fever has subsided. Children should otherwise be kept away from the Centre as per advice of their doctor, or as the centre has been advised by their Regional Public Health Service.
10. If a child/adult has a green runny nose, children/adults may return to the centre once symptoms have been treated or subsided.
11. The Centre Manager may exercise their discretion to stand a child down from the centre if they believe a child has been brought into the centre too unwell to participate in the normal routines of the day or returned after a stand down period still presenting signs of communicable disease without a medical clearance certificate.
12. The Centre Manager may exclude any person employed or engaged in the service from coming into contact with children if they have reasonable grounds to believe that the person is in a state of physical or mental health that presents any risk of danger to children; or has an infectious or contagious disease or condition.
13. Any child sent home will receive a copy of the illness report signed by the Centre Director / Manager (or person responsible in their absence) and parent / guardian.
14. Where there is a serious injury or illness or incident involving a child while at the service that is required to be notified to a specified agency, the service provider must also notify the Ministry of Education at the same time.

A specified agency is any government agency or statutory body that a centre is required to notify if there is a serious (or as defined) injury, illness, incident or allegation.

This may include but is not limited to:

- New Zealand Police
 - Ministry of Health
 - Child, Youth and Family
 - Worksafe New Zealand
 - The Education Council
15. After the incident has been managed on site (e.g. first aid provided, parents notified, specified agency notified), you must then call your Ministry area office adviser to inform them of the incident. Then you should send them a copy of the notification. Once notified, the Ministry of Education will follow up with the service to ensure any recommended actions are put in place.