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# Aspiring Beginnings Early Learning Centre

## Illness Procedure

Reference: HS26-HS27

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**RATIONALE:** Aspiring Beginnings is a centre for children and adults who are of good health.


**OBJECTIVE:** The management and staff/teachers will aim to take all reasonable and practical steps to respect and protect the rights of all attending, to ensure a safe and healthy environment.

### **IMPLEMENTATION:**

1. As part of the enrolment process all families are requested to provide the office with a copy of their child's current immunisation records.
2. To ensure the good health and well being of adults and children attending our centre, sick children will be sent home. Parents, teachers, management and all other staff will adhere to the following guidelines:
  - Children and staff are not to access our centre in the event of a notifiable childhood illness, sickness, or within at least 24 hours of vomiting or diarrhoea. (48 hours is desirable to prevent relapse or reoccurrence) Information regarding infectious periods of known childhood diseases/illness, i.e. chicken pox, measles and mumps are kept in the HEALTH FILE in the foyer and parents are expected to follow the recommendations. This information is also available on our website. If however further clarification is required, please contact your local health professional. If the said condition can be treated and will continue to be contagious unless treated, the child will not be allowed to be at the centre until cleared of the condition or verified as not infectious by the child's doctor.
  - Parents/caregivers will be notified as to the nature of the "concern" and shall be advised of actions taken, and if necessary, asked to collect their child. The person listed as the emergency contact will be notified if the parent is unobtainable. The decision to send an unwell child home will be at the discretion of the Senior Teacher or Team Leader.
  - If a child in attendance show signs of fever, rash, vomiting, diarrhoea or symptoms of contagious infection, the caregiver will be immediately contacted and the child will be isolated from the other children so as to protect the health of others. A staff member will stay with the child at all times, until the caregiver comes to collect the child. If a child's condition deteriorates and appears serious, then "person's responsible" will arrange for two staff members to take the child to their nominated doctor where parents/caregivers will meet.

- In cases of an outbreak of infectious disease, as listed on the MOH poster, the parents of un-immunised children will be notified. The decision regarding attendance, is then at the discretion of the parents. The centre will notify parents and caregivers of the condition and provide information as advised by the Health Protection Officers at Public Health South (PHS), Dunedin - ph (03) 4741700 OR Queenstown (03) 4422500. PHS has unrestricted access to the centre and its records at all times and may implement the closure of the centre for health reasons in serious cases. In the event that Public Health South is required to intervene, a copy of notification will be kept with the child's enrolment contract, held in the office.
- All employees of this centre are subject to the same guidelines, as above. The centre offers financial support in the event that employees are required to receive inoculations as ordered by PHS.

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Signed:		Next review:	July 2014
Role:	Senior Teacher		July 2015
Date:	16 <sup>th</sup> July 2013		July 2016