

	Policy Category: Health & Safety
	Policy Name: Child Health Policy

Purpose

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria **HS25, HS26, HS27, HS28, HS34** and **PF27**.

Position Statement

The health and safety of all children in our centre is important to us. We maintain this by ensuring all reasonable steps are taken to prevent the spread of illness and the treatment of illness when this is noted. Part of this policy also outlines the steps we take to work alongside parents/guardians/whānau to maintain the health and well-being of children at our centre.

Issue Outline

Children can get sick quite suddenly or can be unwell on arrival at the centre. Our job is to maintain the wellbeing of all children who attend our centre by creating a safe and healthy environment and acting urgently and effectively to ensure the health and wellbeing of all children.

Detail

General:

- We have an area where we can isolate sick children.
- There is at least 1 adult present at all times of every 25 children attending who holds a current first aid training qualification that meets NZQA requirements.
- The Centre maintains an Immunisation Register. If parents | guardians do not present their child's Immunisation Certificate then a record is made that Immunisation Certificate is 'not shown'.
- The Centre maintains a record of all injuries, illnesses and incidents that occur at the Centre.
- The Centre holds a record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine outlined in Appendix 3 of the Licensing Criteria. This record is part of the enrolment form.

- The Centre holds a record of all medicine (prescription and non-prescription) given to children attending the service.

Child Illness:

- Sick children with communicable diseases are isolated to stop the spread of infection. Parents are asked to collect them without delay. Actions are taken as specified in Appendix 2 of the Licensing Criteria for any person (adult or child) who is suffering from particular infectious diseases.
- The centre's child health policy includes guidelines for when sick children should not attend the centre.
- Any notifiable diseases are notified to the Ministry of Health (notifiable diseases are marked with an asterisk (*) in Appendix 2 of the Licensing Criteria).
- Staff and parents are informed of health warnings and how to recognise signs of any illnesses for which we receive Ministry notifications (e.g. measles or whooping cough outbreaks, or COVID-19)
- Children who are at heightened risk to illness, e.g. unimmunised children or those with low immunity, during an epidemic should not attend if there is an outbreak at the centre
- COVID and other highly contagious conditions. The centre will follow Ministry of Education and Ministry of Health guidelines, disseminate information and guidance to parents and keep communication lines open.
- Outbreak Control: if there is an outbreak of disease in the Centre:
 - Doctor is required to notify the Medical Officer of Health and the child with the illness will be asked to remain at home.
 - The centre is required to take all reasonable steps to promote the good health and safety of children enrolled in the service; and
 - Take all reasonable precautions to prevent accidents and the spread of infection among children enrolled in the service.

Enrolling children with special health needs

We welcome children with special health needs and will do our best to meet those needs whilst the child is in our care.

To ensure this is the case, we need to know as much as possible about the child and their health situation, together with any risk factors likely to be encountered at our centre at the time of enrolment. Parents are obliged to share all relevant information about their child with us at that time. Not to do so may impact on the child's enrolment at a later date.

In the event a child's health needs are such that they cannot be met solely by our centre and/or not to meet these needs places the child, other children or adults working in our centre at risk, we will seek to meet with the parents to discuss and agree a way forward. This may include referral to one or more external agencies and dependence upon additional support from these agencies.

First Aid Trained Staff (HS25)

The First Aid Qualifications held by all Qualified staff and any other staff the Centre Manager deems necessary at our centre

The Licensing Criteria HS25 requires that there is an adult present at all times for every 25 children attending. Details of their current first aid certificate are displayed in our reception area.

If a child is injured, any required first aid is administered or supervised by an adult meeting the First Aid requirement.

Attendance when sick (HS26)

Children are not to attend our centre when they are ill. This is for the comfort of the child as well as to prevent the spread of infectious conditions among other children and staff.

General conditions indicating a child should not be at our centre:

- The illness is preventing the child from participating comfortably in activities
- The illness results in the child needing so much care that it compromises other children's health and safety
- The child presents any of these symptoms: fever, persistent crying, difficulty breathing, conjunctivitis, mouth sores, vomiting, rash, diarrhoea.

Children who become ill, or are injured whilst at our centre, will have an incident form completed and a copy passed on to the parent(s). Children who become ill whilst at our centre (in particular) need to go home. We will contact the child's parents to facilitate this as soon as possible. The child will, meanwhile, be placed in a separate room away from other children to reduce the stress for the ill child and to prevent cross-infection (PF27). The child will be supervised and emotionally supported at all times. During this time, staff will take notes detailing any changes/developments in the child's symptoms. This may include changes in temperature, appearance, behaviour, pallor, etc, and any actions taken by staff in response to these changes.

It is also a requirement of the Ministry of Education's ECE Licensing Criteria (HS26).

Urgent treatment (HS27)

In the event of a significant illness or injury to your child, we will contact an emergency ambulance for urgent transportation to the nearest emergency treatment facility. We will contact the child's parents immediately should urgent treatment be necessary.

If we are in any doubt about the need for urgent treatment, we have protocols in place to contact a local General Medical Practice; or Healthline. We will also contact the child's parents straight away.

We ask parents to also note that in the event of a serious injury or illness to a child warranting urgent treatment, we are also obliged to notify the Ministry of Education (HS34).

When we seek medical attention (HS27)

We will seek medical attention for your child should they take ill or be injured, if we are uncertain as to the cause of the illness/injury or upon the recommendation of the first aid-trained staff member.

- If we are unsure what to do, we will contact the child's doctor or call the Healthline on 0800 611 116 **immediately**

Management of medications (HS28)

The Ministry of Education classify medications in three groups:

- Non-prescription medication, where written authority is required from the parents at the time of enrolment.
- Prescription medication used for a fixed period of time, where written authority is required from the parents at enrolment and at the beginning of each day when the medication is required.
- Prescription medication for ongoing use, where written authority is required from the parents at the time of enrolment or at a change in the child's health plan.

Parental acknowledgment of the medicine having been given to their child must also be recorded. Category (i) and (ii) medicines require daily parental acknowledgment.

For category (iii) medicines whose dosage does not change may be obtained or recorded weekly or every three months.

It is essential that parents advise centre staff if they have already given their child medication prior to coming to the centre for any reason.

We will contact you immediately if we are to seek medical attention for your child.

Alignment with Other Policies

This policy aligns with:

- Injuries, Illnesses and Incidents Policy (HS25)
- Medicine Administration Policy (HS28)
- Health and Safety Framework Policy

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Child Health and Well Being documentation required:

- **HS25, HS27:** a record of all injuries and illness that occur at the service. Records include the child's name, date, time and description of the incident, actions taken and by whom and evidence of parental knowledge of the incident. Copies of current first aid (or medical practising) certificates for adults counting towards the qualification requirement.

Licensing Criteria 2008, Health and Safety, Hazards and Outings documentation required:

PF27: There is space (away from where food is stored, prepared, or eaten) where a sick child can:

- Be temporarily kept at a safe distance from other children (to prevent cross-infection)
- Lie down comfortably

- Be supervised.
- **PF28:** There is a first aid kit that:
 - Complies with the requirements of Appendix 1 of the ECE Licensing Criteria
 - Is easily recognisable and readily accessible to adults;
 - Is inaccessible to children.

Health (Immunisation) Regulations 1995 require services to have an immunisation register retained for at least 12 months

In regards to the National Education and Learning Priorities- Objective 1

Impacts of Policy on Staff, Parents, Children

Following these procedures will ensure that the environment is safe, that parents and appropriate authorities are kept informed of accidents and illnesses where appropriate, and that appropriate records are kept to meet licensing and other legislative requirements.

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the wellbeing of children in our care.

Implications and/or Risks

Following this policy significantly reduces the risk of this centre being fined for not meeting criteria, losing trust with parents because of illness or accident issues and maintaining public credibility.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised by licensed service:	Greendale Kids Preschool Greendale Kids Nursery
Date:	13 September 2024
Review Date:	August 2025
Parents informed:	May 2025