



ALEXANDRA CHILDCARE CENTRE (1995) INC.

## ILLNESS PROCEDURE

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**RATIONALE:** Employees need a sound knowledge of practices that will prevent the spread of illness

Adults and children should always wash and dry hands thoroughly:

- Before preparing, handling and eating food.
- After toileting.
- After changing nappies.
- After administering first aid.
- After wiping noses.

Hygiene and Cleaning:

- Disposable gloves are always available.
- Cover all cuts on skin. If cuts are on hands always use disposable gloves, especially when handling blood, faeces or urine.
- Wash blood, urine, and faeces off skin using wipes or shower if necessary.
- If blood splashed in eyes or on face, rinse with running water for several minutes.
- Clean up spilt blood, faeces with a 1:10 bleach solution or D10.
- Bloodied clothes and first aid implements will be disposed of responsibly.
- Wipe vinyl-changing pads with bleach solution after each nappy change.
- Regularly clean toys and equipment with a 1:10 bleach solution, D10 or steriliser.
- Floors to be washed regularly with appropriate floor cleaner as required.
- On a daily basis, the Kitchen Support Teacher is to wipe door handles with disinfectant.

Exclusion Due to Illness:

- Children and staff suffering from any infectious disease as listed in the Health (Infectious and Notifiable Diseases) Regulations 1966 must be excluded from the Centre.
- A child suffering from any other disease or condition affecting the child's health may be excluded at the discretion of the Centre Manager or Person Responsible.
- Children or staff who have been ill with diarrhea and/or vomiting are required to stay away from the Centre for 48 hours after the last motion/vomit and symptoms have stopped.

DATE REVIEWED	DATE NEXT REVIEWED
March 2022	2024
March 2024	2026



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- Children or staff who have had a temperature of 38° or over are required to stay away from the Centre for 24 hours. Once the fever has been under control for 24 hours without medicine, your child is fine to return to the Centre.
- Your child may be asked to be collected (at the discretion of the Centre Manager or Person Responsible) if they are unwell within themselves with such things as: persistent crying, trouble breathing, lethargy, or other signs of possible illness, that prevents them from participating fully in the program.

### Further Information:

- Report any infectious disease to the local Medical Officer of Health listed in The Health Act 1956 so that public health prevention and control activities can occur if necessary or contact the local Public Health Nurse.
- Ensure that all staff and families using the Centre have access to information regarding infectious diseases.
- Check the Ministry of Education and Ministry of Health websites for updates on dealing with pandemics and follow guidelines in our Pandemic Plan.
- Regular reminders in the newsletter of location of information and correct procedure when children are sick.
- Notices are displayed at the Centre to advise if a child using the Centre has an infectious disease.
- The Public Health Nurse will be contacted for advice and assistance in providing information/contact personnel.
- In the event of extreme cases of illness affecting large numbers of children, families and employees (a general guideline is 20%) causing insufficient employees to meet ratios it may be necessary to close the Centre (refer to Emergency Closure Procedure). The local Public Health Nurse can be contacted for further advice. Paula McHugh 03 440 4309.

## ISOLATION OF SICK AKONGA

- An employee will stay with the child at all times.
- The child's parent/caregiver or an emergency person is contacted.
- Withdraw the child to a quiet area of the Centre and ensure that the child is comfortable.
- If medical aid is required a Teacher will contact the child's listed Doctor and notify the parent without delay.
- If necessary extra staff may be required to maintain the adult-child ratio of the Centre.

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## **ILLNESS PROCEDURE**

- Any illness requiring exclusion from the Centre is to be recorded in the Accident/Illness Book. This must include child's full name, date of illness, and description of treatment provided, who attended and notification if a parent or medical help was called.

### **STAFF ILLNESS**

- Employees to be aware of their sick leave entitlements.
- Employees are entitled to reimbursement for any required vaccinations or injections.
- If employees have a health problem including physical, mental, and emotional well-being that will affect their work, they need to be able to notify the Centre Manager or a Board of Governance member.
- No staff member shall be on the premises while under the influence of alcohol or mind-altering substances.

### **Refer to:**

Public Health Nurse  
O.S.H.  
Health Regulations 1966  
The Health Act 1956  
Smoke Free Procedure  
Pandemic Policy  
Medications/Allergies Procedure  
Emergency Closure

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