

Procedure.

Early Childhood Learning Centre



Preventing and managing illness

Managing children with a fever

- If temperature is 38 deg Celsius and above, contact parent to arrange for child to be collected from the Centre.
- Reduce clothing layers from the child.
- Used tepid flannel to help cool child down.
- Stay with the child at all times, away from other children.
- Encourage the child to drink water (small sips often).
- After 10 minutes, take temperature again. Record temperature.
- Information on children with temperatures is recorded on the “Record of accident or illness” form.
- This record needs to be signed by person who picks up child and a copy to be given to him/her. The Centre retains a copy.
- When the child is collected, it is our recommendation for him/her to be taken to the doctor for a check and advice.
- Staff will record any recommendations given to parents on the “Record of accident or illness” form.

Exclusion of child is until child is well and alert or 24 hours after antibiotics commenced

Managing a child who has vomited or has diarrhoea

- Call parent or emergency contact.
- Stay with child at all times, away from other children.
- Use rubber gloves at all times when coming into contact with body fluids.
- Remove child’s soiled clothes and bag them, ready for sending home.
- Wash child with dampened paper towel or wash child down with shower hose in the Nappy change room.
- Dry child with towel and dress with fresh set of clothes.
- Any affected bedding or towels are washed separately as per the Laundry Procedure.
- Illness is recorded in the *Record of Accident / Illness* form. Ensure copy is signed by the person who picks up the child. A copy is given to parent / guardian and the original copy is filed at the centre.
- All surfaces in bathroom / wash-down area are cleaned and disinfected.
- Thoroughly clean and disinfect any soiled area.

Exclusion is 48 hours after the last vomit or diarrhoea

Preventing infectious diseases

- a. Face cloths used for washing sick / soiled children will be used only once, and tissues used for wiping noses will be disposed of hygienically.
- b. Any staff preparing food will first wash their hands thoroughly before handling food.
- c. Children and teachers will wash their hands:

- before mealtimes, when handling food, after using the toilet, after handling rubbish, wiping noses, applying first aid, and at any other times throughout the day to avoid cross contamination or the spread of germs.

Managing an outbreak of a notifiable or infectious disease

- a. If there is an outbreak of a notifiable or infectious disease in the Centre, staff will conduct a check of hygiene and cleaning routines including
 - Hand washing routines, nappy changing routine, cleaning routine, washing and sterilizations of dishes and cutlery will be checked and actioned accordingly.
 - Teachers will use disposable gloves when dealing with contaminants.
- b. The Administrator or designate will check that the immunisation register is up-to-date and advise parents of children who are not immunised that they must stay away from the Centre for the time specified by the Ministry of Health.
- c. A notice will be put up at the Centre indicating the notifiable infectious disease has been confirmed.
- d. The Manager or designate will contact the Medical Health Officer for any more information required.

Administering Category ii medicines

- Have parent complete and sign the “Record of Category ii Medicines” form.
- Ensure medicine is stored safely in fridge or medicine cabinet, and out of children’s reach.
- Only permanent teachers with current first aid certificate will administer medication. A second permanent teacher must check the medication and dosage, and co-sign form.
- When administering medicine, complete requirements following instructions on the bottle and the recorded form.
- Ensure information on the form is written legibly.
- Remind parent to sign off the form to acknowledge they have seen details of medicine administered, pick up the medicine and a copy of the record.
- Medication must be clearly named and dated.

Administering Category iii medicines (including gels)

- Ensure appropriate Category iii medicine permission form is completed and signed by parent (refer to document Managing Category iii medicines).
- Use as instructed on container.
- Complete date time and sign the appropriate record form.
- Parent to check and sign form on a regular basis.
- No non-prescribed medicine that is to be ingested by child will be administered by Centre staff.

Potential hazards:

Cross contamination, serious illness, death (in the event of an outbreak of a notifiable illness).

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| ■ Cross contamination | ■ Serious illness |
| ■ Death | ■ Widespread / uncontrolled infection |

Date of last review: July 2020

To be reviewed: August 2022