



Mountainside Educare

Child Health and Wellbeing Policy

Rationale:

To promote the good health and safety of all tamariki enrolled at Mountainside Educare.

Te Whariki:

Mana atua (Well-Being) Children experience an environment where their health is promoted.

Procedures:

Accident Procedures

- At least two staff will hold a current First Aid Certificate at all times.
- Copies of First Aid Certificates held by staff will be kept in the filing cabinet at the centre.
- Management will ensure that all tamariki records have relevant whānau current contact numbers and two emergency contacts.
- In the event of an accident, priority will be to administer first aid immediately then inform management.
- Any accident will be recorded in the Accident Books and kaiako will ensure whānau are informed. Whānau will be phoned and informed of any serious accident.
- The staff member who performs first aid will record in the Accident Book what happened, i.e., a description of the incident, the action taken, and the day and time it occurred and a space for whānau to sign that they have knowledge of the incident. Whānau will then be sent a notification through the SMS Discover.
- If deemed necessary, a registered and qualified staff member will take the tamaiti to the local medical centre and the tamaiti whānau/emergency contact person will be called. The staff member will stay with tamaiti while at the medical centre until whānau arrive. If more serious, an ambulance will be called and the whānau will be contacted immediately. If the whānau cannot reach the Centre by the time the ambulance arrives, a staff member will ride to the hospital with the tamaiti and meet the whānau there.
- If blood and body fluids are present as a result of the accident, kaiako will clean and disinfect the area using gloves and a bleach solution straight away.

Illness Procedures

- We will ensure that all tamariki/staff/whānau/visitors to the centre are protected from contracting infectious diseases.

- Tamariki and adults who are sick are not to be present at the centre. Sickness includes vomiting, diarrhea, high temperatures, a green runny nose along with any other flu like symptoms, conjunctivitis, impetigo and any other contagious illness.
- There must be a period of 24hr absence if a tamaiti is diagnosed with having a viral infection.
- If a tamaiti has vomiting and/or diarrhea they must remain absent from the centre until 48 hours after their last symptom.
- If a tamaiti arrives at the centre and is clearly not well, staff and Management reserve the right not to allow that tamaiti to be left at the centre. This is for the wellness of other tamariki and staff.
- A child on antibiotics for any illness should not attend the centre until at least 24 hours after treatment has started and the child is well or at the centre managers discretion.
- Fever (temperature of 38 degrees and above) - until the fever has come down and no pain relief or similar, is needed
- Rash with fever or behavioural change - until a doctor has determined the illness is not a communicable disease.
- If whānau are called to collect their tamaiti due to illness, they must do so as soon as possible. If whānau are unable to do so they must then organise someone else to collect their tamaiti.
- In the case of communicable diseases, the Ministry of Health exclusion guidelines will be followed.
- If a tamaiti has an illness not covered in this policy, kaiako will refer to the infectious disease chart to determine the infection period, which will determine how long a tamaiti must stay away from the centre. If the illness is not listed on the infectious disease chart the local Public Health Nurse will be consulted.
- If a tamaiti becomes unwell while at the Centre they will be isolated from other tamariki and watched over by a staff member until collected by whānau.

Immunisation Procedures

If a tamaiti becomes unwell while at the Centre they will be isolated from other tamariki and watched over by a staff member until collected by whānau.

- If a tamaiti becomes unwell while at the Centre they will be isolated from other tamariki and watched over by a staff member until collected by whānau.
- If a tamaiti becomes unwell while at the Centre they will be isolated from other tamariki and watched over by a staff member until collected by whānau.
- If a tamaiti becomes unwell while at the Centre they will be isolated from other tamariki and watched over by a staff member until collected by whānau.

Administration of Medicine

There are three categories of medicine that require different authorisations from whānau:

Category 1: A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet. *(Written authority upon enrolment.)*

Category 2: Category (ii) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is used for a specific period of time, short term, to treat a specific condition or symptom, provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māoriplant medicines), that is prepared by other adults at the service (*Written authority is required at the beginning of each day and will include the name of the medication, the method for administering, the dose, and the time medication is to be given.*)

Category 3: Prescription and non-prescription (used for the ongoing treatment of pre-diagnosed conditions). To be filled in if your child requires medication as part of an individual health plan, for example for an on-going condition such as asthma or eczema etc and is for the use of that child only.

(Written authority is required upon enrolment as part of an Individual Health Plan which will include name of the medication, the method for administering, the dose, the time the medication is to be given, and the specific symptoms/circumstances in which it should be given.)

- All medicine bottles must be correctly labelled with the tamaiti name and expiry date.
- All Category 2 or 3 medication must be handed directly to a staff member, who will place it out of the reach of tamariki (or in the refrigerator).
- Medication will not be given if it is out of date or has been prescribed to someone different than the tamaiti.
- All permanent staff are able to administer medication.
- All medication administered must be recorded including written authority from whānau to administer the medicine consistent with the medication category, the name of the medication, the tamaiti name, the amount of medicine given, the date and time medication was administered and by whom, and evidence of parent acknowledgement that the medication was administered (see Forms).
- Staff will be given appropriate training in the administration of specific medications as required. Details of this training will with health and safety documentation.
- Children requiring special medication (e.g. diabetics), will have an Individual Health Plan written for them in consultation with the public health nurse and/or other relevant professionals.

Sick and/or Soiled Tamariki Procedures

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

- be temporarily kept at a safe distance from other tamariki (to prevent cross-infection);
- lie down comfortably; and be comforted and supervised.

Universal Precautions for Infection Control

In the event of an accident, spillage or contact with any body fluids or discharge, the following universal precautions will be followed:

- All broken skin areas (fresh, unhealed cuts or burns) must be covered with a waterproof, adhesive dressing.

- Gloves will be used when contact with mucous membranes (eyes, mouth), broken skin or moist body substances is likely to occur.
- Plastic aprons will be used when it is likely that moist body substances will soil clothing.
- Hands must be washed immediately with soap and water if they are potentially contaminated with moist body substances.
- Articles, furniture, and floors soiled with moist body substances will be cleaned and appropriately disinfected using household bleach (e.g., Janola) 1:10 (10mls in 90mls of water). This will be left on the area for 10 minutes and the spill wiped up with a cloth soaked in the solution.
- Soiled tamariki will be taken to the nappy changing area to be cleaned and changed.
- Staff will follow the nappy changing and toileting procedures.

Supervision of Tamariki Procedures

- Management will ensure adequate staff are present at all times to meet licensing requirements, and to adequately supervise all tamariki in attendance.
- Tamariki will be in the sight of an adult at all times. Staff will be rostered to ensure both indoors (including the toileting area) and outdoors have adequate supervision.
- Staff or adults visiting or working in the centre will be well supervised and visible at all times.
- All visitors will be required to sign the designated book stating the time of arrival and departure and purpose of visit.
- When staff leave for morning and afternoon tea breaks, they must not leave until another staff member has covered their position.
- Staff involved in supervision must not leave tamariki unsupervised under any circumstances unless relieved by another staff member.
- The Person Responsible is the Supervisor; if this person is not present then an alternative staff member will be asked to undertake this role on a temporary basis.

Links to: Licensing Criteria HS1-30

Date reviewed: October 2021