

	Policy
	Policy Category: HEALTH AND SAFETY
	Date Created: November 2016
	Policy Name: Illness Prevention Policy

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria HS26.

Position Statement

Our job is to maintain the wellbeing of our children by creating a safe and healthy environment and acting urgently and effectively to ensure the health and well being of all children.

Issue Outline

Children can get sick quite suddenly or can be unwell on arrival at the centre. Sometimes these illnesses can be contagious. Grow Early Education is committed to providing a healthy environment for all children and staff.

Purpose

- To maintain the health of all children in the centre
- To maintain the health of all staff in the centre
- To assist in the management and control of infectious diseases within the centre.

Procedure

Prevention:

We will be diligent regarding the personal hygiene of all children and staff. Hands are to be thoroughly washed by all people:

- After toileting
- Before touching/eating food and drinking
- After playing with/touching animals
- After coughing, sneezing and nose blowing
- When hands look or feel dirty

Sick Children

In general children should stay away from an early childhood service when:

- have little energy, want or need to sleep or rest for long periods
- cry easily, are irritable or in pain
- constantly want to be held and comforted
- have a fever
- any child with diarrhoea or vomiting should stay away until 48 hours after symptoms cease and they are well.

At our centre, we protect all children and staff from cross infection.

- We do not allow children with contagious diseases to be in contact with other children. When a child or adult becomes ill at the centre, we keep the child at a safe distance from other children and ask the parent or caregiver to collect the child as soon as possible.

- We ensure all parents understand this policy on enrolment.
- We have medicine policies and procedures and ensure staff understand them and follow them.
- Medicines may only be given with the written authority of a parent or caregiver or, in an emergency, by a qualified doctor or ambulance staff.
- HIV in children is only known to be transmitted through blood. Children do not get infected through every day contact such as sneezing, coughing, hugging, kissing or even biting. Infection is only a risk where blood is present.
- Staff will use gloves and disinfectant when there is any concern about stopping the transmission of infectious diseases.
- The Infectious Disease exclusion policy has guidelines for when sick children should not attend the centre
- Any notifiable diseases are notified to the Ministry of Health
- Staff and parents are informed of health warnings and how to recognise signs of any illnesses for which we receive Ministry notifications.
- We will work with parents to identify needs for staff training and to develop plans for providing the best care at all times such as any activities a child should avoid.

Staff illness and accidents:

- Staff with communicable illnesses must take sick leave.

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:

HS12: a hazard identification and management system. The system can be consistent with the requirements of the Health and Safety in Employment Act 1992, but goes beyond the consideration of significant hazards to employees to include all hazards to children.

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.
- **HS13:** The temperature of warm water delivered from taps that are accessible to children is no higher than 40 degrees, and comfortable for children at the centre to use.
- **HS14:** Water stored in any hot water cylinder is kept at a temperature of at least 60 degrees Celsius.

- **HS15:** All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication, or cause any child attending distress or harm.
- **HS16:** Safe and hygienic handling practices are implemented with regard to any animals at the service. All animals are able to be restrained;
- **HS26** All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them.

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

Check the Ministry of Education's [guidelines](#) for schools on managing children with HIV to learn how to keep all children safe:

The Ministry of Health's website www.moh.govt.nz has a resource called *Nga Kupu Oranga: Healthy Messages*. It is a health and safety resource for early childhood services and is available to download.

The relevant sections are as follows;

- Section B: Preventing Infectious Illness 10
- B1 Spreading infectious illness 10
- B2 Strategies for early childhood services 11
- B3 Exclusion 13
- B4 Immunisation 18
- B5 Hygiene 19
- B6 Cleaning and disinfecting 22

The Ministry of Health's website has information about preventing infectious diseases <http://www.moh.govt.nz/moh.nsf/indexmh/immunisation-about>.

Impacts of Policy on Staff, Parents, Children

Following these procedures will ensure that the environment is safe, that parents 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.

Review

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

Authorised:	Vikki Cooper
Date:	Term 3 2023
Review Date:	Term 3 2024
Consultation Undertaken:	