

RATIONALE

Children will be protected from illness and injury wherever possible. If illness or injury occurs during the day, children will receive the best possible care. All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened

PRINCIPLE

Our Centres will ensure the following:

- All staff will follow infection control procedures to prevent spread of illness, including hand hygiene, cleaning, and safe handling of bodily fluids.
- Children who become unwell are cared for, comforted, and supervised appropriately while waiting to be collected.
- Medical assistance will be sought immediately for serious illness or injury, and staff will follow first aid procedures
- Parents are informed as soon as reasonably practicable about any illness, injury, or incident affecting their child.
- Clear procedures are followed for obtaining medical assistance when required.

GUIDELINES

- Each indoor area accessed by children has heaters provided to create a warm comfortable environment, being no less than 18°C, 500mm from the floor.
- There is an adult present at all times for every 25 children attending (or part thereof) who holds a current First Aid qualification gained from a New Zealand Qualification Authority accredited first aid training provider. 1:50 is acceptable in emergency situations.
- Children suffering from any illness / condition may be excluded from attending the Centre at the discretion of the Person Responsible or Manager for any period considered appropriate, and inline with Schedule 1 of the 2008 ECE Licensing Criteria.
- Schedule 1 (Infectious diseases) of the 2008 ECE Licensing Criteria is required to be followed by all staff, and whanau. A QR code linking to the schedule is available on Page 3.
- Family/whānau and guardians will be excluded from entering the Centre if they are suffering from a contagious disease that is likely to be passed on to children or staff.
- Parents/caregivers will be notified and are expected to collect their child without delay (within the hour). Sick children must be cared for at home. It is the parents' responsibility to plan for alternative care if they are unable to take leave from work during their child's illness.
- We expect honesty and cooperation with this Policy. If it is found that a child or their family/caregiver has entered the centre with a contagious illness without disclosure of symptoms or diagnosis, the Centre reserves the right to cancel the child's enrolment effective immediately.
- Effective hygiene practices are maintained at all times. This includes regular and thorough handwashing, cleaning and disinfecting surfaces and equipment, safe handling and disposal of bodily fluids, and the use of protective gloves where appropriate.

SICK CHILDREN

- Our Centre has strict exclusion periods which must be adhered to at all times. These align with public health guidance to prevent the spread of infectious illnesses in an early childhood environment. Staff will remind parents of these requirements where necessary.
- Acceptance of any child into care who may be unwell is at the discretion of Centre Management. Any child displaying symptoms such as lack of interest in activities, low energy, irritability, excessive sleepiness, or wanting to be held constantly will be assessed by staff and may be considered not well enough to remain at the centre.

IF A CHILD BECOMES SICK WHILST AT OUR CENTRE:

- Family/whānau will be contacted by telephone.
- If family/whānau cannot be contacted, an alternative contact person listed on the child's Enrolment Agreement will be notified.
- When a child shows signs of a possible contagious or infectious illness, they will be kept comfortable, supervised at all times, and separated from other children where practicable to reduce the risk of cross infection. The usual isolation area is the office (or another area cordoned off from other children if unavailable). A waterproof/washable mattress will be provided for rest.
- The 'Sickness Kit' (including vomit bucket, disposable cloths, absorbent materials etc.) will be used as required and stored safely when not in use.
- Details will be recorded in the Illness Register, and an exclusion notice will be provided to parents where applicable.
- If no contact can be made, the Person Responsible will decide whether the child requires medical assessment.
- If a child's illness or injury is serious or urgent, emergency medical services will be contacted immediately and first aid will be administered by a qualified staff member while awaiting assistance.

CHILDREN SHOULD NOT ATTEND THE CENTRE IN THE FOLLOWING CIRCUMSTANCES:

- If vomiting or diarrhoea has occurred, children may not return until 48 hours after the last episode. They must be symptom free and well enough to participate fully in the programme.
- Conjunctivitis requires exclusion until at least 24 hours after medical treatment has commenced and there is no discharge from the eyes.
- Cold and flu symptoms should be managed at home until the child is well enough to return.
- Pain relief medication will only be administered if prescribed by a doctor for a purpose other than disguising a fever. A child with a fever is not well enough to attend the Centre.
- A temperature of 38°C or higher will result in parents being contacted for immediate collection. Children must not return while still requiring medication to control a fever.
- Children with infectious diseases including (but not limited to) Measles, Hand, Foot and Mouth, Chicken Pox, RSV, Conjunctivitis, Rotavirus, Norovirus, Covid-19 etc. must not return until fully recovered in accordance with public health guidance, or Schedule 1. A medical clearance certificate may be required if there is uncertainty about recovery.
- Pain relief for teething may be administered at the discretion of management.
- Other remedies, traditional or otherwise, will only be administered in consultation with family/whānau and in accordance with centre procedures.
- Notices regarding infectious diseases may be displayed alongside the Daily Attendance Sheet or within the Storypark Community notice board.

STAFF RESPONSIBILITIES TO REDUCE THE SPREAD OF INFECTION

- Avoid direct contact with blood or bodily fluids by wearing protective gloves.
- Use paper towels to clean up blood or bodily fluids from surfaces.
- Clean and disinfect contaminated surfaces thoroughly.
- Dispose of contaminated materials safely.
- Rinse soiled clothing and place in sealed plastic bags for families to wash at home.
- Remove shared sensory items such as playdough when viruses are circulating and risk remains high.
- Maintain accurate illness and injury records and ensure parents can access information relating to their child.

ACCIDENTS / INJURED CHILDREN

(Where injury is beyond minor scrapes, bumps and bruises)

- All injuries will be recorded in Incident Reports in Storypark. Details will include date, child's name, description of the incident, treatment provided, staff signature, and evidence the parents have been informed. Illnesses will be recorded on the Illness Register. The Centre Manager/Person Responsible will be notified.
- Parents/caregivers may be contacted via phone or Storypark regarding minor injuries and must counter-sign the Incident Report.
- All head injuries and significant blood injuries will result in immediate phone contact with parents. A Head Injury form will be completed and provided to parents. If contact cannot be made by phone initially, follow-up communication (Storypark/email/text) will be sent and calls will continue until contact is made.

- If serious injury or illness occurs, an ambulance will be called immediately. First aid will be administered by a qualified staff member. Parents and emergency contacts will be contacted repeatedly until spoken with directly.
- Serious injuries will be reported to WorkSafe New Zealand where required. The Ministry of Education or relevant authorities will also be notified if applicable. The Centre Owner will be notified immediately.
- Visiting children transitioning into the Centre will also have an Incident Form completed if an accident occurs.
- Any injury requiring professional medical treatment will be reported to the Centre Owner.
- Parents will be informed as soon as reasonably practicable of any illness, accident, or incident involving their child.

FURTHER INFORMATION:

The Ministry of Education must be notified at the same time as any specified agencies when there is a serious injury, illness, or incident involving a child while at the service. (HS128)

DEFINITIONS:

Serious injury is not defined by a fixed list, but typically refers to any injury that:

- requires resuscitation
- leads to hospital admission for more than 24 hours
- involves a broken bone or suspected fracture
- causes dislocation of a major joint (for example, shoulder, knee, hip, or elbow)
- results in loss of consciousness
- triggers severe breathing difficulties, including asphyxia
- penetrates the eye or causes a chemical or hot metal burn to the eye
- involves a head injury, especially if the child loses consciousness or becomes disoriented
- causes burns
- leads to excessive or uncontrollable bleeding
- leaves the child unresponsive or struggling to speak
- causes convulsions, seizures, or fainting.

Serious illness isn't defined by a fixed list, but includes any condition that:

- produces a prolonged high fever, particularly if accompanied by a rash
- triggers an anaphylactic reaction
- results from ingesting toxic substances or foreign objects.

HEALTHLINE: 0800 611 116

PLUNKETLINE: 0800 933 922

MINISTRY OF EDUCATION : CENTRAL / EAST: 09 632 9400

MINISTRY OF EDUCATION : WEST AUCKLAND CENTRE: 09 632 0390

WORKSAFE NZ: <http://services.worksafe.govt.nz/notifications/triage>

ATTACHMENT: MINISTRY OF EDUCATION: SCHEDULE 1: INFECTIOUS DISEASES:

