



Child Health Policy

Enquiries to:	Centre Manager
Applies to:	All teachers, relievers, parents/whanau, guardians and children
Purpose:	To ensure the health and well-being of our children, families and centre whanau is paramount.
Date Developed:	May 2021 (Previously the Health and Well-Being Policy)
Review Date:	May 2021
Date Approved:	
Next Review Date :	July 2022

Reference: Licensing Criteria, HS 24 to HS30, HS 34, 2008 MOE Regulations, Nga Kupu Oranga (a health and safety resource for ECC)

Rationale

We aim to provide children with an environment where:

- Their health is promoted.
- Their emotional well-being is nurtured.
- They are kept safe from harm.

Objective

The objective of the illness policy is to work in partnership with families/whanau, to ensure that our practices and decisions regarding illness are reasonable and fair. During the time your child is with us there may be occasions when they will be affected by illness. This may mean that your child will be unable to attend the centre. Time away from the centre will allow your child to recover and will also protect the health of the other children, families and teachers. We do understand that this often places parents/whanau under extra pressure.

We are guided in our decisions regarding illness by:

- Education (Early Childhood Centres) Regulations 2008 which require us to take appropriate action when a child is unwell (Section 28 Child Health).
- Recommendations from the Public Health Service - 04 570 9002.

Communication and Consultation

We invite you to discuss any concerns you may have about your child's health and well-being with us at any time. If you are worried that your child may be unwell share this information with staff/ manager when you arrive at the centre. This means that we can be vigilant and alert to any changes in behaviour or signs of illness and can respond to your child's needs promptly. If we have any concerns about your child's health and well-being while they are in our care we will discuss this with you as soon as possible.

Parents and teachers share the responsibility for creating a healthy centre environment, which will protect and nurture children.

Parent/Whanau Responsibilities

- Parents, guardians or whanau should not send their child to Lower Hutt Childcare Centre if the child is sick.
- Allow your child time to recover before returning to the centre.
- If you are worried about your child's health, please seek GP advice before bringing your child to the centre
- Discuss concerns about children's health with teachers at the centre.
- Let teacher's/Kaiako know if you have given medicine to your child during the night or prior to arriving at the centre.
- Collect children within one hour if unwell and sign the Illness report on collection.
- Provide the centre with up to date emergency contact numbers.

Teacher Responsibilities

- Parents will be contacted if there are concerns about a child's health and may be asked to take the child home.

- First aid will be administered where required.
- Children who are unwell will rest in a well-ventilated and warm room away from other children until collected (i.e. the Office).
- If the child has a contagious illness such as Vomiting, Diarrhoea or Conjunctivitis, they will be Isolated until they have been collected by the parents/whānau.
- Teachers will fill in an illness report if a child is to be send home due to being unwell. They will ensure the parents/Whanau signs the form on collection of their child.
- Efforts will be made to ensure children are comfortable and emotionally supported until they arrive.
- If we are concerned that a child may be unwell, we will keep a record of the child's day detailing any changes in behaviour, symptoms, temperature recordings, food & drink consumption, and any authorised medication given.
- Medical help will be sought if a child becomes more ill.
- We may suggest that you consult a GP for diagnosis and treatment.
- We will obtain up to date health information and advice from the Public Health Service (04 570 9002).

All teachers are responsible for the health and safety of the children whilst attending LHCCC. Staff are responsible for monitoring children's health and passing on concerns about children's health or well-being to the Manager and or person responsible in the Managers absence.

The Manager is responsible for reporting **notifiable** diseases to the Regional Public Health and providing the Ministry with any relevant information in consultation with parents. (*Reference - Licensing Criteria HS 34, Notification – where there is a serious injury or illness or incident involving a child while at the service that is required to be notified to a specified agency, i.e. Work Safe NZ, Regional Public Health, the service provider must also notify the Ministry of Education at the same time*).

The Manager reserves the right (in consultation with the teaching team) to exclude any child who appears too unwell to be attending the Centre.

Resolution of conflict

If there is disagreement regarding the need for a child to stay away from the centre due to illnesses, we will be guided by the advice from Regional Public Health. It is important to consult a GP for diagnosis and treatment; however, there will be occasions when we will need to follow the advice of the Regional Public Health with regards to infection control. Parents are welcome to contact the Regional Public Health or Ministry of Health for further clarification.

General conditions indicating that a child should not attend the centre:

- The illness prevents the child from participating comfortably in programme activities.
- The illness results in a greater care need than the centre can reasonably provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever, persistent crying, difficulty breathing, or other signs of possible severe illness.

Specific illnesses indicating that a child should not attend the centre:

- **Diarrhoea:** A general guideline is that no child should attend if they have diarrhoea, and they should have at least one normal bowel motion before returning to the centre. If the diarrhoea was accompanied by any other symptoms such as fever, stomach pains, nausea, vomiting or headache, this indicates a gastrointestinal infection, and the child should stay away until they have been symptom free for at least 48 hours.
- **Vomiting:** in the previous 24 hours, unless the vomiting was once only and was known to be caused by a noncommunicable condition. Repeated vomiting suggests an infection, so the child should be taken to a GP for a diagnosis. If the vomiting has been caused by an infection, or the cause is not known, the child needs to stay away until at least 48 hours after the last symptoms. A child who vomits at the Centre should be collected by their parents and taken home.
- **Mouth sores:** associated with an inability of the child to control his or her saliva unless the child's GP or Regional Public Health or the Medical Officer of Health advises that the child is non-infectious.
- **Rash with fever or behaviour change:** until a GP has determined that the illness is not a communicable disease.
- **Respiratory Infections:** A child should not attend if they are coughing or sneezing as the result of an infection such as a cold, or have a green/yellow runny nose, which makes it difficult to control the spread of nasal secretions and or has a negative social impact upon the child.
- **Skin Infections:** A child should not attend if they have open wounds/sores that cannot be covered either with clothing or bandages to prevent the child from scratching. A child may return providing they have been treated with the appropriate antibiotics, antifungal or anti viral cream for at least 24 hours.
- **Conjunctivitis:** A child should not return until there is no discharge present.
- Any child requiring **antibiotics** should remain at home for the first 24 hours.

Medication

Teachers/kaiako must take all reasonable steps to ensure that medicine is not administered to a child unless:

- Teachers are trained in the administration of medications by the parent (in instances such as Ventolin inhalers etc); and
- It is given with the prior written authority of a parent, guardian or authorised whanau member; appropriate to the Category of Medicine,
- It is given by a health professional in an accident or emergency situation.
- It is given by doctor or Ambulance personnel in an emergency
- It is given by the Parent of the child

Parent/guardian/caregiver will record in the medicine register (located on the Lockable First aid/Medicine cabinet): name of medication, dosage (amount) required, time and frequency to be administered, and any other relevant details e.g. before or after food. Parent/guardian/caregiver will then sign the register to authorise staff to administer the required dose/s. Parents must also verbally inform a teacher. Parents must also sign the register at the end of the day to acknowledge the medication has been administered. These details **MUST** be complete before any medication can be administered by any staff member at the centre. A staff member must ensure that The Parent/Whānau sign the form at the end of the day to ensure they are informed that the Medication was given. If the child did not receive the medication, that must be written and signed by the parents on collection.

Medication is kept in the fridge or first aid cabinet. Parents must ensure medication is not left in children's bags or lockers. Asthma inhalers and preventative medicines are kept in containers in the Lockable First Aid cupboard in the Hall.

If medication is prescribed by a Doctor on an on-going basis for the treatment of a chronic illness or disease, parent/s and/or guardian/s may give permission in writing on a separate form. Parent/s and/or guardian/s must also supply a letter from the prescribing Doctor detailing the condition, the name of the medication, amount and frequency of the dosage/s of medication to be administered and their signature.

Please note that Pamol/Paracetamol is not kept on the premises for general use. This medication can only be given if it has been signed for by a parent and has been prescribed for the child for a specific illness, for a specified period of time it must contain the date.

Guidelines for administration of medication

- Parent/guardian/caregiver will supply prescribed medications in container as dispensed by Doctor Pharmacist, complete with name of both Child and prescribing Doctor, amount and timing of dosage to be administered and the date.
- Staff members, (First Aid certified), who administer medication will record the amount and timing of each sign dose given in the register, alongside the parent/guardian/caregiver's authorisation for each dose, immediately after having administered each dose.
- Parent/s and/or guardian/s of children who have been prescribed medication for the treatment or management of chronic illnesses must supply at least 48 hours supply of the medication to be held permanently on site. It will be stored in the centre's Civil Emergency Supply kit. This applies to all such medication, even if it is usually administered outside of their attendance at the centre. This will only be administered in cases where the children are held at the centre without their parent/guardian/caregiver in cases of Civil Emergency.

All Medicine which are kept on site are checked at each use or regularly for the Expiry date and discarded once expired Parents will be contact prior to expiry date and asked to replace medication

Infectious diseases:

- All staff will be informed when infectious diseases are present in centre
- Any staff member suffering from an infectious disease (as per second schedule - Infectious and Notifiable Diseases), (Appendix 3) is excluded from attending the centre.
- Any staff member suffering from any other disease may be excluded at the discretion of the person responsible (i.e. Manager/Head Teacher or delegated staff). This exclusion/inclusion will be based on the guidelines provided in "Recommendations for inclusion/exclusion of children from early childhood centres from Regional Public Health. Refer to the child health policy.
- In the event of the notification of an infectious illness that is dangerous to an unborn child, pregnant staff may choose to remain at home until the risk of infection has passed.

Public Health Advisors for Early Childhood Education Services provide support and advice on a range of illnesses including practical hygiene guidelines for special situations, letters for parents, and guidance and support for manager decisions. We can be contacted at Regional Public Health on (04) 570 9002.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by _____		Designation _____	Date: _____