

Health Procedure

Accidents

If an accident occurs:

- Educarers are to provide first aid treatment without delay.
- The accident is to be recorded on the duplicate ECE Accident Register and the Visiting Teacher is to be advised at their monthly visit.
- The Visiting Teacher will note it on their accident register so they can be easily monitored.
- The top copy of the duplicate form is to be signed by the parents and given to them on the day of the accident/illness. Once all pages in the book are completed the book will be returned for filing.
- If the accident is significant i.e. requires further medical attention, parents or emergency contacts must be contacted immediately and if necessary an ambulance called.
- If the accident is serious or you suspect the child has life threatening injuries an ambulance must be called immediately and then the parents or emergency contacts must be contacted.
- All head injuries, however minor, parents must be notified immediately.
- Any accidents that require medical attention, the Visiting Teacher needs to be notified immediately and the accident must be recorded on the ECC Incident Form. If surgery is required, we are required to notify the Ministry of Education.

Illness

- Keep sick children separate from other children in the home but not in isolation
- Monitor the child regularly and take their temperature.
- Contact parents or emergency contacts to collect the sick child.
- Record on the Incident Register as above.
- Notify the Visiting Teacher at monthly visits and the Visiting Teacher will note it on their accident and illness register so they can be easily monitored.
- A Doctors certificate may be required before the child returns to care if they have had an infectious illness.
- Refer to the infectious diseases chart in your Health & Safety Folder if you are unsure.

If the Child is Seriously Ill

- If the illness is significant or serious i.e. requires further medical attention, parents or emergency contacts must be contacted immediately and if necessary an ambulance called.
- If an ambulance or parents/emergency contacts are contacted your Visiting Teacher must be notified.

NB: If an ambulance or parents/emergency contacts are contacted your Visiting Teacher must be notified and the ECC Incident form and ECE Accident/Illness Register must be completed.

Educarers First Aid Qualifications

- Educarers must hold a current First Aid Certificate.
- A copy will be kept online.
- Our administrator will remind the Educarer's when their first aid certificates are due for renewal

Educarers & Home Based Staff

We will exclude any person employed or engaged in the service from into coming into contact with children if we have reasonable grounds to believe that the person:

- Is in a state of physical or mental health that presents a risk of danger to children or
- Has an infectious or contagious disease or condition

Medication

- Medicine (prescription and non-prescription) is not given to a child unless it is:
 - by doctor or ambulance personnel in an emergency; or
 - by the parent of the child; or
 - any medicine administered must have the written authority (appropriate to the category of medicine) from the child's parent.
- Before administering any medication, the use by date must be checked to ensure the medication hasn't expired and the name on the medication must pertain to the child you are administering it to.
- All medicines are to be stored safely and appropriately, and are disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time.
- Once the medication is no longer required the signed medication form is to be given to the Visiting Teacher for filing.

Non-prescription preparation (Category (i) medicines)

These are listed on the enrolment form and are non-ingested medicines e.g. arnica cream, antiseptic liquid, insect bite treatment.

Medicine Form (Category ii medicines)

- To be completed by the Educarer with the parent when the prescription medicine is to be administered (other than category 1 medication) i.e. antibiotics and pamol.
- Parents to sign at the beginning of each day authorising the medication to be administered to their child, for that day. At the end of each day parents to sign to verify that the medicine has been administered as per their instructions.
- A separate form is to be kept on each child.
- This form is to be kept in the Time Sheet Folder for easy daily access.
- Once the medication is no longer required the signed medication form is to be given to the Visiting Teacher for filing in the child's file in the office and the medicine is to be returned to the parents for disposal.

Medication as part of a Child's Individual Health Plan (Category iii medicines)

- All children requiring ongoing medication e.g. inhaler for asthma, parents are required to complete an Individual Health Plan for their child.
- Educarers are to undertake training from parents (or whoever the parent has chosen) to ensure they are administering the ongoing medication correctly.
- The category iii medicine register is to be signed, by the parent and educarer, whenever medication is administered.

Individual Health Plan

We have provided an Individual Health Plan for cases where children may have ongoing medical conditions e.g. asthma, eczema, food allergies.

- Form to be completed by the parent.
- Parent to go through the form with the Educarer so she is fully aware of what to do if the symptoms stated occur.
- The Visiting Teacher is to be emailed a copy of the Individual Health Plan
- A copy will be emailed to the Educarer and a copy kept in the Child's file.

Common Illnesses

Parents may be asked to collect their child and keep them at home for the following:

Diarrhoea

A child that has had 1 to 3 bouts of diarrhoea may be asked not to attend the service. They may return to the educator once they have had no diarrhoea for at least 48 hours. Children need to be monitored closely during this time to ensure they do not dehydrate please contact your doctor if you have any concerns.

If the Educarer is concerned that a number of children have had diarrhoea she may ask for children to leave after 1 bout of diarrhoea to stop the spread of infection.

Rotavirus Infection

If a confirmed case of rotavirus is diagnosed within the service, then any child that shows similar symptoms may be asked to remain away for a minimum of 5 days. This is to ensure that children do not attend while they are contagious and to stop the spread of infection.

Vomiting

If a child vomits and the parent cannot guarantee that the child is not contagious the child may be required to stay away for 48 hours from the last bout of vomiting. Children need to be monitored closely during this time to ensure they do not dehydrate, please contact your doctor if you have any concerns.

If there are a number of children with vomiting the Educarer may ask a parent to collect their child if they show signs of illness and request them to stay away for 48 hours to stop the spread of infection.

High Temperatures

Children with high temperatures above 38 °c and other symptoms of illness may be asked not to attend the service for at least 48 hours or until their temperature is back to normal. Children with high temperatures should be monitored closely during this time, please contact your doctor if you have any concerns.

Conjunctivitis

Children displaying signs of conjunctivitis may be asked to stay home until their eyes are clear. When they return their eyes must be clear or have the appropriate ointment/drops prescribed by a doctor.

Head lice

If a child has head lice, they will need to be treated before they can attend the service again. The next time the child attends the educator may check for live lice, this will help ensure that Head Lice does not spread.

www.healthed.govt.nz/resource/infectious-diseases

Categories of Medicines

Category (i) medicines

Definition – a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is

- not ingested;
- used for the 'first aid' treatment of minor injuries; and
- provided by the service and kept in the first aid cabinet.

Authority required – a written authority from a parent given at enrolment to the use of specific preparations on their child for the period that they are enrolled. The service must provide (at enrolment, or whenever there is a change) specific information to parents about the Category (i) preparations that will be used.

Category (ii) medicines

Definition – a prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is:

- used for a specified period of time to treat a specific condition or symptom; and
- provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.

Authority required – a written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

Category (iii) medicines

Definition – a prescription (such as asthma inhalers, epilepsy medication etc) or non-prescription (such as antihistamine syrup, lanolin cream etc) medicine that is:

- used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc); and
- provided by a parent for the use of that child only.

Authority required – a written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given.