

ALEXANDRA CHILDCARE CENTRE (1995) INC.

CHILD / ADULT ILLNESS POLICY AND PROCEDURE

RATIONALE:

We are committed to providing an environment that promotes and protects the health and wellbeing of all children and the kāiako within our centre. This policy outlines our response to any infectious illness as well as any tamariki who become unwell whilst attending our centre.

We will exclude any person employed or engaged in our service from coming into contact with children if we have 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.

Infectious Diseases

We do not allow any child to attend who has an infectious, contagious, or communicable disease as stated by the Ministry of Health on the 'Infectious Diseases' chart (Schedule 1). Any child who has had an infectious, contagious, or communicable disease must receive clearance from their doctor before returning to Kopuwai ELC. The centre will take the specified action in Schedule 1, for any person (Staff or child) suffering from particular infectious diseases within the chart.

The 'Infectious Diseases' chart is located within the Licensing Criteria as well as available in the office for Kaiako to refer to. We will post this on Storypark for parent/ whānau information two times per year as a reference, as well as including this on our Annual Plan.

Vomiting and Diarrhoea

If a child or staff member has a case of vomiting or diarrhoea, they must be **excluded from attending for a period until well and a period of 48 hours** from the last episode of vomiting and/or diarrhoea for undiagnosed illness as per guidelines set by Public Health as well as located within the Licensing Criteria

If 3 or more children develop vomiting or diarrhoea within a short space of time Public Health will be contacted to provide advice and guidance on any appropriate steps we may need to take to prevent an outbreak/reduce further spread.

Respiratory Illnesses/ High Temperature/ Fever

A normal body temperature for a child is 36 - 37°C.

It is normal for a range of factors including physical activity, strong emotions, high humidity levels and high room temperature to make a child feel hot.

In these circumstances a child's temperature will soon return to normal.

If the temperature does not return to normal or there is no apparent reason for the child to feel hot this may indicate that the child has a fever. Children who present a temperature of 38 °c or above will be monitored while attempts to cool are made and then rechecked. If their body temperature hasn't dropped below 38 they must be (**excluded from attending until the child is well**).

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Guidance for fevers/ cold symptoms will be taken from the Infectious Illness chart to reduce the risk of spread.

The Centre Manager at their discretion, may request a medical certificate for the child to be able to return to Kopuwai ELC.

Other Illness indicators

In general children should stay away from an early childhood service when they are ill and causing concern or:

- have no interest in activities or play
- have little energy – want or need to sleep or rest for long periods
- cry easily, are irritable or in pain
- constantly want to be held and comforted, are ‘clingy’

Rashes

If a child develops a rash whilst attending or arrives with an undiagnosed rash, they will need to be excluded until they have a medical doctor's certificate that states they are able to attend.

If a child becomes unwell whilst attending our centre the following procedure will be followed:

1. Parents/caregivers will be contacted and informed as soon as possible. They will be asked to collect their child without delay. An individual illness report will be filled in by a staff member with details of illness and any body temperature recordings.
2. Unwell child will be isolated to protect the health and wellbeing of the other children attending.
Isolation area: Staff Room, or Sofa in the Learning Environment, or the Library Corner.
3. A staff member will stay with the unwell child until they are collected by a parent/caregiver.
4. The individual illness report will be signed by the parent, information regarding any exclusion times will be discussed and a copy of the signed report will be given to parents.
5. A copy of the Accident/ Illness report will kept in the Accident/Illness Book and stored securely on site for a period of 2 years.
6. Privacy matters will be considered when communicating the health issue to the parent/whānau at collection time.

In the event of a high temperature staff will try the following to bring a temperature down while waiting for a parent/caregiver to arrive:

- Remove outer layers of clothing
- Use a tepid flannel to sponge bath the child

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- Bathe the child in tepid water
- Offer water to sip.

We keep a record of each child's medical practitioner and may use this information should medical advice be sought. This is noted on the enrolment form and Infocare.

In the event of a medical emergency, we will dial 111 and an ambulance will be called immediately. A staff member will always accompany the child in the ambulance if a parent/caregiver has not yet arrived. *In an emergency situation, we could send a staff member with the unwell child, and ask another parent to stay while another staff member arrives to cover the staff member accompanying the child.*

First Aid Ratio (HS119): Emergency exception (1:50 temporarily during emergencies)

Record of illness

A record of all illnesses will be recorded onto the individual illness report for each child, in the accident/illness book located in the foyer. The following will be documented down:

- Child's name
- Date, time and description of illness
- Any temperature readings taken
- The action taken by the staff member
- Time parent contacted/time child collected
- Name and signature of one staff members
- Signature of parent/caregiver on arrival to collect unwell child

Any child sent home will receive a copy of the accident/illness form to alert parents/caregiver of when their child may return to the centre.

Ongoing wellness precautions

Families will be informed if there is a contagious illness outbreak, three cases or more, via email, StoryPark, and a printed notice in the foyer. This notice will let parents know what the main symptoms are and the necessary actions to take should their child become unwell. It will also inform families of the steps the centre is taking to reduce the outbreak.

In the event of a serious illness involving a child whilst at our service which requires the notification of an agency, the service provider must also notify Vicky Pearson, Ministry of Education Cromwell (03) 4453750, at the same time. Agencies may include but is not limited to: Public Health Nurse, NZ Police, Ministry of Health, Oranga Tamariki, WorkSafe NZ and the Teaching Council.

Kopuwait ELC offers this policy for parent perusal on enrolment of all children.
This policy is reviewed within our 1-year review cycle.

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- Disposable gloves are always available.
- Cover all cuts on skin. If cuts are located on the hand, always use disposable gloves, especially when handling blood, faeces or urine.
- Wash blood, urine, and faeces off skin using wipes or shower if necessary.
- If blood splashed in eyes or on face, rinse with running water for several minutes.
- Clean up spilt blood, faeces with a 1:10 bleach solution or D10.
- Soak bloodied clothes and first aid implements in 1:10 bleach solution or D10.
- Wipe vinyl-changing pads with bleach solution after each nappy change.
- Regularly clean toys and equipment with a 1:10 bleach solution, D10 or steriliser.
- Floors to be washed regularly with appropriate floor cleaner as required.
- If sustained periods of illness are evident at Kopuwai ELC wipe door handles with D10. This is done weekly by our Kitchen Support Teacher, and After School Support Cleaner.

Further Information:

- Check the Ministry of Education and Ministry of Health websites for updates on dealing with pandemics and follow guidelines in our Pandemic Plan.
- Regular reminders in the newsletter of location of information and correct procedure when children are sick.
- Notices are displayed at Kopuwai ELC to advise if a child attending Kopuwai ELC has an infectious disease.
- The Public Health Nurse will be contacted for advice and assistance in providing information/contact personnel.
- In the event of extreme cases of illness affecting large numbers of children, families and employees (a general guideline is 20%) causing insufficient employees to meet ratios it may be necessary to close the Centre (refer to Emergency Closure Procedure). The Health Protection Office at Dunedin Hospital can be contacted for further advice (03) 4740999.

Staff

- Employees to be aware of their sick leave entitlements.
- Employees are entitled to reimbursement for any required vaccinations or injections.

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- If employees have a health problem including physical, mental, and emotional well-being that will affect their work, they need to be able to notify the Centre Manager or a Board of Governance member.

Schedule 1: Please refer to the updated Infectious Diseases Chart – MoH

Policy Category	Health and Safety
Licensing Criteria	HS 120, 121, PF122
Date Adapted	May 2021
Review Dates	May 2023, May 2024, May 2025, October 2025 (in line with Issue 143: He Pānui Kōhungahunga), April 2026
Next Review Due	March 2027
Archiving	2 years from date of illness -best practise
Supporting Documents	Licensing Criteria - Schedule 1 Infectious Illnesses, MOH ECE Guidelines