

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.
- Where there is a serious injury or illness or incident involving a child while at the service that is required to be notified to a specified agency, the service provider must also notify the Ministry of Education at the same time.

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 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, Educarers 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)
- 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.
- 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.

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 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.
- The health plan is to be checked and signed by the parent every 3 months.

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:

Diarrhea

A child that has had 1 to 3 bouts of diarrhea may be asked not to attend the service. If an educator is concerned that several children have had diarrhea she may ask for children to leave after 1 bout of diarrhea to stop the spread of infection. They may return to the service once they have had no diarrhea 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 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

A child that vomits, and the parent cannot guarantee that the child is not contagious, may be asked not to attend the service. If there are several children with vomiting an educator may ask the parent to collect their child if they show any symptoms of the illness. The child may return to the service 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.

Head lice

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

Children on antibiotics

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

Doctors Certificate

Your child's educator may request from you, a clearance from your child's doctor, before your child is able to return to the service, after an illness.

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.

Pandemic Plan

We will not close unless advised to do so by the Ministry of Health.

The Director is our 'Pandemic Manager' and will ensure:

- Lines of communication with educators and whānau are kept open
- Staff who are ill, or suspected of being ill, are sent home and ensure they contact their doctor.
- Educators who are ill, or suspected of being ill, are closed and all children are sent home. The Educator must contact their doctor.
- Ensure the MOE adult:children ratio requirements are maintained.
- Educators send children who are sick home immediately.
- Educators maintain safe hand washing procedures
- Educators maintain adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.
- Educators cleaning in the home is extra vigilant, and elevated
- Health & Safety practices are reinforced
- Good personal hygiene is practiced and elevated
- Any staff, educators or children who have visited known countries to be affected by the disease will not attend the service.
- Regularly check the Ministry of Health and Ministry of Education website for updated information.
- Posters and relevant information provided by MOH & MOE are shared with educators and families
- Playgroups, staff meetings, any other group gatherings will cease and social distancing will be in place.
- That we follow the Ministry of Health guidelines www.health.govt.nz
- That we follow the Ministry of Education guidelines www.education.govt.nz

All kaiako will continue to teach the children the importance of handwashing and using a disposable tissue for coughing or sneezing and, coughing and sneezing into the elbow.

All educators have a dedicated isolation area for any children suspected of COVID-19 and requiring isolation. This area will become out of bounds to other children if being used for isolation. No child will be left alone when being isolated. This area will be thoroughly cleaned once the children are collected.

If the Home Based Service is closed:

- Ministry of Health will notify us of the closure.
- A contact list of our children will be given to the Ministry of Health
- Ministry of Health will notify the Ministry of Education of our closure
- Director will contact the Ministry of Education of our closure.
- We will follow the Ministry of Education advice.
- The Director will notify all staff of closure.
- The Visiting Teachers will notify the Educators of our closure and request the educators to notify their families.
- The Director will notify families via bulk communication email of our closure
- If staff are continuing to be paid by Little Magpies they will need to continue to work e.g. learning stories, planning, teacher registration, accounts, wages depending on their position in the service.

Our nearest medical support is: The Healthline 0800.358.5453