

HS 26 Illness Policy

Rationale:

Our Goals:

Future Focus Centres are committed to maintaining a safe and healthy environment for all Tamariki, Kaiako and Whānau. We are committed to providing a healthy environment for all children and staff, ensuring all efforts are made to reduce the risk of illness and infectious diseases spreading. Our goal is to provide a healthy environment for all Tamariki and staff Kaiako, by ensuring we meet all Ministry of Health and Ministry of Education recommendations and regulations.

Guidelines:

Our procedures:

Kaiako will enquire with whānau in regards of tamaiti health and wellbeing when they arrive at the centre to gain an understanding on how each tamaiti may need support. Kaiako may ask about their sleep, food intake, if they are feeling well and if there is any information Kaiako should be aware of.

Kaiako will observe tamariki and may become aware of changes in behaviour, such as tamariki becoming listless, requiring one on one attention, unable to take part in the daily programme, different sleep patterns or needing to be held constantly. Tamariki who become unwell while attending the service are kept at a safe distance from others (to minimize the spread of infection) and collected by a parent/caregiver within the hour where possible.

If tamaiti returns to the centre the following day after being sent home unwell and continues to display symptoms such as an elevated temperature above 38°C, or is unwell in themselves, they will need to be collected within one hour and remain away from the centre for 48hrs to help stop the spread of any potential illness and ensure the child recovers for a longer period of time.

Temperatures:

Ministry of Health guidelines tell us that a normal temperature is 36.5 degrees. Temperatures over 38°C are regarded as a fever. It is normal for a range of factors including physical activity, strong emotions and humidity levels to increase tamaiti temperature, in these instances, the tamaiti temperature will soon return to normal.

Temperatures over 38°C are regarded as a fever. It is normal for a range of factors including physical activity, strong emotions and humidity levels for children to feel hot. In these circumstances a child's temperature will soon return to normal.

If a tamaiti seems hot, Kaiako will take their temperature to support and promote their health and wellbeing.

38–38.9°C – Mild fever

For pepe (babies) under one year with a temperature of 38°C or higher Kaiako must contact mātua (mātua) within the hour.

Tamariki aged over one year will be monitored every 10 minutes and Kaiako will record temperatures in the Illness Register. Each temperature check will have two Kaiako read and record the details. After three successive temperature checks every 10 minutes, if the tamaiti temperature is still above 38°C, contact mātua for collection of tamaiti within the hour.

39–39.9°C – High Fever

Immediately contact mātua for collection of tamaiti regardless of tamaiti age. Continue to monitor and record temperatures in the Illness Register every 10 minutes until collection of tamaiti within the hour. Each temperature will have two Kaiako read and record the details.

40°C or higher – Very high fever

Take the tamaiti to the doctor or Emergency Room immediately if mātua are unable to get to the centre immediately. Each temperature will have two Kaiako read and record the details.

Signs of a fever:

A temperature of 38 and higher, is a sign that your tamaiti is unwell and can lead to other forms of illness, which then can become contagious for other tamariki, kaiako and whānau. Tamaiti must stay home for 24 hours from their pickup time at the centre, and upon return they must be well in themselves, have a normal temperature and have not had pamol that morning.

If you are concerned about your tamaiti, we recommend taking them to their family doctor, or calling Healthline on 0800 611 116.

Tamariki who are unwell with a fever will often have several or all the following symptoms:

- Clammy skin
- Sweating

- Headache
- Irritability, crying and change in overall behaviour or demeanour
- Flushed appearance
- Excessive tiredness
- Excessive runny nose (continually running for long periods of time)
- Aches and pains
- Rash on body
- Discharge from eyes
- Glassy eyes

Kaiako will work to reduce the fever by:

- Removing extra clothing
- Encouraging tamaiti to drink cool fluids or consume an ice block to avoid dehydration
- Encourage tamaiti to rest whilst they are waiting for mātua/caregiver to arrive

Kaiako will role model and encourage tamaiti to develop the skills and understanding of self-care and personal hygiene.

- Covering coughs and sneezes
- Wiping noses
- Hands thoroughly washed by all after toileting, playing with animals and outside, coughing, sneezing and nose blowing, when hands look or feel dirty, before eating and drinking.

Mātua / caregivers / guardians of children deemed to be unwell will be contacted and requested to collect their child within 1 hour from the first phone call.

Unwell tamariki will be kept isolated in the manages office and will have a place to rest on a non-porous mattress with bedding until they are picked up. A staff member will be with them always ensuring they are given fluids and monitoring and recording their temperature every 10 minutes. A secondary staff member will check the readings at each time.

Children with the following symptoms may be deemed as unwell and may require exclusion at the discretion of management / Kaiako. Children may return to the centre when a doctor has issued a 'Fit for Day Care Notice' and it has been sighted and a copy taken. Upon return, if the child's temperature reaches an elevated temperature above **38°C** mātua / caregivers / guardians will be contacted to collect the child within 1 hour from first phone call and the child is able to return the centre 48hrs from the time of pick up if their temperature has returned to normal and they do not require paracetamol and are well within themselves. *Please note: the Centre Leader reserves the right to send tamaiti home, despite being cleared by a doctor, if the tamaiti is not coping with the Centre's activities.*

Antibiotics:

Tamaiti can return to the centre 24hrs after starting their course of antibiotics if they are well in themselves. A medical certificate is not needed to accompany the antibiotics. All antibiotics must be signed in both whānau and Kaiako and must be given directly to the Kaiako. Please refer to our Medicine Administration Policy for more information.

Infectious Illness Guidelines.	
Excluded from centre until symptoms clear	Excluded from centre for 48 hours after symptoms clear
Elevated temperature / fever (> 38°C) (Tamaiti can return after 24 hours when temperature is normal, and they do not need Pamol).	Diarrhoea or offensive loose motions. (Children will be sent home if they have two loose motions).
Conjunctivitis needs to be treated with medication from the pharmacy or prescribed by a doctor. Children can return when no further discharge or redness of the eye.	Vomiting (Children will be sent home if they vomit once).
Hot, cold, moist, clammy or cyanosed skin (blue tinge to lips, fingers and toes)	Continual stream of mucus from tamaiti nose
Respiratory difficulties, excessive coughing, high pitched wheezy, chesty or laboured breathing	Impetigo child may attend if Antibiotic Ointment is used (the child must have been on the course of antibiotics for a minimum of 48hrs). Sores can be practically covered with plaster or clothing.
Rash (or given all clear from General Practitioner explaining the rash is not contagious)	
Head lice. Whānau will be contacted to collect the child who can return once treated, however if after treating live head lice are found, children are resent home for further treatment.	

Headaches and Stiff neck	
Hand, foot and mouth disease. 3 – 5 days. Exclude tamaiti until all the blisters have dried	
Unwell and have no interest in activities or play. Have little energy and want or need to sleep or rest for long period. Cry easily and are irritable or in pain. Constantly want to be held and comforted, are clingy.	

A record of all illnesses or symptoms referred to above will be kept in the illness/incident register and signed by two Kaiako.

Pamol:

No Pamol or Ibuprofen will be administered to tamariki by Kaiako unless the centre receives a medical certificate confirming the child can attend the centre with the use of Pamol/Ibuprofen and the dosage required. A category iii medical form will be completed by kaiako and mātua. Mātua to provide training for kaiako.

Topical creams:

No topical creams will be administered by Kaiako unless the centre receives a medical certificate confirming tamaiti is able to use the topic cream, the period it is to be used for, and the dosage required. A category iii or category ii medical form must be completed by kaiako and mātua.

Infectious illness outbreak:

When an illness appears to be affecting many children or adults, the service should contact their local Public Health Unit for information and advice.

Vomiting and diarrhoea:

In the case of an outbreak of diarrhoea or vomiting (3 or more cases linked in time, place and person) the 'Control of an outbreak of Diarrhoea and Vomiting in Early Childhood Centres' will be utilised and followed appropriately. Please can you let Kaiako know if your tamaiti has been unwell over the weekend with diarrhoea or vomiting so we can record any outbreaks. If you are unsure whether your tamaiti is well enough to return to the centre, you should contact the Centre Leader or kaiako directly. We appreciate your support for helping stop the spread of any illness's by

choosing to keep your unwell tamaiti at home and ensuring they have had 48hrs recovery time from their last vomit or diarrhoea.

Our Procedure:

All toys and surfaces within the Centre will be disinfected immediately with 0.1 and 0.5 bleach supplied from Hygiene House upon suspicion of an infectious disease.

Mātua are asked to notify the centre in the event of tamaiti absence due to illness. All communication is to be recorded.

The actions specified in Licensing Criteria for Early Childhood Education and Care Services 2008 Appendix 2: Infectious Diseases is taken for any person suffering from infectious diseases.

Immunisation:

On enrolment mātua are requested to provide Immunisation records and encouraged to update centre as appropriate. An Immunisation register is kept on Student Management System. If there is an outbreak in the community of one of the nine serious diseases, this information allows us to see who may be offered immunisation or who may need to be excluded from the centre until the risk is over.

Immunisation register will be updated annually.

Notification of a suspected or confirmed notifiable disease at the centre e.g., Chicken Pox or Measles.

Procedure:

If there is a serious illness notification will need to be made to **The Ministry of Health, Toi Te Ora Health, and Ministry of Education** immediately. Check other specified agencies that may need to be informed depending on the nature of the illness.

‘Specified agency’ means any government agency or statutory body that an Early Childhood Education and care service is required to notify if there is a serious (injury, illness, incident or allegation). Specified agency may include:

- New Zealand Police
- The Ministry of Health
- Oranga Tamariki, Ministry for Children

- WorkSafe New Zealand
- Teaching Council.
- Food Safety Verifiers

Inform the Specified Agency immediately.

Provide a written report supplying a copy of the Incident Register, Incident Notification Report including analysis of hazards. This must be completed and sent within 7 working days.

All instances of a suspected or confirmed notifiable infectious disease in an ECE service have to be treated urgently and steps taken to notify families of the ECE service, employees and the general public who have visited the ECE service as well as Toi Te Ora Health and the Ministry of Education.

- Families of non-immunised tamariki or tamaiti too young to be immunised will be alerted and asked to stay away from the centre for up to 20 days and as per the guidance of the Ministry of Health/Toi Te Ora Health.
- Staff who are not immunised or unsure if they are immunised against the notifiable disease will be asked to stay away from the centre for up to 20 days and as per the guidance of The Ministry of Health/Toi Te Ora Health.
- All visitors and contractors to the centre in the period leading up to the suspected or notifiable disease will be informed of the notification and will be asked to stay away from the centre for up to 20 days and as per the guidance of The Ministry of Health/Toi Te Ora Health.
- The centre will remain in contact with The Ministry of Health/Toi Te Ora Health and The Ministry of Education and will listen to all advice given and follow the correct procedures.

Licensing Criteria: HS26 Response to Infectious Illness
Standard: General
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