PAULA’S PRESCHOOL

CHILD AND ADULTS HEALTH POLICY

AIM

To ensure that children/adults who are unwell with a contagious/infectious illness do not infect other children/adults in the centre environment.

To ensure that children, staff, parents/caregivers, or visitors do not attend the centre when they are suffering from a contagious or infectious illness/disease.

Paula’s Preschool acknowledges that infectious illnesses spread when people are in close contact, such as early childhood centres. Management and staff will do their utmost to prevent the spread of any illness, by isolating sick children/adults and/or sending home unwell children and staff and recommending they stay away until well again, or not infectious. Staff will ensure hygiene and cleaning routines are carried out thoroughly at all times.

PROCEDURES:

Children/staff that are unwell will stay at home.

Children/adults who become unwell at Paula’s Preschool will be sent home as quickly as possible. (Enrolment form). (We will use an under the arm thermometer to check temperature). If staff/children have a temperature above 38* c they will be sent home.

Paula’s Preschool has the right to exclude any person including but not limited to parents and staff if they believe that person has an infectious or contagious disease or condition. The supervisor or management will call upon outside agencies (police) if need be to enforce this regulation. (Reg 57)

Permission is gained from parents for the centre to access medical treatment for a child who becomes seriously ill. The centre will ring 111 in an emergency or phone the Tasman Medical Centre 5447272 (355 Queen Street, RICHMOND). Parents will be notified immediately. (HS27) (Enrolment form) A trained staff member will accompany the child/children to the hospital or doctor if parents are not available. Staff at Paula’s Tiny Tots, Cautley Street could be called on in an emergency.

Other agencies will be called if need be to help identify or deal with incidents. Reg 43 (C13)

Staff will use the list of diseases displayed in ECE regulations Appendix 2 infectious diseases Reg 46 (HS26) to identify diseases, their symptoms, infectious period and action to be taken.
This list of diseases will be displayed on the wall of the centre.

Children/staff will be isolated in a quiet area. A staff member will stay with the child at all times. **Reg 45 (PF27)**

If a staff member needs to be inoculated against an infectious illness/disease, the Centre Management will make a decision on the information provided at the time as to whether financial support will be provided

Children who have vomiting or diarrhoea need to stay away from the centre for **48 hours** after the last bout of vomiting or diarrhoea. (Ministry of Health regulations)

Children/Staff that have conjunctivitis need to stay away from the centre for **48 hours** after treatment and the eye has stopped weeping.

A separate policy for pandemics (bird flu) is available. Management plan

Staff will fill out a form that will include: their telephone number, address, emergency telephone number. This information will be used when a staff member is seriously ill and or unconscious.

A notice will be put up on the notice board when there are cases of infectious diseases in the centre. The sign will include the name of the disease/illness, signs, symptoms, exposure time, how the illness/disease is spread, infectious period and action to be taken.

Children with chronic illness such as asthma will be have a individual health management plan. This will be formulated with staff, parents and if necessary doctors. This plan will be kept in the medicine folder and a copy with medication.

A record of illness of children attending the centre will be kept on the kitchen shelf. This will include; the child’s name, the date, time and description of the incident, actions taken and by whom and evidence of parental knowledge of the incident. **Reg 46 (HS27)**

All permanent staff will hold a current First Aid qualification. **Reg 46 (HS25)**

The supervisor will contact the Health Department when a notifiable/infectious disease is detected. (Ministry of Health Regulations)

**IMMUNISATION REGISTER**
An immunisation register will be kept for all children in the office.
Parents will be asked if their child is immunised in the centre enrolment form.
Parents will be asked to bring in their child’s Plunket or immunisation schedule to be photo copied. This information will be kept in the immunisation register.
Parents will be reminded to bring in their immunisation schedule by the supervisor.
Immunisation information will be entered into the APT programme. In the event of an illness or disease outbreak, parents of children who are not immunised will be told to keep their child home. Parents will be told of this procedure on enrolment and when this policy is reviewed.

**HYGIENIC PRACTICES**
Vomit or diarrhoea will be cleaned up immediately. Staff will:

- Isolate the area.
- Wear rubber gloves when cleaning.
- Rubber gloves will be disposed of in the outside rubbish bin after clean up job is complete.
- Use disinfectant and warm water to clean the area.
- Dispose of soiled water down the toilet.

Reg 45 (PF 26)

- Children will be showered in the shower in the changing room with soap and water. Their soiled clothes put in a plastic bag and sent home. Staff will wear rubber gloves when dealing with sick children and dispose of them when clean up job is complete. The shower area will be washed down with disinfectant after use. (45PF26)

- Soiled cloths and towels will be thrown out. Staff will wear rubber gloves when dealing with soiled cloths. The laundry will be sent up to tiny tots to be washed. Reg (46/HS2)

Staff will ensure good hand washing procedures occur. Liquid soap will be in all bathrooms and sanitizing solutions available. Hands will be dried on paper towels. (Paper towel dispensers found beside every hand basin). Paper towels will be thrown into rubbish bins after use. Rubbish bins found along side wash basins. Rubbish bins will be emptied daily into the large rubbish bin outside. Reg 45 (PF21)

Staff will review this policy annually or when new staff are employed.

**REFERENCES**

Education (ECS) Regulations 2008
Reg 43 (C13)
Reg 45 (PF21) (PF26)
Reg 46 (HS2) (HS20) (HS25) (HS26) (HS27) (HS30)
Reg 57
Child Enrolment form
Ministry of Health Regulations
Pandemic Policy
Hand washing Policy
Laundering Policy
Appendix:

All other infectious illnesses and exclusion from Centre information, is provided on Ministry of Health list on wall in Centre, (in changing room & kitchen).

List of Infectious Illnesses – (Infectious and Notifiable Diseases are listed in the Exclusion Policy).

- Campylobacteriosis
- Chickenpox
- Conjunctivitis
- Giardiasis
- Hand, foot and mouth disease
- Head lice
- Hepatitis
- Hib (Haemophilus influenzae type b)
- HIV (Human Immunodeficiency Virus) and low immunity
- Impetigo
- Measles
- Meningitis
- Meningococcal disease
- Mumps
- Whooping cough (Pertussis)
- Ringworm
- Rotavirus
- Rubella (German Measles)
- Salmonellosis
- Scabies
- Shigellosis
- Streptococcal sore throat
- Tuberculosis (TB)

The Human Rights Act protects those with AIDS and HIV infection in educational facilities and
in employment, as stated in information from the New Zealand Educational Institute:

- Students cannot be excluded from a school or other educational institute on the grounds of HIV infection or assumed infection.