



## Centre Illness & Medication Practices 2018

### Organisational Vision

To create & maintain trusting, loving and secure relationships  
with children, families, our community & with each other

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## Centre Illness and Medication Practises

To help minimise the spread infection and illnesses at Only Education we do have quite a strict yet needed illness management plan. If a child presents with any of the below illness symptoms whilst at the centre or has done so at home prior to attending the centre we ask all families, educators and staff members to follow the below guidelines.

- Two loose bowel movements whilst attending the centre. In the case of an outbreak of two or more cases at the centre, children can be sent home after one loose bowel movement. Children presenting with these symptoms cannot return for 24 hours following their last loose bowel movement.
- Discharge from the eyes. Children presenting with this symptom will be sent home and can return once discharge has stopped, with or without the aid of medication. If this discharge is a result from an allergy, we will require a medical certificate from a specialist stating this.
- Any undiagnosed rash on the body. Children presenting with these symptoms will be sent home immediately and can return once a Doctors Clearance letter is produced to the centre.
- Blisters or raised spots on 2 parts of the body e.g. hands/feet/mouth/nappy area. In the case of an outbreak of two or more cases of Hand Foot and Mouth at the centre, children can be sent home after blisters or raised spots are found on one part of the body. Children presenting with these symptoms cannot return without a medical clearance.
- Vomiting whilst in attendance at the centre. Children presenting with this symptom will be sent home and cannot return for 24 hours following their last vomit. If children have been vomiting at home, they cannot come into the centre for 24 hours following their last vomit.
- Excessive coughing whilst at the centre. Children presenting with this symptom will be sent home and will require a Doctors Clearance letter to return.
- A high fever or temperature of 37.5 or above. Children presenting with this symptom will be sent home and can return 24 hours following the last onset of fever. If children have had a temperature of 37.5 or above at home, they cannot come into the centre for 24 hours following their last temperature.
- If a child has had paracetamol, ibuprofen or any other pain relief they are not permitted to come to the centre until at least 6 hours after the dose has been given.
- If a child is having a course of antibiotics they have had to already have had the first dose at least 24 hours prior to coming to care. Children are then able to attend the service and be given the medication, providing the medication has a label with the child's name, date, prescribing doctor and dose on it and correct paperwork is filled out with the lead educator.

If it is the opinion of Lead Educators and Management that any child is unfit to attend the centre because of the above or other illness related symptoms, they will be sent home and may be given an exclusion period. Other illness symptoms may include:

- Nose discharge
- If the child is lethargic, upset or cannot participate in the daily program
- If the child is informing educators that they are feeling unwell

### **If a child becomes ill at the service:**

- The child will be supervised by an educator/staff member until the child becomes well or a parent/guardian/authorised nominee of the child arrives.
- The authorised guardian is required to collect the child within one hour. If the child has not been collected within the hour, the family is charged a \$40 per hour fee to cover the cost of one on one care.
- If urgent medical or dental treatment is required, immediate steps will be taken to secure treatment.
- A child's preferred medical practitioner or dentist will be contacted and used where practicable.
- The parents/guardian will be notified as soon as possible.
- The child will be returned to the care of the parent/guardian as soon as practicable.
- When parents/guardians arrive to collect their child, they will be notified of any exclusion periods that relate to the specific illness.

**If a child is sent home due to any illness or suspected illness they will be provided with a record of illness form which will clearly state how the child presented and the required exclusion period.**

### **Immunisation**

The public Health Act 1992 and Education & Care Services National Regulations requires the centre to maintain an immunisation register of all children enrolled in the Centre. Parents are required to provide approved documentation of the immunisation status of their children when enrolling their child and to notify the Centre of any subsequent changes. If no evidence of immunisation is shown, then the child is considered not immunised against any of the vaccine-preventable diseases.

Vaccine-preventable diseases include-

- \* Measles
- \* Pertussis (Whooping Cough)
- \* Mumps
- \* Rubella (Germans Measles)
- \* Diphtheria
- \* Tetanus
- \* Polio

If an outbreak of a vaccine-preventable disease occurs in the Centre, the Centre will seek advice from the local Public Health Unit, concerning the possible exclusion of any children who are not immunised. The decision to exclude a child from the Centre is made by the Management or the Local Public Health Unit. Normal Childcare fees apply during the child's absence from the Centre.

All families, staff & visitors to the centre will be informed in writing that an outbreak of the infectious disease has occurred. The Management Team has the right to send a sick child or staff member home if they are believed to be unwell and possibly contagious.

Only Early Learning Centre will not enroll any child who is not immunised unless they provide the centre with a Medical Exemption letter.

## Infectious Diseases

Your children have immature immune systems and the nature of their play makes them more susceptible to the risk of cross-infection, especially in their first year of group care.

In addition to Educators and children maintaining healthy and hygienic practices, the centre excludes children and staff according to the National Health and Medical Research Council Guidelines outlines in the table below

Children and staff who have contracted an infectious disease may only return to the Centre on presentation of a medical clearance certificate, which confirms that they are no longer contagious and are well enough to return to the centre. However, the Management Team has the ultimate responsibility for deciding if a child is well enough to return to the Centre. The Authorized Public Health Unit for advice if a difference in opinion exists.

Condition	Exclusion of Cases	Exclusion if the child has come in contact with the illness
Amoebiasis (Entameoba histolytica parasite)	Exclude until diarrhoea ceases	Not excluded
Campylobacter (gastroenteritis)	Exclude until diarrhoea ceases	Not excluded
Chicken Pox	Exclude for at least 5 days AND until all blisters have dried	Any child with an immune deficiency should be excluded otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus Infection	Exclusion Not Necessary	Not excluded
Diarrhoea	Exclude until diarrhoea cease	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/ household contact until cleared to return by an appropriate health authority

Glandular Fever (mononucleosis)	Exclusion is not necessary	Not excluded
Hand, Foot & Mouth Disease	Until blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (Cold sores)	Young children unable to comply with hygiene practises should be excluded while lesion is weeping. Lesions to be covered by dressing where possible	Not excluded
Hookworm	Exclusion not necessary	Not excluded
Human Immune-deficiency Virus Infection (HIV AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclusion may be required. Please discuss with your doctor and Centre Manager	Not excluded
Leprosy(	Exclude until approval to return has been given by an appropriate health authority	Not excluded
Measles	Exclude for at least four days after onset of rash	Immunised contact not excluded.

		Unimmunised contacts should be excluded until 14days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to the centre.
Meningitis (Bacterial)	Exclude until well	Not excluded
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving rifampicin
Molluscum Contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for nine days or until swelling goes down	Not excluded
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary	Not excluded
Poliomyelitis	Exclude for at least 14days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworms, scabies, pediculosis (lice), trachoma	Re-admit the date after appropriate treatment has commenced	No excluded
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Samonella, shigella	Exclude until diarrhoea ceases	Not excluded
Streptococcal Infection including scarlatte fever	Exclude until the child has received antibiotics treatment for at least 24	Not excluded

	hours and the person feels well	
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority	Not excluded unless considered necessary to public health authorities
Whooping Cough	Exclude the child for five days after starting antibiotic treatment	Exclude unimmunised household contacted aged less than 7 years for at least 14 days after the last exposure to infections or until they have taken a 5 day course of antibiotics (exclude close child care contacts until they have commenced antibiotics)
Worms (Intestinal)	Exclude is Diarrhoea is present	Not excluded

The Centre is required by legislation to inform the local Public Health Unit whenever:

- Either staff or children contract a vaccine-preventable disease.
- An outbreak, that is two or more cases of other infectious diseases, occurs in the centre
- Either staff or children contract a notifiable disease

The local Public Health Unit guides and assists the Centre to manage any such outbreaks (e.g. immediately treat staff and children with medication or vaccination in the case of meningococcal) and provides the Centre and families with accurate information.

The Centre is also required by the National Regulations, to inform families:

- That an instance(s) of the disease has been identified in the centre
- Of the symptoms of the condition
- Of the exclusion time from the Centre for any infectious persons
- If a medical clearance is required before returning to the Centre
- In a way that maintains confidentiality of individual persons or families.

To minimise the risk of spreading the disease, parents are asked to inform the Centre immediately if their child or a member of their immediate family has contracted an infectious disease.

## **Administering Medication**

Whenever possible, medication is to be administered at home. Careful consideration is then to be given to whether the child is well enough to attend the Centre. If the child attends the Centre after being given medication at home, the centre must be informed of its purpose and possible side effects.

When medication is administered at the Centre, the following procedures will apply:

- Families have completed the Short-Term Medication Form obtained from an Educator
- Prescribed medication only is administered to a child when in its original container, bearing the original chemists label with full details of:
  - Child's Name
  - Name of medication
  - Dosage
  - Frequency
  - How to be administered
  - Date of dispensing
  - Expiry Date
- Three (3) doses of a prescribes medication must have been given or applied to the child by the parent at home or 24 hours passed since the first dose before it will be administered by the staff. This is to ensure the child will not have an unexpected reaction to the medication
- Ongoing prescribed medication are accompanied by an Emergency Action and Support Plan or an authority letter from the child's doctor and staff are fully trained to all requirements contained within the Plan. When staff implementing an Asthma Management Plan, the Educator(s) attending the child must be trained specifically in Asthma first-aid management
- Medication requiring administration other than an oral route or external application will only be administered by experienced Educators with a current First Aid Certificate who have been given specific instruction from a health care professional and feel confident with the procedure.

Important- Medication must NEVER be put into a baby's bottle or drinking cup. No over the counter medication will be administered without a doctor's letter.

## **Storing Medication**

Medication is to be handed directly to an Educator and not left in the child's bag or locker. All medication is stored in a cupboard secured with a childproof lock or, if required in the Centre's refrigerator in the kitchen.

Epi-pens and medication required for allergic reactions are kept in individual medication bags and worn by Educators working directly with the children so that they are readily accessible to Educators (but still inaccessible to children).



### **Anaphylactic, Allergy, Intolerance or Medical Condition**

#### **If your child is Anaphylactic they will require the following;**

Anaphylactic Action Plan completed & signed by a medical practitioner & updated every 12 months

EpiPen or EpiPen Jr

Completed Risk Minimisation Plan provided by Only ELC signed by parents and management

#### **If your child has an Allergy they will require the following;**

Allergy Action Plan completed and signed by a medical practitioner and updated every 12 months

Any medication that they would require as per their allergy plan

Completed Risk Minimisation Plan provided by Only ELC signed by parents and management

#### **If your child is Asthmatic they will require the following;**

Asthma Action Plan completed and signed by a medical practitioner and updated every 12 months

Ventolin or other required medication

Spacer

Completed Risk Minimisation Plan provided by Only ELC signed by parents and management

#### **If your child has an Intolerance they will require the following;**

A letter from a medical practitioner, stating what the intolerance is, the symptoms of the intolerance, the treatment should they encounter the intolerance while in our care.

Any medication that they would require as per their doctor's letter with a label from either a medical practitioner or a pharmacist

Completed Risk Minimisation Plan provided by Only ELC signed by parents and management

#### **If your child has a Medical Condition they will require the following;**

A letter from a medical practitioner, stating what the medical condition is, the symptoms of the intolerance, the treatment should they encounter the intolerance while in our care.

Any medication that they would require as per their doctor's letter, with a label from either a medical practitioner or a pharmacist

Completed Risk Minimisation Plan provided by Only ELC signed by parents and management

#### **If your child has a religious requirement you will require the following;**

A religious requirement form provided by Only ELC signed by parents and Management

**If your child has any of the above condition a meeting will need to occur between a member of your family and someone from the Management Team. Please contact us to set up a meeting prior to enrolment or if a medical condition is developed whilst enrolled at the centre.**

