

## **CHILDREN'S HEALTH POLICY**

### **Rationale:**

- To ensure that ill health and infectious diseases are kept to a minimum.
- To ensure the correct administration of any medicine which may be required to a child at preschool.

### **Purpose:**

- To ensure that our preschool children and staff are not exposed to any unnecessary risks, and to prevent the spread of sickness and to ensure that the present and long-term well-being of the children is met.
- To set in place a series of procedures which will ensure the safe administration of any required medicine.

## **SICK CHILDREN/STAFF AND MANAGEMENT OF INFECTIOUS DISEASES**

### **Guidelines:**

- Refer – Ministry of Health infectious diseases
- A copy is displayed in the centre for parents reference. There is also a copy in the office for staff reference and on the parent noticeboard.
- In the case of antibiotics, a child must have been on the antibiotic for 24 hours before returning to the centre.
- In the case of diarrhoea or vomiting, it is our policy that a child be clear for 48 hours before returning to the centre.
- In the case of the common cold, staff will use their discretion in advising parents of their child's condition and whether it is appropriate for them to be cared for at Preschool in relation to the child, the other children and the staff.
- The immunisation register for children will be maintained.
- Centre staff have the right to request that a child stay at home until well.

- Parents must record and sign the dosage in the notebook enabling staff to administer medication. See Administration of Medicine procedure.
- Medication must be named and prescription medicine must have the correct child's name on the label.
- In the event of accident, or spillage or contact with any body fluids or discharge refer to attached Universal Precautions .

#### **In the case of sickness in the centre:**

- Every effort will be made to reassure and comfort the sick child who will be removed, with a staff member in attendance.
- Parent/caregiver/emergency contact person will be contacted. In the event that these people cannot be contacted, phone their family doctor (on enrolment form).
- Appropriate cleaning methods will be followed.
- Consultation may be required with Health Department.
- Record sickness in the accident book.
- Whiteboard notification to parents of contagious sicknesses, i.e. Chickenpox.

#### **Life Threatening Diseases i.e. HIV/AIDS**

- No child will be excluded from our centre.
- Confidentiality will be maintained.
- These children will be advised to stay away if there is a risk of infectious illnesses from/to others at the centre.
- The Universal Precautions procedure will be observed (see attached sheet).

#### **Treatment of Head lice**

- Parents will be notified to pick up for treatment
- Parents/caregivers will be given information fact sheet and information on wet combing treatment and removal of all eggs in the hair as recommended by Crown Health.
- When treatment has been completed the child may return to preschool
- Preventative cleaning procedures to be followed i.e. washing of dressups, beddings, sunhats
- A notice will be put in the newsletter regularly regarding checking all family members hair once a week.
- In an instance where ongoing headlice occur the Public Health Nurse will be contacted for referral.

#### **Medical Conditions Policy**

- Child must have prescribed medicines at correct times and daily as instructed by doctor.

- There must always be a parent or guardian available by telephone in case of an emergency.
- If staff are at all in doubt regarding the medical condition of the child, they will call an ambulance at the cost of the parent/caregiver.
- Any change in the medical condition or medicines must be advised to staff and staff (Supervisor) must have authority to phone the child's G.P. to discuss any concerns regarding the medical condition.

## **Administration of medicines**

### **Guidelines:**

- Any medicine will be stored in the fridge in a child preventable container.
- Parents will complete information in medication notebook.
- Date, name of child
- Dosage and time to be given
- Parents signature
- Staff will record medicine and dosage on the whiteboard.
- The staff member administering this will sign beneath. Countersigned by a second staff member.
- Only medicine listed in the notebook will be given.

## **ACCIDENTS AND ILLNESS**

- There will be an Accident and Illness Book where all documentation is kept. A system will be in place ensuring that parents/caregivers are informed when collecting their children.
- Parents will be notified if there is an accident. This will be recorded in the accident book along with any follow up action that may be required as a result.

## **SUN PROTECTION**

### **Guidelines:**

- This policy applies during the months of daylight saving or at staff discretion.
- Preschool will provide a number of shaded areas for children.
- Staff will use their discretion in use of the outdoor area at high risk times.
- Parents/caregivers/whanau are required to apply sunscreen to their children before arriving at preschool. For those children attending all day sunscreen will be applied to all exposed areas after lunch before going outside in the afternoon.
- Preschool has a box of hats for summer/winter for those who forget to bring their own.

- Sign in book column to record those who have had sunscreen applied before attendance.
- Sunscreen will be available if forgotten for parents to apply if it has not been applied prior to arrival
- Parents are required to bring a named sunhat to preschool for their child.
- Children and staff must wear hats outside. No Hat No Play Outside.
- A reminder to parents will be placed in the newsletter at the beginning of term one and term four for parents to apply sunscreen to their child before attendance and to supply a named sunhat for their child's use outside at preschool.

### **Immunisation:**

- Sighting the immunisation certificate when the child is enrolled.
- Transferring immunisation information from the child's certificate on to  

the information register in the child's details on the computer, ticking the  

appropriate boxes that relate to that child.
- No child will be excluded from the centre if not immunised.
- In the case of an outbreak of a notifiable infection families of children not immunised will be notified and advised to stay away.
- If a certificate has not been presented families will be classified as not immunised, ie will be notified and advised to stay away.

