

# Kiddy Winks Health & Illness Policies



## Illness Procedures (HS 26)

- The Centre will do its best to ensure that all children/ staff / parents / visitors to the Centre are protected from contracting infectious diseases.
- Children and adults who are sick are not to be present at the Centre. Sickness includes vomiting, diarrhea, high temperatures, a green runny nose along with any other flu like symptoms, conjunctivitis, impetigo and any other contagious illness.
- There must be a period of 24hr absence if a child is diagnosed with having a viral infection. If a child has vomiting and diarrhea they must remain absent from the Centre until 48 hours after their last symptom.
- If a child arrives at the Centre and is clearly not well, staff and Management reserve the right not to allow that child to be left at the Centre. This is for the wellness of other children and staff.
- Parents will be contacted to take their child home if the illness prevents the child from participating in programme activities or results in greater care needed than we can reasonably provide.
- If parents are called to collect their child due to illness, they must do so as soon as possible. If parents are unable to do so they must then organise someone else to collect their child.
- A current list of infectious diseases consistent with Infectious Diseases for Criterion HS26 will be displayed in the Centre, enabling parents to access the information at all times (see link below).
- If a child has an illness not covered in this policy, teachers will refer to the infectious disease chart to determine the infection period, which will determine how long a child must stay away from the Centre.
- If a child becomes unwell while at the Centre they will be isolated from other children and watched over by a staff member until collected by a parent/caregiver.
- Staff will refer to the Ministry of Health infectious diseases information and exclusion list to inform parents when a child needs to be excluded from the centre and when they can return (see link below).

## Administration of Medicine (HS28)

- There are three categories of medicine that require different authorisations from parents:
  1. **Category 1:** non-prescription, provided by the Centre, and kept in the First Aid Kit. (Written authority upon enrolment.)
  2. **Category 2:** prescription and non-prescription (used for a specific period of time, short term). (Written authority is required at the beginning of each day and will include the name of the medication, the method for administering, the dose, and the time medication is to be given.)
  3. **Category 3:** prescription and non-prescription (used for the ongoing treatment of pre-diagnosed conditions). (Written authority is required upon enrolment as part of an Individual Health Plan which will include name of the medication, the method for administering, the dose, the time the medication is to be given, and the specific symptoms/circumstances in which it should be given.)
- All medicine bottles must be correctly labelled with the child's name and expiry date.
- All Category 2 or 3 medication must be handed directly to a staff member, who will place it up high out of the reach of children (or in the refrigerator).

- Medication will not be given if it is out of date, or has been prescribed to someone different than the child.
- All permanent staff are able to administer medication.
- All medication administered must be recorded including written authority from the parent to administer the medicine consistent with the medication category, the name of the medication, the child's name, the amount of medicine given, the date and time medication was administered and by whom, and evidence of parent acknowledgement that the medication was administered (see Forms).
- Staff will be given appropriate training in the administration of specific medications as required. Details of this training will be kept the Centre's professional learning filing system.

## Sick and/or Soiled Children Procedures (HS 30)

### Universal Precautions for Infection Control

In the event of an accident, spillage or contact with any body fluids or discharge, the following universal precautions will be followed:

- All broken skin areas (fresh, unhealed cuts or burns) must be covered with a water-proof, adhesive dressing.
- Gloves will be used when contact with mucous membranes (eyes, mouth), broken skin or moist body substances is likely to occur.
- Plastic aprons will be used when it is likely that moist body substances will soil clothing.
- Hands must be washed immediately with soap and water if they are potentially contaminated with moist body substances.
- Articles, furniture and floors soiled with moist body substances will be cleaned and appropriately disinfected using household bleach (e.g., Janola) 1:10 (10mls in 90mls of water). This will be left on the area for 10 minutes and the spill wiped up with a cloth soaked in the solution.
- Soiled children will be taken to the nappy changing area to be cleaned and changed. Staff will follow the nappy changing and toileting procedures.

### Immunisation Procedures

The Health (Immunisation) Regulations 1995 require that accurate immunisation records are kept of all children on the roll.

- The Ministry of Health requires all licensed Early Childhood Centres to sight and record every child's immunisation history on enrolment, or in the case of a child under 15 months old, once that child reaches the required age.
- These records will be maintained on the Centre computer file and will remain confidential. The Office Administrator is responsible for recording this information.
- In the case of an outbreak, any child who is not immunised must be removed from the Centre until the incubation period of the disease is past and no further cases are reported.