

Health Procedure

Accidents

If an accident occurs:

- Teachers, with a current first aid certificate, will provide first aid treatment without delay.
- The accident is to be recorded on the duplicate ECE Accident/Illness Book.
- 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 given to the office 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 Centre Manager 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. The Centre Manager will notify the Service Provider Contact Person.

Illness

- Keep sick children separate from other children, but not in isolation
- Monitor the child regularly and take their temperature.
- Contact parents or emergency contacts to collect the sick child.
- Record in the ECE accident/incident book register as above.
- 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 if unsure.

If the Child is Seriously Sick

- 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 the Centre Manager must be notified. The Centre Manager will notify the Service Provider Contact Person.

NB: If an ambulance or parents/emergency contacts are contacted the Centre Manager must be notified and the ECC Incident form and ECE Accident/Illness Register must be completed. The Centre Manager will notify the Service Provider Contact Person.

Teachers First Aid Qualifications

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

Staff

We will exclude any person employed or engaged in the service from 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 or danger to children or
- Has an infectious or contagious disease, or condition, that could be passed on to the children or other adults.

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
 - with the written authority (appropriate to the category of medicine) from the child's parent.
- Before administering any medication, teachers will be trained, and they will check that the **right dose** (using a standard measuring syringe or spoon) of the **right medicine** is given to the **right child** (double-check the details on the label each time) at the **right time** (follow any instructions provided by parents or medical staff)
- **Two** teachers (1 must be certificated), who have current first aid certificates, will check:
 - The person's name on the medication
 - The name of the medication
 - The expiry date on the medication
 - The dose of the medication to be given
 - The times the medication is to be given
- To clarify:
 - **Prescription medication**
 - must not be expired
 - the name on the medication must be the same as the child it is being administered to
 - the dose and time given must be as per the parent's instructions and not exceed the label instructions.
 - **Non-Prescription or Herbal medication**
 - must not be expired
 - may not have the child's name on it if purchased over the counter
 - the name of the medication must be as per the parent's instructions
 - the dose and time given must be as per the parent's instructions and not exceed the label instructions.
- Both teachers sign the medication form as confirmation, each time medication is administered in the Centre. This must also be done if the parent administers their own child in the Centre, but only 1 teacher is required to sign (the parent will be the 2nd verifier).
- All medicines are to be stored safely and appropriately and are sent home with a parent on expiry date or when the medication is no longer required. The medication form is to be completed and filed by the teacher with the parent's signature confirming the medication has gone home.

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, if we provide them at the Centre.

Medicine Form (Category ii medicines)

- To be completed by a teacher who has a current first aid certificate and with the parent when the prescription medicine is to be administered (other than category i 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 a safe place that ensures easy daily access.
- Once the medication is no longer required the signed medication form is to be filed in each rooms archive box 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.
- Teachers 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 teacher, whenever medication is administered.

Child's Individual Health Plan (for category iii medication)

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 a qualified teacher so she is fully aware of what to do if the symptoms stated occur.
- A copy will be kept in the Child's online file.

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.

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 Centre. If a teacher is concerned that several children have had diarrhoea she may ask for children to leave after 1 bout of diarrhoea to stop the spread of infection. They may return to the Centre 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.

Rotavirus Infection

If a confirmed case of rotavirus is diagnosed within the Centre, 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

A child that vomits, and the parent cannot guarantee that the child is not contagious, may be asked not to attend the Centre. If there are several children with vomiting a teacher may ask the parent to collect their child if they show any symptoms of the illness. The child may return to the Centre once they have had no vomiting 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.

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 and a doctors certificate indicating the child can return.

Head Lice

If a child has head lice, they will need to be treated before they can attend the Centre again, this will help ensure that Head Lice does not spread.

Children on Antibiotics

If your child is on antibiotics, we may require a doctor's certificate, so we know your child is well enough to return to the Centre or is not infectious to other children.

Doctors Certificate

We may request from you, a clearance from your child's doctor, before your child is able to return to the Centre, after an illness, or high temperature.

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