



## ILLNESS POLICY

### Aim:

The Preschool aims to provide a healthy and safe environment for the physical and emotional wellbeing of staff and the children in their care.

Sick/ill children are NOT permitted to attend the Preschool. If a child is sick/ill, he/she requires the care and comfort of parents/carers in their home environment.

This policy provides an account for parents of what action should be taken, and what medication will be given, in the event of a child being taken ill whilst at the Preschool. Further, it outlines the circumstances under which parents/carers may be required to remove their child from the Preschool and when a doctor's certificate will be requested.

### The Director/Nominated Supervisor or Responsible Person will:

Request parents to take their unwell child home, as the Preschool does not have the staff or resources to adequately care for sick children.

Children will be excluded from the Preschool when:

- They are deemed to be too unwell to cope with the normal routine of the service;
- They are regarded as a health risk to others, or contagious (eg have a green runny nose and or a cough);
- They have been vomiting within the last 24 hours before arrival;
- They have had diarrhoea within the last 24 hours before arrival;
- Have started antibiotics in the past 24 hours before arrival;
- The child or staff member has an infectious disease.
- In the event of a pandemic, and presenting symptoms and child/staff will need to be tested and cleared before returning to the preschool as well as following current NSW Health guidelines and isolation periods.
- Reference to any other exclusion periods for different infectious diseases will be implemented based on the Infectious Diseases – Staying Healthy in Childcare (5<sup>th</sup> Edition) Recommended minimum exclusion periods for infectious conditions for schools, Preschools and Child Care Centres.
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### Families will:

- Advise the Preschool as soon as practicable by telephone, if their child is absent for any reason, especially due to illness or injury;
- Abide by the the above exclusions as per this policy;
- Advise staff if any un-prescribed medication has been administered to their child in the 24hours prior to attending Preschool.

### Temperature/Other Illness

If a child develops a high temperature or other illness whilst at the Preschool, the staff will take appropriate measures to deal with it. All efforts will be made to reduce the fever or

illness naturally, by first removing excess clothing and encourage the child to drink water to prevent dehydration.

If the child's temperature is 37.5°C or above, the child's temperature will be monitored every 15 minutes and parents/guardians will be advised by phone. This information will also be recorded on **Attachment 1: Incident, Injury, Trauma and Illness Report Form**.

At 38°C or if a child is very unwell, parents will be asked to come and collect their child or make other arrangements for collection of the child. If parents cannot be contacted, the emergency contacts listed on the enrolment form will then be phoned to come and collect the child.

If the staff deem it appropriate for the child, the parent will be asked if they want the administration of paracetamol for temperature control. The parent must inform two staff over the phone.

**Paracetamol may be given to a child with a temperature of 38°C or above, in the dose specified on the bottle in accordance with the child's weight/age without phone authority, only if the parents or emergency persons listed on enrolment form cannot be contacted.**

If a child becomes sick/ill at the Preschool then a staff member will also record it **Attachment 1: Incident, Injury, Trauma and Illness Report Form or the Medication form if medication is administered**. Parent's response must be noted on this form and parents will also be asked to sign this report upon collection of their child.

#### **Coughs, Vomiting and Diarrhoea**

If a child has a cold and are well they can attend. If a child has continual discharge from their nose, is sneezing, coughing or has a clear but very runny nose the child must be kept at home.

Parents will be notified and asked to collect their child, if their child has one episode of diarrhoea or vomiting at the Preschool and they will not be able to attend for 24 hours after the last episode.

#### **Long term Illnesses**

If a child is suffering from a long term illness or condition, it is the parent's responsibility to:

- Keep staff up to date on their child's condition;
- Provide the relevant documentation signed by a registered general practitioner eg. Asthma Action plans;
- Provide the child with relevant medication if needed.

#### **Non-immunised children:**

As of the 1st January 2018, only children who are fully immunised for their age or have a medical reason not to be immunised or are on a catch-up schedule can be enrolled at the preschool or any childcare.

#### **Hospitalisation:**

In the case where the fever or illness requires emergency medical attention, parents will be contacted and the child will be taken by ambulance to the nearest Hospital. Every effort will be made to contact the parents/guardians before taking the child to hospital and before treatment is sought. If the parent/guardian cannot be contacted and a staff person needs to take a child to the hospital, they will take the Child's Enrolment form, including the authorised 'release to seek medical attention and transport' permission previously signed by the parent/carer. A relief staff member will need to be called in this instance.

## Quality Area 2: Children's Health and Safety

If a child has been hospitalised, they must be excluded from the Preschool for 24 hours after discharge, unless they have a doctor's clearance certification stating they are well enough to attend the Preschool.

### NSW Department of Health Notification:

Children's services staff are strongly advised to contact the Public Health Unit when they are unsure about exclusion of cases or contacts with infectious diseases.

Under the Public Health (Amendment) Act 1992, the Director must notify the local NSW Department of Health, when any case of the following diseases occur in the Preschool: diphtheria, measles, mumps, poliomyelitis, rubella (German measles), whooping cough (pertussis), tetanus or Haemophilus Influenzae Type b (Hib).

It is also recommended by the NSW Health Department, that the Director should report to the Public Health Unit: any single case of meningitis, food borne illness in two or more persons, or gastroenteritis affecting three or more persons, any of the following affecting three or more persons: chicken pox, cold sores, conjunctivitis, influenza, strep throat or any other condition of concern.

A medical certificate is required before a child or adult with diphtheria, hepatitis A, polio, tuberculosis, typhoid or paratyphoid can return to the Preschool.

### Refer to Other Policies:

- Asthma Policy
- Anaphylaxis policy
- Medical Conditions Policy
- Medication Administration Policy

### Attachments:

- Medication Authorisation
- Medical Risk Minimisation Plan

### Sources:

- Anaphylaxis Australia - [www.allergyfacts.org.au/foodalerts.asp](http://www.allergyfacts.org.au/foodalerts.asp)
- Asthma Foundations Australia – [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)
- Preschool for Community Child Health - [www.rch.org.au](http://www.rch.org.au)
- Healthinsite - [www.healthinsite.gov.au](http://www.healthinsite.gov.au)
- Immunise Australia Program – [www.immunise.health.gov.au](http://www.immunise.health.gov.au)
- National Health and Medical Research Council - [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
- NSW Multicultural Health Communication Service - [www.mhcs.health.nsw.gov.au](http://www.mhcs.health.nsw.gov.au)
- Raising Children Network – [www.raisingchildren.net.au](http://www.raisingchildren.net.au)
- NSW Health - [www.health.nsw.gov.au](http://www.health.nsw.gov.au)
- Staying Healthy in Childcare (5<sup>th</sup> Edition)  
[http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)
- Infectious Diseases – Staying Healthy in Childcare (5<sup>th</sup> Edition) Recommended minimum exclusion periods for infectious conditions for schools, Preschools and Child Care Centres.
- NSW Government – Save the Date to Vaccinate - Childcare and pre-school entry and immunization parent information.

### Legislation:

Education and Care Services National Law Act 2010: Section 174(2)

*Quality Area 2: Children's Health and Safety*

Education and Care Services National Regulations 2011: 77, 85-87, 103, 177,183

Links to National Quality Standard: 2.1; 2.1.1; 2.1.2; 3.1; 3.1.2; 7.1.2

Occupational Health and Safety Regulations 2007

Australian Standards AS3745-2002 Emergency Control procedures for buildings, structures and workplaces

Children and Young Persons (Care and Protection) Act 1998

**Review Dates: Version 5**

- March 2016 Policy created
- June 2016 Policy reviewed
- September 2018 Policy reviewed and amended to reflect NQS & legislation
- October 2020 Policy reviewed, process included in event of pandemic, as well as update on immunisation requirements for enrolment.