

## CHILD ACCIDENT, ILLNESS AND INFECTIOUS DISEASES POLICY

<b>Purpose</b>	At Central Kids Early Education the health, safety and well-being of children, whānau and employees is essential. We aim to provide tamariki with an environment where their health is promoted, their emotional well-being is nurtured and they are kept safe from harm.
<b>Explanation</b>	<p>Accidents and illness may have serious implications for the safety of children and/or adults. It is essential that in the case of an accident to, or serious illness of, a child/adult occurring or noticed at our services, all practical steps are taken to get immediate medical assistance and to notify an appropriate whānau, parent/guardian.</p> <p>Central Kids Early Education aims to uphold the health, safety and well-being of children by ensuring that that first aid or medication is administered appropriately by services and given to children by only those with the necessary skills.</p> <p>Infectious disease can spread quickly, prompt responses to managing infectious illness or a suspected infectious illness is critical, as the less contact there is between people who have an infectious disease and people who are at risk of catching the disease, the less chance the disease has of spreading, child/adults may need to be excluded to reduce the spread of infectious disease.</p>
<b>Scope</b>	This policy applies to children while that are attending a Central Kids Early Education service both onsite and beyond the gate.
<b>Guidelines</b>	<ul style="list-style-type: none"> <li>• Each service shall develop a procedure outlining the service's response to injury, illness and incidents, including the review and implementation of changes to practices as required.</li> <li>• All permanent teachers shall hold a current first aid certificate from a NZQA accredited first aid training provider.</li> <li>• At least one qualified, certificated teacher holding a current first aid certificate, shall be working alongside enrolled children at all times.</li> <li>• If a child is injured, any required first aid must be administered or supervised by an adult meeting these qualification requirements</li> <li>• To be recognised as a qualified first aider an adult must meet one of the following requirements:             <ul style="list-style-type: none"> <li>○ Have a current New Zealand Qualifications Authority- (NZQA) approved first aid qualification.</li> <li>○ Be a registered medical practitioner or nurse with a current practising certificate.</li> <li>○ Be a qualified ambulance officer or paramedic.</li> </ul> </li> <li>• First aid qualifications must:             <ul style="list-style-type: none"> <li>○ be delivered by an organisation granted consent by the (NZQA) to assess first aid unit standards</li> <li>○ cover the outcomes of specific standards set by 'The Skills Organisation'</li> <li>○ meet the 'The Skills Organisation's requirements in First Aid as a Life Skill – Training Requirements for Quality Provision of Unit Standard-based First Aid Training</li> <li>○ be validated by a certificate issued by an NZQA approved first aid provider that is valid for 2 years</li> </ul> </li> </ul>

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- Central Kids Early Education teachers/adults holding a first aid certificate must complete a refresher course with a registered first aid training provider every 2 years to ensure their first aid certificate remains current.
- All services shall maintain a first aid kit that is locked or inaccessible to children; is easily recognisable and readily accessible by adults; and is equipped to the standards of the Education (Early Childhood Centres) Regulations 2008 at all times.
- Medicines must be stored safely and appropriately, and disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time. [Appendix 3: Categories of medicine for criterion HS28](#) contains more information on the categories of medicine and how these should be managed.
- The service should have a space available (away from where food is stored, prepared, or eaten) where a sick person can:
  - be temporarily kept at a safe distance from other children (to prevent cross-infection);
  - lie down comfortably; and
  - be supervised, until the child can be collected by an authorised person
- Any child suffering from an infectious disease as referred to in the Appendix 2: Infectious Diseases schedule or an illness or other condition affecting the child's health, may be excluded from attending the service by the CEO, COO or the Medical Officer of Health. For support and guidance on managing these and other illnesses [click here for more information](#).
- The Kaiwhakaako shall inform/consult the Kaiarataki if any child is excluded from attending by the Medical Officer of Health or they are concerned about the health of any child or potential spread of infection/disease.
- Making the decision about a child returning to the service after an illness will take into account the exclusion periods for notifiable infectious diseases and the apparent wellness of the child. [Health Ed](#) is a catalogue of free health resources brought to you by the Health Promotion Agency (HPA) and the Ministry of Health. The public health resources on this website support healthier New Zealand communities. These resources are designed to enable parents and teachers to make informed decisions about keeping themselves and those they care about well
- If a child in an early childhood service develops a vaccine preventable disease (except tetanus), then all other children who have not been immunised against that disease are at risk. In case of an outbreak of one of these diseases (e.g., measles or whooping cough), early childhood services and the Medical officer of Health have the authority to require that the child with the illness remains at home to prevent the spread of infection (Under the Education Act 1989, section 19 and the Health – Infectious and Notifiable Diseases Regulations, 1966, regulation 14).
- Doctors are required to notify their local Medical Officer of Health if they suspect that a person has a notifiable disease, which includes most of the immunisation schedule diseases. The Medical Officer of Health, or their representative, can look at the early

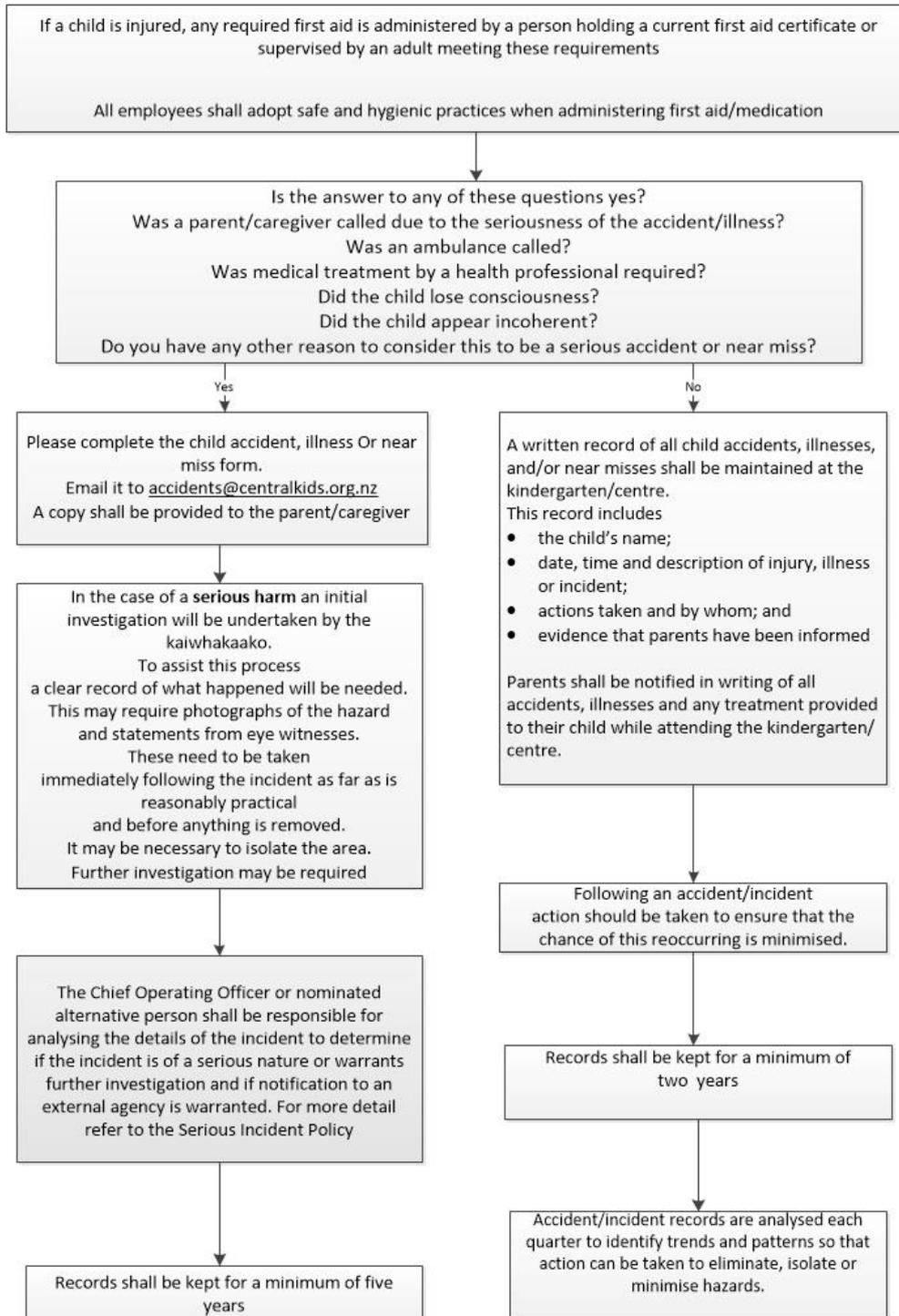
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	<p>childhood service or school immunisation register to identify children who are not immunised or do not have an Immunisation Certificate. The Medical Officer of Health will then contact the parents or guardians of these children and offer immunisation to protect the children and prevent the spread of infection.</p> <ul style="list-style-type: none"> <li>Unimmunised children exposed to measles, diphtheria and whooping cough under certain circumstances are required by regulation to be excluded from an early childhood service. When the Medical Officer of Health has identified those who should stay at home, it then becomes the responsibility of parents and early childhood service to comply.</li> </ul>
<p><b>References</b></p>	
<p><b>Standards</b></p>	<p><a href="#">Education (Early Childhood Services) Regulations 2008: #46</a>  <a href="#">Education (Early Childhood Services) Regulations: #57</a>  <a href="#">Licensing Criteria for Centre-Based ECE Services</a></p> <ul style="list-style-type: none"> <li><a href="#">PF27 Isolation Area</a></li> <li><a href="#">PF28 First Aid Kit</a></li> <li><a href="#">HS12 Hazard and risk management</a></li> <li><a href="#">HS25 First Aid Qualifications</a></li> <li><a href="#">HS26 Response to infectious illnesses</a></li> <li><a href="#">HS27 Medical assistance and incident management</a></li> <li><a href="#">HS28 Medicine Administration</a></li> <li><a href="#">HS29 Medicine Training</a></li> <li><a href="#">HS34 Incident notification to the Ministry of Education</a></li> <li><a href="#">Appendix 1: First aid requirements for criterion PF28</a></li> <li><a href="#">Appendix 2: Infectious diseases for criterion HS26</a></li> <li><a href="#">Appendix 3: Categories of medicine for criterion HS28</a></li> </ul> <p><a href="#">What needs to be notified in the Education Sector?</a>  <a href="#">Illness and Injury Management Factsheet</a>  <a href="#">First Aid Certificate Requirements</a>  <a href="#">Immunisation Guidelines for Early Childhood Services and Primary Schools</a></p>
<p><b>Service Documents</b></p>	<p>Occupational Health &amp; Safety manual          Health and Safety Policy          Archive Policy          Accident, Incident and Near Miss Form          Medication Administration Form          Medication Administration Category i Form          First Aid Kit and Spill Bucket Contents          Child Accident Review Form          Accident, Illness and Incident Procedure          Changing Children Procedure</p>
<p><b>Policy Review</b></p>	<p>Central Kids may amend and vary its policies from time to time at Central Kids discretion and employees are required to observe such policies.</p>

# CHILD ACCIDENT, ILLNESS AND INFECTIOUS DISEASES POLICY

## Procedures

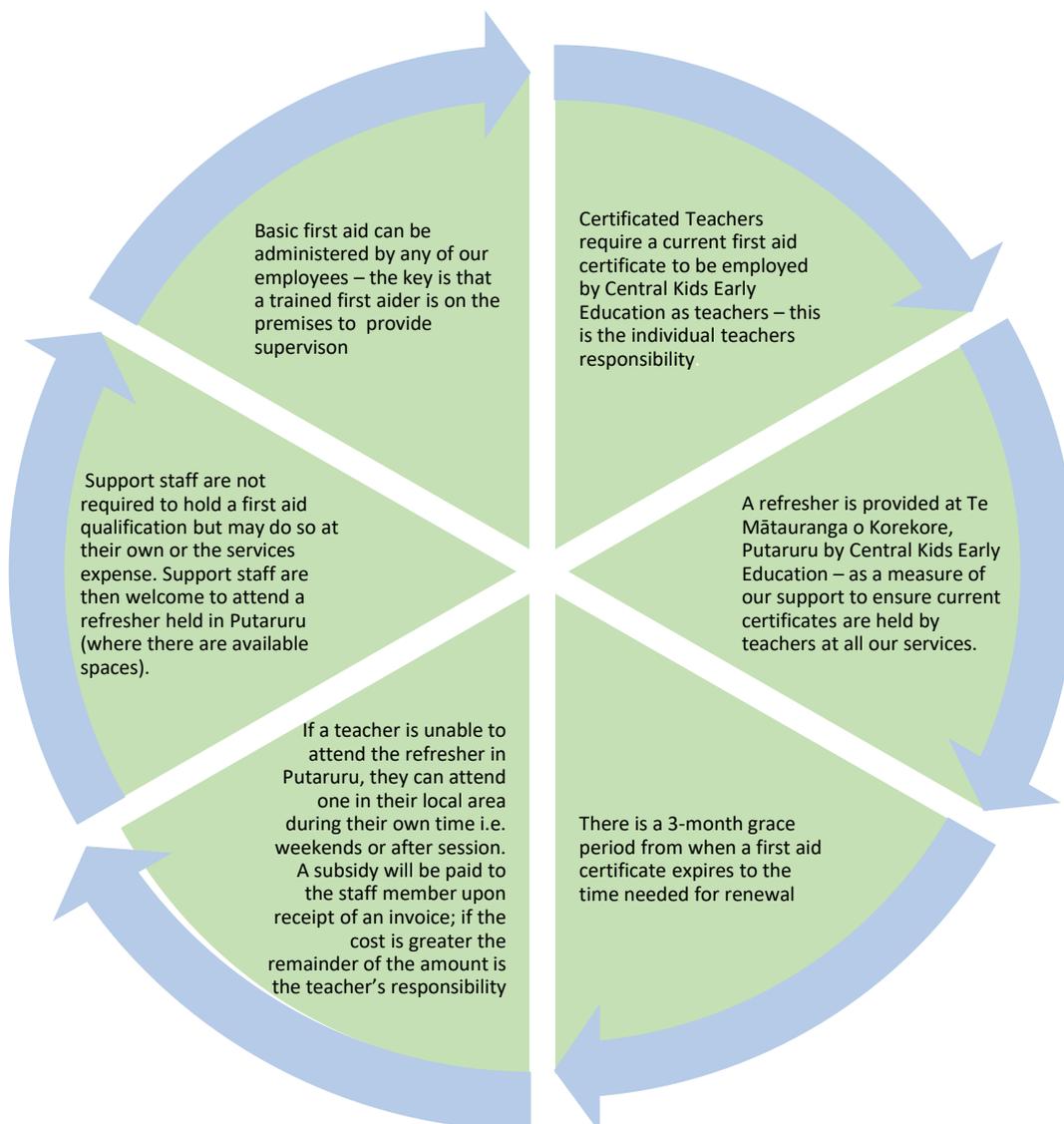
### Child Accidents and Illnesses



Each quarter review the documented incidents of accident, illness and near miss reviews by looking for trends, patterns and anomalies so that controls may be put in place to eliminate, isolate or minimise hazards.

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### First Aid Certificates



[Taonga Mokopuna have produced a video learning series.](#) Their public health advisors work with centres across the Wellington region and have created this series from their experience of working with and supporting centres closely.

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**Illness**

# Danger Signs

## Baby and Child Sickness



**Get help quickly from a doctor if your baby or young child shows any of the signs listed below. Learn CPR (rescue breathing) to be prepared for emergencies.**







**General**

- Cannot be woken or is responding less than usual to what is going on around.
- Has glazed eyes and is not focusing on anything.
- Seems more floppy, drowsy or less alert than usual.
- Has a convulsion or fit.
- Has an unusual cry (high pitched, weak or continuous) for one hour or more.
- Has severe abdominal pain.
- Has a bulge in the groin that gets bigger with crying.

**Temperature**

- Feels too cold or hot (temperature below 35°C or above 38.5°C).

**Skin colour and circulation**

- Skin is much paler than usual or suddenly goes very white.
- Nails are blue, or big toe is completely white or mottled or colour does not return to the toe within three seconds of a squeeze.
- Blue colour develops around the mouth.
- A rash develops with reddish-purple spots or bruises.

**Breathing**

- Struggles to breathe or stops breathing.
- Breathes more quickly than normal or grunts when breathing out.
- Wheezes when breathing out.

**Vomiting and diarrhoea**

- Has vomited up at least half of their feed (food or milk) after each of the last three feeds.
- Vomit is green.
- Has both vomiting and diarrhoea.
- Has drunk less fluid and has fewer wet nappies or visits to the toilet than usual.
- Has blood in their poo.

**Emergency Numbers:**

Ambulance/Fire/Police  
 National Poisons Centre  
 Healthline

**111**  
**0800 764 766**  
**0800 611 116**

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### When should children stay away from the service?

In general children should stay away from an early childhood service when they are ill and causing concern or:

- have no interest in activities or play
- 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, are 'clingy'
- have a fever
- have diarrhoea or vomiting.

### What to do if children become ill while at the service

Send them home as soon as possible. Recommend that they stay at home until well again.

- If a child cannot go home immediately, keep them away from others, stay with them at all times, and give them plenty of clear fluids to drink (water). Keep them cool if there is a fever and warm if they are cold.
- Assess the child's illness. If a parent or caregiver is not available and the child seems to be becoming more ill, arrange for the child to be seen by a doctor.
- If you know what is causing the illness, make sure the child or staff member stays away for the recommended (or required) time.
- If you are not sure, but think the illness may be infectious, contact the Public Health Unit for information and advice.

### Preventing spread of illness to others

- If the illness is infectious, contact the parents or caregivers of children with low immunity. They may want to keep their children at home until the risk of illness is over.
- If other children develop the illness, take a careful look at the hygiene and cleaning routines used at your service:
  - make sure everyone is washing their hands thoroughly before eating and after using the toilet
  - check the nappy changing procedure and make sure that all staff are following it carefully
  - look at the cleaning programme, including the cleaning of toys, bedding, equipment, and frequently handled fixtures and fittings such as door handles, toilet flush buttons and taps and improve the programme if necessary.
  - wash children and wipe noses with disposable wipes or cloths that are used only once.
  - make sure that any sores and weeping cuts, spots and scratches are covered at all times in all environments, and encourage children not to scratch or pick at them. If these wounds cannot be covered, the child or staff member should stay at home until they have healed.
  - make sure that staff wear gloves and use disinfectant to clean up spills, or blood or other body fluids.
  - check that cups and eating utensils are washed thoroughly in hot water.
- Keep the immunisation register up to date.
- Contact your public health service for more information and advice

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### Medication

Where medication is to be administered while children are attending the service the parents/caregiver shall complete the authorisation form.

Staff member/s administering the medication shall be provided with information and/or training relevant to the medication and a record of such be retained.

Records shall be kept for the length of time the child is at the service