

Illness Policy

For Children, Staff and Workers



Sources: *Staying Healthy in Child Care 5th Edition*

https://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_150602.pdf

The Centre and its families have a responsibility to ensure the health and safety of everyone who uses the centre. It is important that families and staff follow the exclusion periods to help stop the spreads of infectious diseases to our community, especially the very young children and pregnant women. The Centre also advocates for all children to be immunised to help reduce the spread of common “childhood” diseases. The Centre does not have the staff or facilities to care for sick children.

The Centre must follow the Exclusion Periods as found in *Staying Healthy in Child Care 5th Edition* regardless of what a Doctor may have advised the parents/guardian.

Excluding sick children and staff is the most effective way of limiting the spread of infection.

Procedure for when a child becomes ill at home:

When a child or staff member present any of the following, they should be excluded from contact with others and not attend the centre if they have:

- **Had loose bowel motions (diarrhoea) or vomiting. They cannot return to the Centre for at least 24 hours after their last episode of vomiting or diarrhoea and must be eating and drinking normally.**
- **An undiagnosed rash/spots (apart from nappy rash).**
- **Have a temperature above 38°C or have had medication to lower/reduce the temperature or to alleviate other symptoms.**
- **Have any potential infectious disease including any immunisation preventable diseases and “the flu”.**
- **Discharge from one or both eyes.**
- **Are lethargic or unhappy and need 1:1 care and attention**
- **a constant cough**
- **sore throat / swollen glands**
- **unusual skin colour.**

Once the symptoms have been clear for a minimum of 24 hours, bring your child back to play, discover and grow.

1. Ring and notify the Centre that your child will be away and the reason.
2. If you go to the Doctors or other recognised medical authority and a specific disease/illness is confirmed, please let the Centre know as soon as possible so all families can be made aware.
3. If applicable staff will explain to the family the exclusion period as in “*Staying Healthy in Childcare 5th Edition*”
4. Parents and staff are to be informed of any cases of a communicable disease that are in the Centre via notices in the foyer and at the first instance through email, bus books and SMS. A copy of the appropriate disease/infection symptoms and exclusion periods form will be posted in the foyer listing the symptoms, treatment and recommended medical treatment. A copy will be available on request.

5. Child is not to attend care until the symptoms have all gone and/or the exclusion period has finished.

Parents are to report to a staff member any medication their child has had in the past 24 hours.

If a child or staff member becomes ill while at the Centre

1. Staff who are concerned about a child's health need to record on the Incident/Illness form the child's symptoms, staff reason for concern, and include the time and temperature of the child. Parents will be informed that their child is feeling unwell, parent's discretion if they wish to collect their child early.
2. In the case of a suspected infectious disease, the child or person with the disease is to be excluded until symptoms have stopped or a medical certificate stating they are not infectious is obtained from a doctor. Staff will be guided in care and any necessary exclusions by the Department of Human Services and Health Booklet
https://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_150602.pdf
3. Parents and staff are to be informed of any cases of a communicable disease that are in the Centre via notices in the foyer and at the first instance through email, bus books and SMS. A copy of the appropriate disease/infection symptoms and exclusion periods form will be posted in the foyer listing the symptoms, treatment and recommended medical treatment. A copy will be available on request.
4. While waiting for a child to be collected the child will be kept as comfortable as possible and away from other children
5. In the case of a staff member becoming sick at work every effort will be made to ensure they go home as soon as possible. The staff member will wait in the staff room if they are unable to go home immediately.
6. Parents will be contacted and they are to collect their child as soon as possible if they have:
 - in the previous 48 hours had a temperature above 38°C, medication that can reduce/lower a temperature, or a known illness is in the Centre which symptoms include temperatures and their temperature rises to 38°C or above.
 - Had 2 consecutive loose bowel motions (diarrhoea) or if they vomit.
 - An undiagnosed rash/spots (apart from nappy rash).
 - Have a temperature above 38°C for 30 or more minutes, or is 38°C and above and the child is 3 months of age or under.
 - Have any potential infectious disease including any immunisation preventable diseases, including "the flu".
 - Discharge from one or both eyes.
 - Are lethargic or unhappy and need 1:1 care and attention
 - They do not display "normal" behaviour and the staff hold concerns for any reason.
 - If any of the above change and or other changes are noticed that affect the child (e.g. temperature increases/ become lethargic/ vomiting or diarrhoea continues).
 - a constant cough
 - sore throat / swollen glands
 - unusual skin colour.
7. The Director or Assistant Director or Certified Supervisor are to be notified when parents/guardian has been asked to collect their child due to illness and if the child's condition changes.
8. If the parents cannot be contacted the staff will contact the Emergency Contact people nominated by the parents.
9. If parents or emergency contacts cannot collect the child within a reasonable time (1 hour), the Centre may contact the ambulance service, or alternatively parents can authorise another person over the phone to 2 staff members or by email or text to collect their child.
10. In the rare instance the Centre has any concerns for a child's immediate health and it is deemed best for the child, an ambulance will be called. This will be done at the discretion of the Certified Supervisor. The parent maybe responsible for any costs associated with the Ambulance.
11. Staff, volunteers and workers as well as parents must follow the same exclusions as listed in "Staying Healthy in Childcare 5th Edition".

High Temperature/Fever

- Fevers are common in children.
- If the child seems well and is happy, there is no need to treat a fever.
- Any child (or staff) will be required to go home who has a temperature of 38 °C or higher for 30 minutes or longer. Or if in the previous 48 hours have had a temperature above 38°C, medication that can reduce/lower a temperature, or a known illness is in the Centre which symptoms include temperatures, will be required to go home as so as their temperature reaches 38°C or above.
- Any child 3 months of age or younger will be required to be collected if their temperature is at any point 38°C or above and should go and see a Doctor.
- If the child is unhappy, treatment is needed to comfort them. Give clear fluids.
- Watch the child and monitor how they are feeling.
- Studies have found that giving medication can slow down the person's immune system's response to infection.

Hand Washing

Handwashing plays a huge role in preventing the spread of disease. We follow the “Staying Healthy in Childcare” guidelines on Hand Hygiene.

When to wash hands	Before	After
Educators and other staff	<ul style="list-style-type: none">▪ Starting work, so germs are not introduced into the service▪ Eating or handling food▪ Giving medication▪ Putting on gloves▪ Applying sunscreen or other lotions to one or more children▪ Going home, so germs are not taken home with you	<ul style="list-style-type: none">▪ Taking off gloves▪ Changing a nappy▪ Cleaning the nappy change area▪ Using the toilet▪ Helping children use the toilet▪ Coming in from outside play▪ Wiping a child's nose or your own nose▪ Eating or handling food or garbage▪ Cleaning up faeces, vomit or blood▪ Applying sunscreen or other lotions to one or more children▪ Touching animals
Children	<ul style="list-style-type: none">▪ Starting the day at the service; parents can help with this▪ Eating or handling food▪ Going home, so germs are not taken home with them	<ul style="list-style-type: none">▪ Eating or handling food▪ Touching nose secretions▪ Using the toilet▪ Having their nappy changed—their hands will become contaminated while they are on the change mat▪ Coming in from outside play▪ Touching animals

Cleaning (additional to the daily/weekly cleaning already done)

When there has been a case of any infectious disease (s) at the Centre the staff will:

- Wash any toys and equipment that the child may have come into contact with, using detergent and disinfectant as soon as possible and at the end of each day.
- Wash any surfaces (including benches, table, shelves) that the child may have come into contact with, using detergent and disinfectant as soon as possible and at the end of each day.
- Wipe door handles with detergent and disinfectant as soon as possible and throughout the day.
- Use freshly made playdough (or similar) each day, throw away any that the child may have come into contact with immediately.

IF AN AMBULANCE NEEDS TO BE CALLED (or other emergency service)

- The first responder becomes the coordinator of the incident unless a more senior staff member assumes control of the situation. They are to stay with the child/person and ensure that:
 - D.R.A.B.C. is followed
 - Delegate another staff member to call the ambulance (from a CORDLESS phone if possible) or any other assistance they need so they do not leave the child/person.
 - Apply First Aid .
 - To stay with the child/person until the ambulance/ emergency service leaves or the child is collected by the parent/emergency contact.
 - Delegate or ensure details are provided to the ambulance/ emergency service (in writing if possible) this may include:
 - Details of when the child became sick.
 - The temperature recordings of the child.
 - The incident itself.
 - Any other information noted such as change of behaviour, unusual behaviour before during and after the incident.
 - Any known allergies, medications, conditions.
- All other staff are to
 - Ensure all other children and persons on the site are safe and moved away from the incident.
 - Contact the parent/guardian.
 - Ensure that someone is able to meet the Ambulance/emergency service and direct the driver to the scene.
 - That Jamestown Community School is advised in case the ambulance/emergency service arrives there or JCCC needs assistance.
 - The Director is notified

Immediately after the incident all staff involved need to fill out an incident form detailing their role and any details relevant to the incident.

The Centre will as soon as possible:

- Release staff affected by managing any part of the incident.
- Arrange counselling to staff, children and families if needed.
- Inform centre families of an incident at the centre that may affect their child by witnessing the incident, the injured child/person, or by emergency services being at the Centre.

All incidents that require an ambulance or further treatment need to be reported to the relevant authority **WITHIN 24 HOURS**

- Preschool on IRMS or contact DfE to report
- Child Care to ACECQA

Also See

- Equipment Cleaning Procedure
- Medication Policy
- Dealing with Infectious Procedure
- Handwashing Procedure

Approved Signatures

Governing Council Chairperson

Procedure created June 2009

Last reviewed: T1 2019

Director

Policy review date T1 2020