

WODEN EARLY CHILDHOOD CENTRE

HEALTH, ILLNESS & EXCLUSION POLICY

POLICY STATEMENT: By maintaining a healthy environment within the child care setting it reduces the risk of spreading of infectious diseases. Therefore it is in the children's best interest to exclude children who are obviously unwell and follow appropriate hygiene standards

This Policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE: The three most important ways of preventing the spread of infectious diseases are:

- * effective handwashing
- * exclusion of sick children and staff and
- * immunisation

if these are not done properly, the many other processes that support infection control, such as cleaning and food safety procedures will not work well.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: ACT Centre based Children Services Conditions 2000
4.1, 4.2, 4.3, 1.8, 1.11, 1.17, 1.18

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide 2005 PRINCIPLES 7.1, 2.1, 2.3, 6.3

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Linking Policies

Administering Medication
Asthma management
First Aid Facilities
Hygiene and Sanitation

Source Documents:

NATIONAL HEALTH AND MEDICAL RESEARCH COUNCIL *"Staying Healthy in Child Care - Preventing Infectious Diseases in Child Care "*. Department of Human Services and Health. **CANBERRA ACT Page 12.**

NHMRC, Recommended Minimum exclusion periods for infectious conditions for schools, pre schools and child care Centres ,

(http://www.nhmrc.gov.au/publications/synopses/_files/ch43poster4.pdf) 11.12.08

POLICY DEVELOPMENT AND REVIEW POLICY

this policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

This policy has strong links with the following policies: administering medication, asthma management, hygiene and sanitation, and first aid. As such it should be read in parallel with these policies for more detailed information on those subjects.

STRATEGIES AND PRACTICES

- 1)
- 2)
- 3)
- 4)
- 5) Hygienic practices will be adopted that minimise the spread of infection. Staff and children will be encouraged to observe the policy on Hygiene and Sanitation.
- 6) Children with infectious illnesses will not be accepted into the childcare program as infection spreads fast. Children who are obviously infectious, eg: measles, mumps, head lice etc, must be excluded in compliance with guidelines laid Recommended in Staying healthy in child Care (NHMRC) These are displayed on the notice board in the foyer.
- 7)
- 8)
- 9) Panadol © will be administered to children only with the parents' written consent. Parents provide this information on the enrolment and emergency contact sheet. If the centre doesn't have written consent then parents will be notified and verbal consent may be sought, if staff feel this is required or the parent will be asked to collect the child.
- 10) Parents of any child, who has required Panadol in the course of the day, will be notified through a note on their child's bag, unless there is a possibility that the child has already had Panadol that day - then staff will ring the parents, for verbal permission.
- 11) Medication, other than that prescribed by a doctor, shall be given to children for no more than two consecutive days. With the exception of Ventolin for asthmatics in conjunction with an asthma action plan. please refer to the asthma management policy..

- 12) Herbal medications or remedies will not be administered by the child care staff at Woden Early Childhood Centre, unless accompanied by clear written instructions from the child's doctor.
- 13) Children may, if well enough to cope in a group situation attend the centre while taking medication. All medications must be left with, and collected from the child's room. Detailed instructions must be provided in the medication register in the child's room – please refer to the administering medication policy for more detail.
- 14) Staff will never administer medication which is prescribed for another person this includes siblings. Staff will follow instructions on the bottle, in the case of a parent making an incorrect entry on the medication register.

EXCLUSION OF SICK CHILDREN:

The centre retains the right to exclude children regarded as unwell. This is necessary in order to comply with health regulations, and to keep cross infection to a minimum.

Staff will consider the following aspects when a child is unwell:

- Is infection likely to spread to other children and staff?
- Is the child well enough to cope in a group environment?
- Is there is nothing 'specifically wrong' but the child is miserable and requires a lot of one-to-one attention.

We are not able to provide one on one care whilst meeting the needs of other children who are entitled to quality care. Unwell children need special care - we do not wish to deprive any child of that care or give it at the expense of the other children in the room.

If a child becomes ill while at the Centre we will ask parents to make arrangements for their child to be taken home as soon as possible, **within the hour**, to minimise distress to the child, as well as avoiding any cross infection. Upper respiratory tract infections are the most common illnesses in the child care environment. Children in care are at obvious risk of contracting these infections. Parents need to consider suitable back-up support to enable them to keep their child at home when appropriate.

GUIDELINES FOR EXCLUSION

Conjunctivitis:

Children will be excluded until their eyes are free from discharge and eyes are clear on waking, or 24 hours after commencement of medication.

Diarrhoea:

Children are to be excluded from the onset, until diarrhoea has ceased for at least 24 hours. **The Centre will consider three loose bowel motions as diarrhoea, or if the motion is so loose it leaves the child's nappy.** Staff will use their judgement in determining whether a child should be sent home based on the child's general well being.

Vomiting:

Children are to be excluded for 24 hours from the onset of vomiting. **Vomiting is different to being sick, (if the child is sick once and shows no other symptoms, that is being sick) If a child is sick/vomits on arrival it shall be classified as vomiting and the child will be excluded because we have not been with the child.**

Antibiotics:

Children on antibiotics may attend the Centre if they can cope in group care. Parents must let the staff know if their child is taking antibiotics and how long they have been taking them, and for what reason. **If you bring your child in whilst on antibiotics, staff reserve the right to request a wellness certificate from your doctor.**

HEPATITIS B / HUMAN IMMUNODEFICIENCY VIRUS (HIV)

Hep B and HIV are recognised as communicable diseases, which are a major concern in our society. Hepatitis B is an infectious inflammation of the liver. HIV is a virus that affects the human immune system.

Woden Early Childhood Centre employees are to follow preventative hygiene procedures when in contact with body fluids in the workplace and are encouraged to attend regular training relating to communicable diseases.

In keeping with National and International policies, the Woden Early Childhood Centre recognises the right of individuals to have their status as carriers of Hepatitis B or HIV kept confidential.

As members of modern day society, it is suggested on medical advice that vaccination for Hepatitis B is sought. Woden Early Childhood Centre will meet vaccination costs for all

permanent staff members. It is the responsibility of the staff member to arrange vaccination, on commencement of permanent employment.

Procedure for Informing ACT Health Authorities of a Notifiable Diseases Outbreak

Reviewed 15.01.07

Rationale: Children spending time with other children have an increased risk of exposure to a wide range of infectious diseases. While it is not possible to stop the spread of childhood illnesses and infectious diseases, in our centre we can help to reduce their impact on our community.

Aim: to ensure all staff know what to do in the case of an outbreak of a notifiable disease outbreak.

Procedure: Staff are encouraged to use the ‘**Staying Healthy in Childcare**’ 4th edition resource folder; to ascertain whether the infectious disease is notifiable.

1. All illnesses in the centre are to be documented by staff using the *illness notification* form.
2. The Director is informed when more than 1 of any specific symptom is recorded.
3. If a suspected or definite case of a notifiable disease is diagnosed in the centre, The Director will contact ACT Health Authorities (the Public Health Officer, phone 62051700 or 62051705).
4. Staff from ACT Health will assist the centre and local doctors to control the disease/outbreak
5. The Director will inform all families using the centre and any persons coming to the centre that there is a notifiable disease by placing a sign in the front foyer, stating there is an infectious disease eg Mumps, the number of cases, in what room and a description of the symptoms.
6. The Director will document dates that the child/ren or staff members who have the notifiable disease were in the Centre over the infectious period.
7. All staff will implement suggested strategies from ACT Health such as preventive treatment or exclusion periods for children and/or staff who are at risk.
8. Anyone not immune to the infectious disease who has not received preventative treatment recommended by the public health officer must be excluded for the recommended period.