

Health and Illness Policy

Rationale:

Hokowhitu Children's Centre provides a safe and healthy environment to reduce the risk of infection and illness for all who attend.

Purpose:

To ensure children and adults health and well-being are promoted.

Procedure:**1. HCC will maintain good health and hygiene in the centre by ensuring**

- the centre is cleaned daily to an acceptable standard
- the kitchen, changing and toilet areas are kept clean
- the floors are kept clean and dry
- toys and equipment on the under-2s side are cleaned with disinfectant weekly or as required
- play equipment, toys and dress-ups on the over-2s side are cleaned regularly or as required
- bedding is disinfected weekly and linen changed weekly or as required.
- staff follow a hygienic nappy-changing procedure
- if a child vomits or has a toileting accident there is a spill kit in the laundry area that is to be used. Soiled surfaces are cleaned and disinfected promptly
- children and staff wash and dry their hands after going to the toilet, before preparing food and bottles, and eating, after blowing their/children's noses, after touching animals, after messy playing activities, after handling rubbish and as necessary
- tissues are easily available for wiping noses
- the children are clothed appropriately for the weather
- children are changed when they are wet.
- children or adults who are sick or unwell are unable to remain at centre.
- a list of children with asthma is displayed in the kitchen along with an allergies list (over 2's) and on the white board in the under 2's and a copy of individual health plans are kept with any medication and in the medicine folder.
- parents/whanau will complete an individual health plan when there is a particular health issue or need. Parents/Whanau are to advise staff of any changes and updates will be made to this form.
- 'Health Alerts' are posted on our notice board to keep whanau informed of any illnesses currently going around centre.
- Whanau of children who have low immunity e.g. a condition or illness that effects their immunity, are contacted if an illness is infectious, as they may want to keep their children at home until the risk of illness is over.
- the immunisation register is kept up to date. If a baby/child is not immunised against an illness and there is an outbreak they will be required to stay away until Mid-Central Health gives clearance
- If more than usual levels of similar illness is noted at the Centre this could indicate an outbreak and the Public Health Service will be notified ph350 9110.

2. Children should not be brought to HCC

- No child with diarrhea or vomiting should attend HCC. Children must be symptoms free and in the last 48 hours and must have had at least one normal bowel motion
 - if they have started a course of antibiotics within the last 24 hours (this ensures evasion of any possible allergic reaction the child may have and allows children to have time to recover)
 - if they have conjunctivitis – excluded until 24 hours after treatment and advice from a doctor. If eyes are still secreting after the 24 hour period the child must stay away
 - if needing one to one care
 - if they have a contagious illness – parents/whānau are required to provide a medical certificate when their child returns to HCC at the supervisor's discretion
 - if they have an unidentified rash
 - if they have had a fever (38 degree Celsius and over) within the last 24 hours
 - at the discretion of the supervisor where there is cause to be concerned for the child's health.
 - If they have had a general anaesthetic they should be away from centre for at least 24 hours
- A copy of common contagious illnesses as produced by the Ministry of Health is displayed at HCC.

3. Parents/caregivers will be contacted to take their child home when

- the supervisor believes the child needs to see a doctor or needs more intensive care than is available at HCC
- the child is needing 1:1 care from staff
- the child has vomited or has had diarrhoea
- the child has a high temperature (38 degree Celsius and over)
- the child has a contagious illness
- the child is lethargic, having difficulty breathing, feverish, an unidentified rash or inconsolable/persistent crying
- the child has head lice – the child must be treated before returning to the Centre
- the risk of infection to other children and staff becomes unacceptable.

4. If parents/caregivers are unable to be contacted

- efforts will be made to contact the emergency contact in the child's enrolment form
- teachers will take the child to a doctor/ hospital or call the ambulance if there are serious concerns for the health of the child (family to reimburse HCC for any costs)
- the sick child will be isolated as much as possible from other children
- the child will be cared for and monitored regularly.

5. When a child is unwell while at HCC

- all teachers are to be advised
- the child's temperature is to be checked regularly and the child observed carefully
- If an infectious illness is suspected the child will be isolated from other children in the sick bay area until they are collected by parents/whānau
- Staff will fill out an Illness Record form which will be kept in the back of the medicine book on the under 2's sections and on the office on the over 2's.

6. An adult should not be at HCC

- if they are suffering from a high temperature
- If they are unwell
- if they have a contagious illness (as defined by the Ministry of Health)
- If they have had vomiting and/or diarrhoea in the last 48 hours
- if unable to engage in normal activities
- at the discretion of the supervisor where there is cause to be concerned for their or any other person's health or safety.

Links:

Asthma Policy

Medicine Policy

Outings and excursion Policy

Date Approved: November 2016

Reviewed: August 2018

Chairperson: