

Kiddies Campus Policies and Practices

Practice Name: CHILD HEALTH PRACTICE

Trigger Event(s):

A child is unwell and appears unable to cope with the Centre environment.

Rationale:

To ensure the Centre creates and maintains a healthy environment for the children to develop healthy lifestyle skills.

Te Whariki:

Goal 1: Well-Being: Children experience an environment in which their health is promoted.

Recommended Procedure:

General Health

Parents must provide the centre with current information regarding their child's health, including allergies, doctor's and emergency numbers and any changes in their health.

Children **must not attend** the Centre if they show any of the following symptoms:

- High temperature
- Unidentified rash
- Infected eyes, throat, ears or sores
- Or any other infection that may be passed onto others.

Children are unable to return to the Centre until cleared by a medical authority or approved by the supervisor. The following is the standard return times...

If the child is suffering from:

- **Vomiting** – 48 hours after the last occurrence
- **Diarrhoea** – 48 hours after the last occurrence
- **Conjunctivitis** – 48 hours away from the Centre with full medical treatment (this is very contagious).

Children are not to return to the Centre until 24 hours after antibiotics have been administered or until the eyes are no longer discharging discoloured fluid. Clear watery eyes are OK for the comfort of your child being an active learner.

Recommendations for inclusion or exclusion of children from early childhood centres are attached to this practice.

If a child becomes ill during the day, they are kept at a safe distance from other children and isolated under supervision until a parent/caregiver or emergency contact person is notified and comes to collect the child. **The office area is used as a 'sick bay'.**

In the case of a child developing a **serious illness** at the Centre in circumstances that requires immediate medical aid, the Supervisor must, without delay, ensure that all reasonable steps are taken to get medical aid and to notify the parents or an emergency contact person.

A **serious illness register** must be kept which includes the child's name, date, time and description of incident, the actions taken and by whom and evidence of parental knowledge.

When an outbreak of a particular illness occurs at the Centre an "outbreak case log" is to be maintained, be it for a staff member or a child.

Staff are to follow strict cleaning procedures following any illness within the centre.

An **individual health plan** is to be set up when managing emergency treatments. This may be completed between the parent and the public health nurse that will cover your child's needs.

Medication

When medicine is to be administered to a child while they are attending the Centre it is to be brought to the Centre by the parent/caregiver and entered in to the **medicine register** by that person. The dispensing of the medicine will be recorded and signed by the staff member responsible. **Medications will not be given unless the parent has signed the instruction.** If the child's registered doctor provides written instruction regarding the ongoing administration of a medication to that child, the parent will only be required to sign the **medication register** at the beginning of each week.

EXCEPTION – if a child requires a non-prescription medication during the day but there is none available for that child, the parent/caregiver will be contacted. If required, at the request of the parent/caregiver confirmed, in a text message, a staff member will purchase the non-prescription medicine from a registered pharmacy and enter it in the **medicine register**. When the child is picked up at the end of the day, the parent/caregiver will sign the medicine register as confirmation of their instruction.

On-going medications such as inhalers and creams will be documented on a Category (iii) medicine form.

All medicines will be kept out of the children's reach.

Medication must not be left in the child's bag.

Immunisation

The Ministry of Health requires all licensed early childhood centres to sight and record every child's immunisation history.

The Centre will keep an **Immunisation Register** which records information shown on the children's' immunisation certificates – these are to be shown on enrolment. This includes the choice of non-immunisation. The Immunisation Register will be kept confidential.

Non-standard immunisation will be noted, for example, homeopathic vaccines.

The immunisation record is located at the back of your child's Well Child/Tamariki Ora Health Book. This certificate still needs to be signed by your GP.

The Enrolment Form will state whether an immunisation certificate has or has not been supplied.

Kiddies Campus shall not exclude children because they have not been immunised. The one exception will be in the event of an outbreak of a disease – parents/caregivers will be asked to keep their un-immunised child(ren) at home until the infectious period has passed.

Any new information that becomes available regarding immunisation and general health will be given to parents via newsletters and pamphlets.

Communicable Diseases

Parents/caregivers are asked to notify the Centre if their child(ren) has been exposed to any communicable diseases.

All parents/caregivers will be notified of any communicable diseases that occur in the Centre by notices at all entrances and by notes to individual parents/caregivers.

Confidentiality, tact and privacy will be observed when dealing with any child suffering from a communicable disease (e.g., hepatitis or HIV/AIDS) to prevent unfair treatment.

Immunisation against communicable diseases is encouraged for children and staff.

Safety and hygiene procedures will be always adhered to. These procedures are in both kitchens and bathrooms and next to the First Aid cabinet for reference.

NOTE:

Any staff medication must be stored in their staff locker and this is to be kept locked.

Policy Reference Information:

- Education (Early Childhood Services) Regulations 2008
- Ministry of Health
- Infectious Disease poster
- NELP 1
- Teaching Standard 4
- Health and Safety at Work Act 2015