

HACKHAM WEST CHILDREN'S CENTRE

2.5 HEALTH

AIM

The Children's Centre is committed to providing a safe environment for educators and children by establishing effective procedures for preventing the spread of illness and disease.

PROCEDURE

All injuries that require first aid will be communicated to families verbally and in writing via an *Injury, Incident, Trauma or Illness Record* within 24 hours.

If symptoms indicate that the child:

- May be contagious ie discharge from eyes or blisters on hands, feet and mouth
- Has a temperature above 38 degrees Celsius and is exhibiting signs of being unwell
- Has vomited
- Excreted two loose bowel motions

Parents/ guardians will be contacted and asked to arrange for their child to be collected within 1 hour. Emergency contacts from the enrolment form will be contacted when the Centre cannot make communication with a parent/guardian. Parent/guardian will be asked to sign the *Injury, Incident, Trauma or Illness Record* when collecting their child.

Infectious conditions will be handled according to guidelines set out in "Staying Healthy" 5th edition 2012

- This is available, at the centre, to look at upon request. Exclusion periods will be in accordance with this resource's guidelines.
- Children may return to the centre after the prescribed exclusion described in 'Staying Healthy' 2012 or upon receipt of a medical clearance certificate from a legally qualified medical practitioner.

Any persons aware of any current outbreaks of infectious diseases, within their family, are asked to notify the centre. This includes parents, staff, volunteers and relief staff.

The Centre undertakes to inform all parents of any current outbreaks of infectious diseases verbally and via posting information on disease such as symptoms and treatment in high traffic areas such as on the main entrance to the centre.

The Centre will notify the Department of Health of any notifiable disease.

Diets

- Medically diagnosed allergies or supported dietary restrictions must be communicated with the centre via the use of the *Modified Diet Care Plan* form.
- Parent/Guardian dietary preferences may be communicated with the centre via a Change of Details form.

Medication

- Educators are unable to administer medication, over the counter or prescribed, to children unless the following conditions are met.
 - Medication, both prescription and over the counter, must be in its original container and must be labelled with a pharmacy label (it is illegal for educators to accept medication without the original container or child's name).
 - The child has had the medication previously. Educators are unable to administer the first dose of a new medication.

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- A *Medication Authority* form is completed by a medical professional. A signed letter from a doctor stating the child's name medication name, form, route, dose and period of time the medication will need to be administered at the centre for will also be accepted.
- A *24 Hour Medication Authority* may be filled out by a parent/guardian when requesting educators to administer medication for less than a 24 hour period or in the interim when a parent/guardian is unable to obtain a *Medication Authority* prior to needing educators to administer their child's medication.
- Only one *24 Hour Medication Authority* may be completed in a four week period and parent/guardian authorisation is strictly limited to a 24 hour period.
- Long term medications will be stored securely in the clearly labelled pockets of the Allergy Buddys in the Over 3 and Under 3 spaces.
- Short term medications will be stored in a basket labelled with individual child's name in the cupboard marked First Aid in the kitchen.
- Nappy Creams will be stored above nappy change station for easy access
- All documentation relating to each child's medication (*Medication Authority* and *Individual Medication Log*) will be stored with corresponding medication.

Procedure for Administration of Medication

- Educators are not employed as medical educators and are not legally permitted to make medical decisions.
- Diploma or above qualified educators will administer necessary medicines and medical treatments using the following procedure:
 - The expiry date of the medication is checked to ensure that it is in date.
 - The educator follows the instructions as detailed on the *Medication Authority/24 Hour Medication Authority*.
 - Prior to administering the medication it must be checked by a second staff member.
 - Once the medication has been administered both staff sign the *Individual Medication Log* and record administration of medication on day sheet.
- *Individual Medication Logs* are available to be viewed by parents on request

Paracetamol

- No paracetamol will be administered by educators at the Children's Centre.
- If a child shows symptoms of a high temperature, the educators will contact the parents who will be given full details of symptoms.
- The educators will then request the parent to organise the child to be collected from the centre and complete an *Injury, Incident, Trauma or Illness Record*.

Illness

- The centre does not have the facilities or the educators to care for sick children; therefore children who are unwell or have infections or contagious illnesses cannot be accepted at the centre.
- The Director may require a Medical Certificate before a child can return to the centre.
- Parent/Guardian(s) will be contacted if their child becomes ill during attendance at the centre.
- In the case of an outbreak of a notifiable/communicable disease, the Doctor and laboratory diagnosing the disease are required by law to notify all cases to the Communicable Disease Control Branch of the S.A. Govt. Dept. of Health (as outlined in 'You've Got What?' 5th edition). The handbook is available at the centre.

Rectal Valium and other invasive treatment

- Where a child may require rectal Valium or other invasive treatment, the centre is unable to administer the medication, following legal decisions and advice from DECD.

- The Director will work with parents and health professionals & endeavour to establish emergency procedures so that suitably qualified personnel may effectively treat the child.

Information relating to the Centre's exclusion of common illnesses.

The following requirements provide guidelines on common childhood illness, please refer to "Staying Healthy" or 'You've Got What?' for more detailed information.

Chicken Pox

- Exclude until all blisters have dried. This is usually at least 5 days after the rash appears.

Conjunctivitis

- Exclude until there is no discharge

Diarrhoea

- Exclude until there has been no loose bowel motion for 24 hours

Fungal infections

- Exclude until the day after antifungal treatment has been commenced

Hand, Foot and Mouth Disease

- Exclude until all blistered have dried up

Head Lice

- Exclude until effective treatment has commenced

Hepatitis A

- Exclude until a Medical Certificate of recovery is produced, but not until 7 days after the onset of jaundice or illness

HIV & Hepatitis B&C

- Exclusion is not necessary. Educators will follow procedures on pages 5-6,5-7,5-8,5- 9 & 5-10 'Staying Healthy in Child Care'

Human Parvovirus B19 (slapped cheek)

- No exclusion necessary

Impetigo

- Exclude until antibiotic treatment has commenced. Sore must be covered with a dressing.

Measles

- Exclude for at least 4 days after appearance of rash

Meningitis

- Exclude until Medical Certificate of recovery is produced

Mumps

- Exclude for 9 days or until swelling goes down

Rubella

- Exclude until fully recovered or at least 4 days after the onset of the rash

Rash

- Rashes may or may not be contagious, educators will discuss with parent and reserves the right to exclude a child with a rash until a medical certificate is produced

Scabies

- Readmit the day after appropriate treatment has commenced

Streptococcal Infection

- Exclude for at least 24 hrs & until the person feels well (sore throats, scarlet fever)

Thrush

- Do not exclude, ensure good hand washing and cleaning procedures are used

Whooping Cough

- Exclude for 5 days after starting antibiotic treatment

Worms

- Exclude if loose bowel motion are occurring. Exclusion not necessary if treatment has occurred

EVALUATION:

This policy is to be viewed as working effectively when the spread of communicable diseases is controlled. Attendance of sick children is avoided.

NEXT REVIEW: July 2018

SOURCES:

- 'You've Got What?' Prevention and control of notifiable and other infectious diseases in children and adults. 4th edition 2009 (Dept. of Health)
- 'Staying Healthy' Preventing infectious disease in early childhood education and care services. 5th Edition 2012 (National Health and Medical Research Council)
- Policy 2.16 Infection Control, HWCC Policy Folder.
- "Health Support Planning in Education and Children's Services' 2006 DECD