

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.

PRINCIPLE

Our Centres will ensure the following:

- All permanently appointed teachers have current first aid certificates, ECE Licencing Criteria HS25;
- Practicable steps will be taken to reduce contamination from infectious diseases, ECE Licencing Criteria HS26;
- A procedure for getting medical assistance when deemed necessary, ECE Licencing Criteria HS27;

GUIDELINES

- Each indoor area accessed by children has heaters provided to create a warm environment.
- There is an adult present at all times for every 25 children attending (or part thereof) that holds a current First Aid qualification gained from a New Zealand Qualification Authority accredited first aid training provider.
- Children suffering from any disease may be excluded from attending the Centre at the discretion of the Person Responsible, or Manager for any period that person thinks appropriate.
- 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 the children and staff.
- Parents/caregivers will be notified and are expected to collect their child without delay (within the hour). Sick children need to be cared for at home and it is the parents' responsibility to make all arrangements for alternative care if they cannot take leave from their work during their child's illness.
- COVID-19: For all Covid variants we will follow the current advice at the time from the MOH, MOE and the government. We will be vigilant of anyone displaying symptoms and encourage testing and staying at home when unwell. No centre whanau or visitor will knowingly enter our centres while displaying symptoms and/or has Covid-19. Parents / Caregivers with Covid are not to enter the Centres but are welcome to wear a mask and drop off /collect their children at the external entrance door.
- We fully expect honesty and cooperation with Policy. If it is found a child, or their family/caregiver entered our centre with a contagious illness by failing to disclose symptoms/diagnoses, or by disguising the illness, the Centre reserves the right to cancel the child's enrolment, effective immediately.

SICK CHILDREN

- **Our Centre has strict exclusion periods which must be adhered to at all times – there are no exceptions! These are Auckland Regional Public Health Service measures to stop the spread of infectious illnesses in a centre environment. Staff will also remind parents of these requirements.**
- Acceptance of any child into care who may be unwell is only at the discretion of Centre Management. Any child who displays symptoms such as no interest in activities or play, has little energy, is irritable and/or wanting to just sleep or to be held constantly, will be assessed by staff, and may be considered not well enough to be at the centre. Be aware that teachers will only contact parents when they deem it necessary, and it is in the best interest of the child. We expect full cooperation from our families during these times, as a condition of enrolment.

If a child becomes sick whilst at our Centre:

- Family/whānau will be contacted by telephone.
- If family/whānau cannot be contacted, the alternative contact person on the child's Enrolment Agreement, will be notified.
- Whenever a child shows signs of a possible contagious/infectious illness we will isolate them from the rest of the group to prevent cross infection. The isolation area will be the office area (or if unavailable, another area in the centre cordoned off from other children) and a waterproof/washable mattress will be available for them to rest on. The 'Sickness Kit' (includes vomit bucket, disposable cloths, Supergel absorber etc) is stored on top of the cupboard in the office and will be used for any unwell children.
- If no contact can be made, the person responsible will decide if the child should see a doctor. The closest doctor's surgery will be used.

Children should not attend the Centre in the following circumstances:

- If **vomiting or diarrhoea** has occurred children are not able to attend the Centre until **48 hours** after the last incident. Children need to be symptom free, and their energy returned to a level that allows them to participate in a vigorous play environment;
- **Conjunctivitis** is extremely contagious, and children should remain absent until **24 hours** after medical treatment, and must have **no discharge** from the eye/s.
- Cold and flu symptoms need a sensible approach and need to be treated at home until children are well enough to return.
- Pain relief medications can only be administered if prescribed by a doctor for a purpose other than disguising fevers, as a child with a fever is not well enough to be at the centre.
- **High temperatures of 38°C** or higher will be immediately notified to parents who will be asked to collect their child; Children must not return if they still require Pamol (or similar) to control the fever.
- Children with infectious diseases including but not limited to - Measles, Hand, Foot and Mouth, Chicken Pox, RSV, Conjunctivitis, Rotavirus, Norovirus, Covid-19 etc cannot return to the centre until they have completely recovered. If children return and staff are concerned that a child has not recovered, the parents will be notified and asked to obtain a doctors clearance certificate. Ministry of Health Guidelines on infectious diseases will be followed if in doubt. Copies of these are available in the office.
- Pain relief for teething children is a different circumstance and will be allowed at the discretion of the management.
- Other remedies, traditional or otherwise, will only be administered as negotiated with the family/whānau;
- Notices about any infectious diseases will be posted alongside the 'Daily Attendance' Sheet or on a Noticeboard at the entrance to the Centre.

Staff members can control the spread of infectious diseases through the following procedures:

- Avoiding skin contact with blood or bodily fluids by wearing protective gloves.
- Paper towels to be used to clean up blood or bodily fluids on floors or hard surfaces.
- Soiled surfaces must be cleaned then disinfected with Viraclean or similar.
- Contaminated material, including paper towels and gloves, are to be safely disposed of – wrapped inside a glove if practicable and placed in the bin in change room.
- All soiled clothing needs to be rinsed and placed in plastic bags for family/whānau to wash.
- Teachers to consider removing playdough when viruses remain uncontained.

ACCIDENTS / INJURED CHILDREN - *has an injury beyond minor scrapes, bumps and bruises*

- Injuries are to be recorded in the Incident Register. Details of the accident will include date, name of the child, accident details, treatment details and signature of the staff member dealing with the incident. Any illnesses will be monitored and recorded in the Accident / Illness Book; The Centre manager/kaitiaki is to be notified.
- Parents/caregivers may be contacted via phone, or Storypark to let them know about the accident/injury and asked to counter-sign the Incidents Register when they come in to collect their child. A note will be left on the sign-ins, and staff will remind them about signing the Accident register.
- Family/whānau will be called for all head injuries or blood injuries that are deemed serious enough; A "Head Injury" form will be completed and handed to parents. If contact cannot be made by phone in the first instance, a Storypark conversation and/or an email will be sent. Calls will continue to be made until a parent is spoken to.

- If serious injury or illness occurs, the Ambulance Service will be contacted while the child receives first aid treatment from a staff member who holds a current first aid certificate; parents will be contacted next, and calls will be repeatedly made until a parent, or other emergency contact is spoken with.
- All serious injuries will be reported to WorkSafe New Zealand 0800 030 040 and instruction taken on the reporting any accident or incident; The Ministry of Education, or Traumatic Events team may also need to be notified. Centre Owner needs to be notified, immediately.
- Families who are transitioning into the Centre, and visiting with their child, will also have an Incident Form completed should their child have an accident;
- Any injury requiring medical attention needs to be reported to Centre Owner.

EDUCATION (EARLY CHILDHOOD SERVICES) REGULATIONS 2008

Regulation 46 - Health and safety practices standard: general

(1) *The health and safety practices standard: general is the standard that requires every licensed service provider to whom this regulation applies to—*

- (a) take all reasonable steps to promote the good health and safety of children enrolled in the service; and*
- (b) take all reasonable precautions to prevent accidents and the spread of infection among children enrolled in the service;*

Regulation 57 - Health and safety of children

(1) *In order to ensure that the standards set out in this Part are complied with, the service provider of a licensed service and any educator who provides education and care for a licensed home-based education and care service must comply with subclause (2), if the service provider or educator has reasonable grounds to believe that a person employed or engaged in the service, or any other person,—*

- (a) is in a state of physical or mental health that presents any risk of danger to children; or*
- (b) has an infectious or contagious disease or condition.*

(2) *The service provider and the educator must ensure that—*

- (a) the person is excluded from coming into contact with the children participating in the service or, as the case requires, the children being educated by the educator; and*
- (b) if satisfied that it is necessary to do so to ensure that no child becomes ill, ensure that the person is excluded from the service and does not enter or remain in any premises where the service is provided while it is being provided*

HEALTH (IMMUNISATION) REGULATIONS 1995

4. Early childhood education and care centres to require information regarding immunisation status

The controlling authority of every early childhood education and care centre must take all reasonable steps to ensure that,—

(a) where a relevant child who is aged 15 months or over is enrolled at that early childhood education and care centre, a caregiver of that child is requested to provide to a centre employee, either before or promptly after enrolment, a duly completed immunisation certificate in respect of that child:

(b) where a child who is enrolled at that early childhood education and care centre (being a child who was enrolled at that centre before attaining the age of 15 months) attains the age of 15 months, a caregiver of that child is requested to provide to a centre employee, promptly after that child attains the age of 15 months, a duly completed immunisation certificate in respect of that child.

- Parents will be asked to provide a vaccination certificate upon enrolment, or record on their enrolment form that the child is unvaccinated. This information is recorded into Infocare.
- There will be no discrimination between vaccinated or unvaccinated enrolments
- We need to know the status of immunisation in cases where a disease is in the community and families need to be aware of the risk factors for their families. If your child is not immunized against a particular disease the Health Department may request that your child is kept away from the Centre for a specified period of time. This decision is not made by Centre management.

ATTACHMENT: [MINISTRY OF HEALTH INFECTIOUS DISEASES CHART:](#)

