

# **Salisbury Kindergarten**

## **Sickness and Illness Policy**

This policy has been devised to ensure that children who become unwell whilst at the kindergarten are treated with sensitivity and respect. It is also to help us to protect other children from illness and the spread of infection. Children should not be left at kindergarten if they are unwell. If a child is unwell then they will prefer to be at home with their parent(s) rather than at kindergarten with their peers.

### **PROCEDURE**

We will follow these procedures to ensure the welfare of all children within the kindergarten:

- If a child becomes ill during the kindergarten day, the parent(s) will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area with their key person or another familiar member of staff within the child's room.
- Should a child have an infectious disease, such as an ear infection or sickness and diarrhoea, they should not return to kindergarten until they have been clear for at least 24 hours.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea and chicken pox to protect other children in the kindergarten. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection. With a case of conjunctivitis we ask that the child does not return to kindergarten for 24 hours after starting medication.
- If a contagious infection is identified in the kindergarten, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- Information/posters about head lice are readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the kindergarten so that other parents can be alerted to check their child's hair.

### **DIARRHOEA AND VOMITING**

All children must be kept away from kindergarten for a minimum of 24 hours after the last episode of diarrhoea or vomiting (SA Health, 2017). If a child is sent home from the kindergarten the 24 hours exclusion still applies. Therefore if your child is due in the following day they will not be able to attend. Children should only return to kindergarten when they are well enough and have regained their appetite.

## **FEVER**

All children should be kept away from kindergarten for a minimum of 24 hours or until their fever has returned to normal. Families must provide written documentation or action plan from their doctor before any medication can be administered.

## **IF A CHILD BECOMES UNWELL WHILST AT THE KINDERGARTEN**

If a child begins to show signs or symptoms that could pertain to illness they should firstly be comforted by an educator.

If it is deemed to be in the best interests of the child to go home, an educator will ring the parent/carers, getting the number from the child's enrolment form which is held in the filing cabinet office. They will explain the signs and symptoms the child is displaying and ask them to come and collect him/her.

If the educator is unable to contact the parent/carer they will then go on to the next person on the contact list, usually the second parent/carer, continuing down the list of emergency contacts as necessary.

Whilst their parent/carers are being contacted the child should continue to be comforted by members of staff.

Should a child's symptoms deteriorate whilst waiting for their parent/carers the Director/Nominated Supervisor should be informed immediately.

If the Director/Nominated Supervisor feels that it's necessary, they should call for an ambulance. The Director/Nominated Supervisor must then inform the parent/carers to meet them at the local hospital. First aid should be administered to the child as necessary.

## **TRANSPORTING CHILDREN TO HOSPITAL PROCEDURE**

If the sickness is severe, educators should call for an ambulance immediately. Educators **MUST NOT** attempt to transport the sick child in their own vehicle. • Whilst waiting for the ambulance, contact the parent and arrange to meet them at the hospital.

## **CALLING AN AMBULANCE**

Dial 000 and ask for an ambulance. Answer all questions honestly and clearly. When asked to give the address and telephone number, use the following details:

Salisbury Kindergarten

12 Ann Street

Salisbury 5109

Ph: 8258 2114

The Director/Nominated Supervisor if possible, will go with the child to the hospital, taking the child's enrolment form and any medication and medical plan.

Reports should be written up by the Director/Nominated Supervisor, key person and any witnesses to be kept on file. Members of staff will be offered time and an opportunity to discuss what happened and how they are feeling.

#### **FEBRILE CONVULSIONS, ANAPHYLACTIC SHOCK AND ANY OTHER FIT OR SEIZURE**

If a child has any of the above an ambulance must be called immediately and the same steps taken as above.

**All critical incidents and illnesses requiring hospitalisation must be reported to the Educational Director and the incident entered into the IRMS system within 12 hours.**