



## ILLNESS POLICY

### Rationale

- To ensure tamariki who become unwell while attending the service are kept at a safe distance from other tamariki and returned to the care of a parent or other person authorized to collect the child **without delay (HS26)**
- To ensure all practicable steps are taken to get immediate medical assistance for a child who becomes seriously ill (HS27)
- A procedure outlining the service's response to injury, illness and incident, including the review and implementation of any practices as required (HS27)
- Where there is a serious injury, illness or incident involving a child while at the service that is required to be notified to a specific agency, the service provider must also notify the Ministry of Education at the same time. (HS34)

### Objectives

- To ensure a healthy and safe environment for all tamariki, whanau and kaiako

### Definition of illness may include but are not limited to:

- Child/kaiako with a temperature of 38 degrees or above
- Tamariki who are not participating in the daily programme
- Tamariki with an unexplained rash
- Tamariki who are crying and holding their ear/tummy to signal pain
- Sickness and/or diarrhoea
- Other adult, parent or visitor to the service who has an infectious or contagious disease or condition and may come into contact with children (Regulation 57)

### Definition of an Infectious Disease include:

- Chicken Pox
- Hepatitis A and Hepatitis B
- Measles
- Meningitis
- Mumps
- Ringworm
- Salmonella
- Strep Throat
- Whooping Cough
- Covid 19
- RSV
- COVID 19

### **Stopping the spread of infection:**

At Pebbles we will encourage tamariki to self manage their symptoms by wiping their own noses, “catching a cough/sneeze” in their elbows and washing their hands regularly.

### **RESPONSE TO AN ILLNESS**

- If tamariki are visibly unwell and not actively participating in the programme, kaiako will consult with the CM/Person Responsible and the parents will be contacted to request an earlier pick up from Pebbles.
- The unwell child will be isolated temporarily at a safe distance from others. The space will enable a child to lie down comfortably and will be supervised until collected by a parent or caregiver.
- If tamariki have a temperature of **over 38 degrees** and not joining in with the daily programme, kaiako will call the parents to inform them of the temperature and request they collect their child from Pebbles.
- Kaiako will remove child’s clothes, use cold cloths and then re-test the temperature every 10 minutes. If the temperature continues to increase **above 39 degrees** and parents cannot collect their child, an ambulance will be called.
- If tamariki or kaiako have had sickness (vomit) and/or diarrhoea, they will be asked to stay away from Pebbles for at least 48 hours from the last bout of sickness and/or diarrhoea
- In line with MOH COVID 19 advice, if tamariki or kaiako have new onset of worsening of one or more of the following, they should stay home -Cough, fever, sore throat, runny nose, shortness of breath, temporary loss of smell.
- If kaiako or whanau are unsure of symptoms and need advice, they should call Healthline on 0800 358 5453 or their GP and get tested if they have flu-like symptoms.

### **RESPONSE TO AN INFECTIOUS DISEASE**

- If tamariki have a suspected infectious disease, kaiako will inform the Person Responsible who will contact parents and ask that they collect their child asap (“without delay”) requesting that the child be taken to the doctors before they return to Pebbles.
- The unwell child will be isolated in the learning environment and supervised by kaiako until parent arrives.
- Kaiako responding to the child will complete the Injury, Illness or Incident Form and ask parents to sign
- If the Person Responsible is unable to determine whether the child or kaiako should be excluded from Pebbles, they can request that the parent/kaiako seeks the advice of their doctor or contact Community and Public Health for advice 03 364 1777
- Immunization records are kept up to date and all immunization certificates will be sighted before recording on DISCOVER.
- Kaiako will ensure the cleaning and sanitation of the centre has been carried out every day, week and term, as per our schedule, and will liaise with the cleaners/owner re any concerns
- If there is an break out of sickness/diahorrea the Kaiako will ensure extra cleaning of all the surfaces and especially the toilet/bathroom has been carried out with a different disinfectant cleaner- a 10% chlorine based solution.
- If the illness transpires to be an infectious disease, the Person Responsible will complete the Serious Injury, Illness or Incident Form and a notification will be made to Health Protection Officer of CDHB and the Ministry of Education will also be notified at this time.

## **RESPONSE TO A PANDEMIC OUTBREAK**

If Kaiako, tamariki or any visitor at Pebbles are displaying symptoms:

- Pebbles will follow MOH guidance
- Once the sickness is confirmed as a pandemic outbreak, a notification will be made to Health Protection Officer of CDHB and the Ministry of Education will also be notified at this time.
- A member of kaiako will be nominated to look after the child in an area of the learning environment that can be isolated from the other tamariki
- The number of kaiako who have close contact with the sick child will be kept to a minimum.
- When holding small tamariki who are sick, their chin will be placed away from the carer's face.
- When the child has gone home, the area of the learning environment used for isolation will be thoroughly cleaned with a disinfectant cleaner before next use.
- Kaiako looking after affected tamariki will not work with asymptomatic tamariki at the same time.
- Kaiako at risk of complications if infected will avoid caring for symptomatic tamariki
- Kaiako will clean their hands thoroughly with soap and water before and after any contact with symptomatic tamariki or kaiako and their environment.
- Kaiako and tamariki will be encouraged to avoid touching their eyes, nose and mouth
- Severe sudden symptoms will be treated as per any medical emergency
- Tamariki attending other settings where there have been confirmed reports of a pandemic may be asked by Public Health not to attend.
- Tamariki and kaiako who have recovered should be able to return once they are symptom free and as informed by Public Health

**Minimise** the risk of possible infection:

- Good hygiene is the first line of defence. Review hygiene procedures and communicate these to the tamariki, kaiako and parents. All tamariki should wash hands throughout the day and always before eating and going to the toilet, hands should be kept away from mouths/noses and mouths should be covered when coughing or sneezing
- If tamariki, kaiako or any visitors to the service are unwell, they should stay home. Kaiako and whanau should contact with Healthline on 0800 358 5453 or their GP and get tested if they have flu-like symptoms.
- All kaiako to be familiar with the Sick and Soiled Wash Down Policy to maintain clean and hygienic cleaning standards throughout the centre
- All tamariki who have a particular medical condition or who are susceptible to infection should avoid contact with people who have symptoms

**During the Pandemic Period:**

- All toys will be disinfected and cleaned to prevent further infection and all dress ups will be temporarily packed away
- During any pandemic period, we will not have playdough, messy play or shared food/fruit bowl.
- Kaiako and tamariki will wash and dry hands more regularly and thoroughly throughout the day to reduce risks of illness
- If there has been an outbreak of sickness or illness, the Centre Manager will notify parents on the daily whiteboard and Kaiako will remind parents about our Illness Policy (48 hours for all tamariki who have vomited or had diarrhea)

- Parents will be informed about any confirmed cases of notifiable/pandemic diseases by the Centre Manager via the daily whiteboard, Educa and/or DISCOVER

#### **Day to day running:**

- During a pandemic outbreak, visits from other agencies, prospective parents, and people who do not have tamariki at the setting will be suspended.
- If at any time the balance of qualified and unqualified kaiako cannot be maintained or adult:child ratios are compromised then the centre will close until kaiako ratios reach Ministry of Education requirements.
- The use of volunteers will be used in order to maintain ratios. If volunteers are used then they will be subject to all current VCA requirements and Pebbles guidance for the use of volunteers.
- We will follow all guidance from Public Health and Ministry of Education -see Covid Alert Level Plans. Foot traffic will be limited and drop offs at the gate will be expected.

#### **Pebbles closure - Refer to our Centre Closure Policy**

- Whilst the Local Authority does not have the power to tell preschools to close, it may advise them to close based on government recommendation. Pebbles will maintain its professional mandate to safeguard the welfare of tamariki and will advise if closed.
- Pebbles may also take the decision to close the preschool based upon kaiako absence or to prevent the spread of infection.

#### **Communicating Information to kaiako and parents**

- In the event of closures phone messages from kaiako, bulk email from Discover, Educa and Facebook posts from Centre Managers will be used to update parents and kaiako. Families will be asked to contact the preschool via centre mobile phones, if required.
- It is assumed at this stage that the Local Authority will also make use of local radio stations as used during school "snow closures"

#### **Recovery plan:**

- We will only re-open on the advice and governance of the Ministry of Health.
- We will only re-open when we have the capacity of staff to resume normal Centre operations
- There will be an initial debrief of the pandemic event for staff and families
- Prior to re-opening we will ensure the Centre has been thoroughly cleaned and disinfected, in accordance with guidelines from Public Health
- We will continue to support and monitor the wellbeing of staff and children
- We will restock our consumable supplies (cleaning, hygiene, PPE - personal protection equipment) and restock our emergency supplies kit as required
- We will review our pandemic plan and procedures.

#### **For more information on Pandemic Outbreaks:**

- The Department of Labour – [www.dol.govt.nz](http://www.dol.govt.nz) This is now Employment New Zealand
- Ministry of Business, Innovation and Employment (MBIE)
- Ministry of Health – [www.moh.govt.nz](http://www.moh.govt.nz) (0800 3585453 or 03 364 1777)
- Ministry of Education – [www.minedu.govt.nz](http://www.minedu.govt.nz) (0800225 580)
- [www.fightflu.co.nz](http://www.fightflu.co.nz) (0800 46686)

