

Early Childhood Learning Centre

Illness management and prevention policy

HS121

Categories: Health & Safety

Last Modified: April 2026

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Policy Statement

Children's health, safety and well-being are supported at the Centre.

Rationale

To provide clear guidelines for managing and preventing illnesses at the Centre, including infectious illnesses.

Guidelines

1. Managing illness at the centre

- a. If a child is unable to participate in the programme due to illness, teachers will contact a parent or emergency contact to take the child home. He/she should stay at home until well again.
- b. If a teacher becomes ill, he/she will be asked to go home as soon as possible and recommended to stay at home until well again.
- c. When a child is required to be isolated due to illness, an adult will remain with them in an area away from the other children until someone picks them up.
- d. If a parent or caregiver is not available to immediately pick the child up, the emergency contact as recorded in the enrolment form will be contacted.
- e. If a sick child's condition deteriorates and the parent or caregiver is unable to come immediately to pick the child up, the teachers will get in touch with the emergency contact as recorded in the enrolment form and/or seek medical help as required.
- f. If a child is sent home due to an illness,
 - teachers will record details of the illness in the *Record of Accident / Illness* form,
 - a copy of this record is given to the parents,
 - the teacher will speak with parent about exclusion periods that may apply in accordance with our policy and note this on the form.
- g. If the teacher's or child's illness results in a loss of consciousness, restricted airway and/or difficulty breathing, medical help will be sought immediately. Such incidents must be reported through the *Record of Accident / Illness* form (for children) or the Event form on RMSS (for staff), and the Manager notified.

- h. If the cause of the illness is known, staff will check the exclusion policy (guideline 2) and the child or teacher will stay away for the recommended time.

2. Excluding children from the Centre

- a. Any child attending the Early Childhood Learning Centre should stay away from the Centre when the Centre believes that a child is unwell, is unable to participate in the Centre activities, or if the child shows one or more of the following symptoms:
 - the child is lethargic or irritable
 - the child has a fever (a temperature of 38 deg Celsius and above)
 - the child shows symptoms or signs of infection, for example, conjunctivitis, runny eyes
 - the child's nose is continually running green mucus, or the child is coughing up green mucus continually
 - the child has diarrhoea or vomiting
- b. Children on antibiotics can return to the Centre 24 hours after the first dose as the child would need rest away from a busy environment and in case of allergic reaction which may occur after medication.
- c. Children can return to the Centre once they are well and fever-free, which includes regulating their own temperature for 24 hours without medication.
- d. Children with diarrhoea or vomiting can return 48 hours after the last loose bowel motion or episode of vomiting.
- e. Children with live headlice will be excluded from the Centre until the condition has been effectively treated.
- f. Children who have had conjunctivitis can return to the Centre when there is no more discharge from the eyes. If the eye is still red, medication, for example eye drop or cream, will be supplied by the parent for continued treatment until the condition clears.

3. Managing infectious illness at the Centre

- a. Teachers will put a notice up in the Centre to inform parents of any infectious illnesses children attending the Centre have contracted. The Team Leader or designate will send an email out to all families about the same.
- b. Any open sores or weeping wounds are to be covered at all times. If these weeping wounds cannot be covered, the child or teacher should stay at home.
- c. If there is an outbreak of infectious disease in the Centre, teachers will carry out a check of hygiene and cleaning routines. Cleaning and disinfecting routines will be stepped up.
- d. It is not compulsory for all children to be immunised when attending the Centre. Should there be an outbreak of an infectious disease that is part of the National Immunisation Schedule, those children who have not received that particular vaccination, as indicated in the immunisation register, will be required to stay at home until advised that they are able to return. The length of time will be disease-dependent but could be up to 3 weeks. Partially immunised children could be advised to receive additional shots to maximise immunity to a disease and may have a stand down period.

4. Maintaining the immunisation register

- a. Children who are immunised will have the details of immunisation entered into the Immunisation Register.
 - b. The Administrator or designate will sight and record suitable proof of immunisation on enrolment and/or at age 15 months.
 - c. Parents will be requested to provide updated information in the form of immunisation certificates or doctor's notes at other times concurrent with the National Immunisation schedule if/when a child is immunised at 15 months or 4 years.
 - d. The Administrator or designate will update the immunisation register regularly.
5. Preventing illness
- a. Safe nappy changing and toileting procedures, safe procedures for cleaning soiled and sick children, and hygienic laundry procedures are used to reduce the risk of illness spreading through the Centre.
 - b. Facilities Management will clean the toilet and changing room areas once per day.
 - c. Sick children and teachers are advised to stay at home.

Related documents

- Nappy changing procedure
- Procedure for cleaning sick and soiled children