


| | |
|---|---|
|  | Policy |
| | Policy Category: Health and Safety |
| | Date Created: September 2019 |
| | Date Reviewed: May 2021 |
| | Policy Name: Child Health Policy |

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria HS25, HS27, HS28 and HS30.

Position Statement

The health and safety of a child and of all children in our centre is important to us. We maintain this by ensuring all reasonable steps are taken to prevent the spread of illness and the treatment of illness when this is noted. Part of this policy also outlines the steps we take to work alongside parents/caregivers/whanau to maintain the health and well-being of children at our centre.

Issue Outline

Children can get sick quite suddenly or can be unwell on arrival at the centre. Our job is to maintain the wellbeing of our children by creating a safe and healthy environment and acting urgently and effectively to ensure health and well-being of all children.

Detail

General:

- We have an area where we can isolate sick children.
- All teachers have current first aid training.

Child Illness:

- Sick children with communicable diseases are isolated to stop the spread of infection. Parents/caregivers are asked to collect them as soon as possible.
- The child health policy has guidelines for when sick children should not attend the centre.
- Any notifiable diseases are notified to the Ministry of Health.
- Teachers and parents are informed of health warnings and how to recognize signs of any illnesses for which we receive Ministry notifications.

Enrolling children with special health needs

- All relevant information for managing the child's daily health needs, should be discussed with the Centre Manager or the Team Leader.
- Any specific training for the management of the condition will need to be provided by the parent/caregiver or public health nurse.
- A written authority from the parent/caregiver will be required for any category iii medicines used for ongoing treatment of a pre-diagnosed condition.

- An individual health plan will be documented with the required authority and teachers trained to administer the medication.

Management of medications

- Medicines are stored safely and appropriately, and are disposed of or sent home with a parent/caregiver (if supplied in relation to a specific child) after the specified time.
- A record is kept of all medicine (prescription and non-prescription) given to children attending the service.
- Teachers who administer medicine to children are provided with information and or training relevant to the task and records of this kept.
- No medicine will be given to a child if the parent has not signed the medication book, or if they cannot come to the centre they can provide written confirmation by text message to the Centre Manger.

Urgent treatment

- Urgent treatment will be sought for any sudden illness or injury that needs immediate attention.
- Parents will be contacted immediately.
- Immediate medical attention will be sought, or an ambulance will be called (at the discretion of the Centre Manager or Team Leader).
- A teacher will remain with the child until a parent/caregiver arrives or accompany the child to the doctors or hospital as required.
- The Board President will be informed if the treatment is life threatening, or Worksafe related.
- The Centre Manager will inform Ministry of Education and Worksafe New Zealand as required.

Use of Pamol

- Pamol will only be used for a specified period of time to treat a specific condition or symptom.
- Pamol will only be given with the written authority of a parent at the beginning of each day, including:
 - Name of the child
 - Name and amount (dose) of the medicine
 - When (time or specific symptoms/circumstances) medicine is to be given
 - Date and time the Pamol was given and by whom
 - Parental signature
- Staff who administer medicine to children are trained and authorised to do so.
- Pamol will not be kept in the centre.

When we seek medical attention

- Medical advice or attention will be sought for any sudden illness or injury that cannot be safely dealt with using standard first aid, or requires immediate attention, including but not exclusive to;
 - Unusual drowsiness, loss of consciousness or severe head injury
 - Seizure or fit
 - Severe injury or pain that cannot be explained
 - Labored or unusual breathing, turning blue

- Has a rash which covers a large part of the body or a blood red or purple rash of tiny spots or bruises, but has not been injured
- Has feces that are black or bloody or green vomit
- Choking
- Suspected ingestion of a poisonous substance
- Severe allergic or anaphylactic reaction
- Has been ill, or is ill and seems to be getting worse
- Unusual rash
- High temperature
- Burn
- Suspected sprain or broken bone
- Asthma attack (inform parent and seek advice)
- Unusual cry or distress with or without pain
- **Parents will be contacted and consulted immediately.**

Staff First Aid Trained

- There is a teacher present at all times who holds a current New Zealand accredited first aid qualification.
- If a child is injured, any first aid will be administered or supervised by an adult meeting these requirements.
- Copies of current first aid certificates are kept by the Centre.

Attendance when sick

- Children will be required to stay away from the Centre when:
 - they have vomiting or diarrhea, **until 48 hours clear**
 - they have an infectious or notifiable disease
 - they have a fever
 - they have no interest in activities or play
 - they have little energy, want or need to sleep or rest for long periods
 - they cry easily, are irritable or in pain
 - they constantly want to be held and comforted.

Alignment with Other Policies

This policy aligns with the Child Health Policy, Emergency Management Policy, Health and Safety in Employment Policy, Medicine Administration Policy, Nappy Changing Policy, the Outings and Excursions Policy and Personnel Policies.

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Child Health and Well Being documentation required:

- **HS25, HS27:** a record of all injuries and illness that occur at the service. Records include the child's name, date, time and description of the incident, actions taken and by whom and evidence of parental knowledge of the incident. Copies of current first aid (or medical practising) certificates for adults counting towards the qualification requirement.

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

PF27: There is space (away from where food is stored, prepared, or eaten) where a sick child can:

- Be temporarily kept at a safe distance from other children (to prevent cross-infection)
- Lie down comfortably
- Be supervised.

- **PF28:** There is a first aid kit that:

- Complies with requirements
- Is easily recognisable and readily accessible to adults;
- Is inaccessible to children.

- **HS30:** Children are washed when they are soiled or pose a health risk to themselves or others.

Health (Immunization) Regulations 1995 require services to have an immunization register retained for at least 12 months (see the ECC's online guideline for Retention of Records).

Impacts of Policy on Teachers, Parents/caregivers, Children

Following these procedures will ensure that the environment is safe, that parents/caregivers and appropriate authorities are kept informed of accidents and illnesses where appropriate, and that appropriate records are kept to meet licensing and other legislative requirements.

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

Following this policy significantly reduces the risk of this centre being fined for not meeting criteria, losing trust with parents/caregivers because of illness or accident issues and maintaining public credibility.

Implementation

Clear procedures have been developed and teacher trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic.

| | |
|---------------------------------|--|
| Authorised: | |
| Date: | |
| Review Date: | |
| Consultation Undertaken: | |

