

Accident, Illness, and Infectious Disease Policy

At Bright Sparks we are committed to the promotion of wellness, and the provision of a safe environment for our whole centre community. All injuries and illnesses that occur at the centre are recorded in detail and continuously reviewed to ensure the health and safety of children, staff and visitors. Serious illnesses and injuries will be notified to the appropriate official agencies by the centre manager/ centre owner.

A first aid kit will be kept in an easily accessible location and will be stocked in accordance with Appendix 1 of the Licensing Criteria for Early Childhood Education and Care Centres 2008. This will be checked and replenished monthly. All staff have current first aid training and all first aid certificates will be visibly displayed alongside the centre team's photos and qualifications.

Accidents

In the situation of an accident occurring within the centre the following steps will be followed:

Child:

- ✦ A staff member will immediately assess the injuries and if deemed **not serious**, first aid treatment will be administered. The accident register will be completed and the parent will be notified of the incident on collecting their child. The parent will be asked to sign the accident register and given a copy of this document.
- ✦ In the situation that a child receives a bump or graze to the face/ head that is deemed **not serious** but noticeably visible, the parent will be contacted and informed of the incident prior to collecting their child. The purpose of this phone call is to ensure that parent is notified of the injury and therefore not surprised or upset when they first see the injury. An ice pack wrapped in a towel must be held on the child's head for up to 20 minutes. If it is a burn, the injured area must be put under cold running water immediately for at least 10 minutes.
- ✦ If deemed to be **serious**, first aid treatment will be administered and the child's parents will be contacted to collect their child and take them to a doctor. A staff member will comfort the child and continue to administer first aid treatment until

Airport Oaks / Henderson / Orewa

the parent arrives. The accident register will be completed and the parent will be asked to sign the accident register on collecting their child and given a copy of this document.

- ⊕ If the head teacher, manager, owner, or next person responsible deems the injury to be **very serious** and in need of urgent medical attention, a staff member will comfort the child and administer first aid treatment, whilst another staff member calls the ambulance and then immediately contacts the child's parents to notify them of the incident. The parents will be asked to make their way to the centre immediately. In the situation that the ambulance needs to take the child to hospital and the parents have not yet arrived, the parents will be contacted and notified of the need for immediate departure for hospital and asked to meet the ambulance at the hospital. A staff member will accompany the child in the ambulance and continue to comfort them until the parents are present. On returning to the centre, the staff member will write a detailed account of events to be kept on file at the centre. They will also complete the accident register and ask the parent to sign it at the earliest possible convenience and ensure they receive their copy.

In the situation of an accident occurring to an **adult** within the centre the following steps will be followed:

- ⊕ A staff member will immediately assess the injuries and if deemed **not serious**, first aid treatment will be administered and the accident register will be completed. A specifically designed staff accident register will be maintained at the centre. This form is used to record any staff, contractor or visitor accidents that occur at the centre.
- ⊕ If deemed to be **serious**, first aid treatment will be administered and as soon as practically possible the injured person will be taken to an Accident and Emergency by another staff member. The designated contact person of the injured person will be contacted and notified of the situation.
- ⊕ If the head teacher/ manager, or next person responsible deems the injury to be **very serious** and in need of urgent medical attention, a staff member will comfort the injured person and administer first aid treatment, whilst another staff member calls the ambulance. The designated contact person of the injured person will be contacted and notified of the situation. If possible/ required, all reasonable steps will be taken to ensure a staff member can accompany the injured person in the ambulance and continue to comfort them until no longer needed.
- ⊕ All accidents will be accurately documented in the accident register with the correct procedure followed.

Illness

- ⊕ All person(s) are to do their best to protect all person(s) from contracting infectious diseases
- ⊕ Children and adults who are sick are not to be present at the centre
- ⊕ Children who sick with a contagious illness must supply a clearance medical certificate upon their return
- ⊕ Parents must notify centre of any infectious illness
- ⊕ A list of illnesses and their signs and symptoms will be displayed in each room and used by adults as a guide

In the situation that a child shows symptoms of illness whilst at the centre, the following steps will be followed:

1. **All staff members** have a duty to report to the head teacher/ manager/ centre owner immediately, where they have a reason to suspect any adult or child has entered the centre or will attempt to enter the centre with a disease or illness that is capable of being passed on to children and likely to have a detrimental effect on them
2. **Unwell/ contagious adult** - The head teacher/ manager will then assess the situation and if they have reason to believe the person is infectious, they will advise the person that their presence is unlawful and they are to leave immediately. The action and exclusion period specified in Appendix 2 of the Licencing Criteria for ECE and Care centres 2008 will be followed. This will be recorded in the illness register and the infectious adult will be asked to sign the form and given a copy.
3. **Unwell/ contagious child** – in the situation that it is believed a child in attendance is ill or infectious, the child's parent/caregiver will be notified immediately to collect them. If parents/ caregivers cannot be contacted, a message will be left for them and the emergency contact will be contacted and asked to collect the child. The child will be isolated from other children whilst waiting to be collected to minimise the spread of infection. A staff member will remain with the child at all times and will continue to monitor their condition. In a rare situation that a child becomes too unwell, e.g. very high temperature we have not been able to cool down by sponging with luke warm water, and neither of the child parents or emergency contacts have not been able to collect the child in reasonable time after being contacted, an ambulance will be called,

Illness that requires a child to be sent home includes any of the following:

Airport Oaks / Henderson / Orewa

- ⊕ Coloured discharge from the nose – this must be associated with another of the symptoms listed, as some nose discharge can be allergy related.
- ⊕ Unidentifiable rash or spots
- ⊕ Constant cough – if the child does not suffer from asthma or other breathing related disorders
- ⊕ Diarrhoea
- ⊕ Vomiting
- ⊕ Impetigo
- ⊕ High temperature – **37.5c or above**. Elevated temperature will be recorded in fifteen minute intervals
- ⊕ Difficulty breathing
- ⊕ Conjunctivitis
- ⊕ Any of the infectious diseases identified in App 2 of the Licencing Criteria for early childhood and care centres 2008
- ⊕ All linen that has been used needs to be washed separately in hot water

Exclusion Period

- ⊕ If a child/ adult is excluded from the centre due to an ***infectious disease***, the action and exclusion period detailed in the appendix 2 of the Licencing Criteria for ECE centres 2008 will be followed.
- ⊕ If a child is excluded from the centre due to any of the other symptoms listed above it will be strongly recommended to the parent/caregiver that their child remains away from the centre for **48 hours** after all symptoms have ceased.

For pandemic illness follow pandemic plan procedures and advice from the Ministry of Health.

Accident/ Illness register

All accidents and illnesses occurring at the centre must be accurately documented in the appropriate register. These registers must clearly outline the following:

- ⊕ Child's name
- ⊕ Date, time and description of accident or illness
- ⊕ Actions taken and by whom
- ⊕ Signature of the staff member present at the accident/ during illness identification
- ⊕ Signature of the head teacher or next person responsible showing that they have been notified of the accident or illness

[Airport Oaks / Henderson / Orewa](#)

- ✦ Signature of the parent/caregiver who collects the child, showing that they have been notified of the accident or illness. The parent will be given a copy of the signed form, with a duplicate remaining in the register for the centre records

The Accident and Illness registers are reviewed monthly to identify any potential hazards or patterns arising in the accidents or illnesses that have occurred. This review is documented, with hazards or outbreaks identified and subsequent notification of how these have been addressed.

Immunisation

It is a parent's choice whether or not to immunise their child, however, on enrolment at the centre they will be asked to provide documented evidence of their child's immunisation status. This evidence will be copied and held on file in the centre with necessary details entered into the administration package. Immunisation records are reviewed three times each year in January, June, and November to ensure these are kept up to date. In the event that a vaccine preventable disease appears in the centre, the parents will be notified and it will be recommended that their child should remain absent from the centre for the duration of the outbreak, for their own safety and wellbeing.

Early Childhood Regulations 2008 46 C-HS 12, HS25, 27, Health and Safety at Work Act 2014

Authorised:	Bright Sparks Management
Date:	April 2016, modified from original policy date 2007, last reviewed mid 2011.
Review Date:	Mid 2017
Consultation Undertaken	Bright Sparks Management, Staff, and Families