

ILLNESS PROCEDURE

Employees need a sound knowledge of practices that will prevent the spread of illness

Adults and children should always wash and dry hands thoroughly:

- Before preparing, handling and eating food.
- After toileting.
- After changing nappies.
- After administering first aid.
- After wiping noses.

- Disposable gloves are always available.
- Cover all cuts on skin. If cuts on hands use disposable gloves at all times, especially when handling blood, faeces or urine.

- Wash blood, urine, and faeces off skin using wipes or shower if necessary.
- If blood splashed in eyes or on face, rinse with running water for several minutes.
- Clean up spilt blood, faeces with a 1:10 bleach solution or D10.
- Soak bloodied clothes and first aid implements in 1:10 bleach solution or D10.
- Wipe vinyl-changing pads with bleach solution after each nappy change.
- Regularly clean toys and equipment with a 1:10 bleach solution, D10 or dishwasher.
- Floors to be washed regularly.
- If sustained periods of illness are evident at the Centre wipe door handles with D10.

- Children and staff suffering from any infectious disease as listed in the Health (Infectious and Notifiable Diseases) Regulations 1966 must be excluded from the Centre.

- A child suffering from any other disease or condition affecting the child's health may be excluded at the discretion of the Head Teacher.
- Children or staff who have been ill with diarrhea and or vomiting are required to stay away from the Centre for at least 48 hours after the symptoms have stopped.

- Report any infectious disease to the local Medical Officer of Health listed in The Health Act 1956 so that public health prevention and control activities can occur if necessary or contact the local Public Health Nurse.
- Ensure that all staff and families using the Centre have access to information regarding infectious diseases.
- Check the Ministry of Education and Ministry of Health websites for updates on dealing with pandemics and follow guidelines in our Pandemic Plan.
- Regular reminders in the newsletter of location of information and correct procedure when children are sick.
- Notices are displayed at the Centre to advise if a child using the Centre has an infectious disease.
- The Public Health Nurse, will be contacted for advice and assistance in providing information/contact personnel.
- In the event of extreme cases of illness affecting large numbers of children, families and employees (a general guideline is 20%) causing insufficient employees to meet ratios it may be necessary to close the Centre (refer to Emergency Closure Procedure). The Health Protection Office at Dunedin Hospital can be contacted for further advice (03) 4740999.

ISOLATION OF SICK AKONGA

- An employee will stay with the child at all times.
- The child's parent/caregiver or an emergency person is contacted.
- Withdraw the child to a quiet area of the Centre and ensure that the child is comfortable.
- If medical aid is required a Teacher will contact the child's listed Doctor and notify the parent without delay.
- If necessary extra staff may be required to maintain the adult-child ratio of the Centre.
- Any illness requiring exclusion from the Centre is to be recorded in the Accident/Illness Book. This must include child's full name, date of illness, and description of treatment provided, who attended and notification if a parent or medical help was called.

STAFF ILLNESS

- Employees to be aware of their sick leave entitlements.
- Employees are entitled to reimbursement for any required vaccinations or injections.
- If employees have a health problem including physical, mental, and emotional well-being that will affect their work, they need to be able to notify the Senior Teacher or a Governance Committee member.
- No staff member shall be on the premises while under the influence of alcohol or mind-altering substances.

Other References:

Public Health Nurse
O.S.H.
Health Regulations 1966
The Health Act 1956
Smoke Free Procedure
Pandemic Policy
Medications/Allergies Procedure
Emergency Closure

Regulations 2008: 46

Date Reviewed	Next Review Date
Aug 2014	2017
Sept. 2015	
July 2018	2020