

Illness – Procedure PO180-3

1. STATEMENT

Ōtātara Children's Centre is committed to ensuring that children's health, safety and well-being is promoted and that adequate measures are taken to reduce the chance of disease transmission within the Centre.

2. SUPPORTING DOCUMENTATION

The Licensing Criteria for Early Childhood Education and Care Services, 2008.

3. INFECTIOUS DISEASES

Infectious diseases spread easily amongst children and can be a serious health risk especially to babies, toddlers and young children.

4. KEEPING SICK CHILDREN AT HOME

Parents/whānau are required to keep sick children at home.

Children and staff are required to stay away from the Centre for at least 24 HOURS after having any of the following:

- Temperature above 37.5 °C
- Uncovered infectious wounds or sores
- Heavy cold or cough
- Childhood infectious diseases
- Red sticky eyes (conjunctivitis)
- Diarrhoea
- Vomiting

5. DIARRHOEA & VOMITING & OTHER INFECTIOUS ILLNESSES

Public Health advise that if a child has had vomiting and/or diarrhoea over the weekend or over night, they MUST stay away from the Centre for at least 48 hours after the last bout. They should also have started eating again.

Public Health have advised that we are to report any Notifiable Diseases of more than 2 cases among our community within a few days of each other. For this reason we ask that whanau inform the centre if a child has had:

- vomiting or diarrhoea.
- Covid 19
- Measels

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- Any other notifiable infectious disease as stated in the 'Schedule of Notifiable Diseases'

If the child shows any signs of an illness on their return to the Centre, whānau will be contacted to collect the child. If a child develops any of the above conditions while attending the Centre whānau will be contacted to collect the child.

For other childhood illnesses we will consult and follow the recommendations of Nga Kupu Oranga the Well Child health resource for Early Childhood Centres.

Staff are also required to follow this policy. Everyone's health is important!

Where treatments/antibiotics are prescribed for infection, children should be kept away from the Centre for at least 48 hours to allow the child to rest and to allow the treatment to take effect.

Please refer to our Administering Medicine Policy if you require Centre staff to give your child medication.

6. IF A CHILD BECOMES ILL DURING THE DAY

If a child becomes ill or suffers an allergic reaction during the day, whānau will be notified and asked to collect the child. The Centre maintains up-to-date records which include emergency contact details. An illness record is completed by the staff attending a child who becomes ill at the centre. The illness record requires the signature of the person collecting the child.

If the whānau inform the centre about a doctor's diagnosis or an escalation of the child's condition after leaving the centre, this will be recorded on the illness form. Infectious diseases spread easily amongst children and can be a serious health risk especially to babies, toddlers and young children.

1. If called to collect a child, whānau are requested to do so as soon as possible.
2. If they deem it advisable, and whānau are unavailable or delayed, Centre Management may also ask advice of Health Line or, if necessary, call an Ambulance. If an Ambulance is called, the cost will be passed on to the Parent/whānau of the child. If the ambulance is for a staff member, the cost will be passed on to that staff member.
3. If a child requires category ii medication for an ongoing condition (eg. ventolin, epipen, antihistamine, etc) a supply of the medication and instructions for its use are kept at the Centre for emergency purposes.
4. When sick or soiled children require bathing this is done in one of the Centre shubs which are cleaned with a 1:10 bleach solution before and after use. Towels used for drying bodies are not used for any other purpose in the Centre and are laundered after each use as per the laundry procedure. Staff attending the child will wash and sanitize their hands after bathing the child.
5. Staff will use disposable gloves when cleaning up vomit, blood or diarrhoea.

7. BODY TEMPERATURE GUIDE

The normal human body temperature is 36.5°C - 37°C.

If a child has a temperature between 37.5°C and 38.4°C the following actions will be taken:

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- The child will be encouraged to drink
- We will cool the child using a cold flannel
- We will remove excess clothing from the child
- We will re-check the child's temperature after 20 minutes

If temperature is still over 37.5°C or has increased then whānau will be contacted to collect the child.

If a child has a temperature of 38.5°C or over, whānau will be contacted immediately to collect the child. If there is a delay in the child being collected or child appears to require immediate medical attention, centre staff will take the child to visit the campus doctor.

Children are required to stay away from the centre for at least 24 HOURS after having a temperature of 37.5°C or over.

8. ALLERGIES

Food and other allergies are to be advised and noted on the enrolment form. If the child suffers from an on-going condition requiring medication, whānau will be asked to complete a Medical Plan form. It is important that parents inform the centre of any new allergies as they arise during the child's time at the centre. Refer to the Allergy and Anaphylaxis Guidelines (Allergy NZ) and the centre Anaphylaxis Response Procedure.

9. ILLNESS NOTIFICATION TO THE CENTRE

It is important for parents/whānau to inform the Centre when their child has taken ill.

10. MANAGEMENT'S RIGHT OF EXCLUSION

The Management Team of Ōtātara Children's Centre reserves the right to take the advice of the Health Centre at EIT. Given that our staff are not medical professionals, we will consult the team if we cannot contact whānau members or an emergency contact person if, for any reason, we require medical advice or information.

We reserve the right to request a medical clearance from a medical professional BEFORE we allow a child to return to the Centre after illness or health condition.

If, after receiving clearance from medical professionals, we decide that a child should not be at the Centre, Management reserves the right to exclude the child from the Centre.

11. OUTSIDE PLAY

Outside play is part of the core curriculum - this means that children are given the opportunity and choice to be involved in outside play during the day. If your child is too unwell to play outside, please keep them at home. We will not prevent them from having the choice to be outside while attending the Centre.

12. REPORTING

Please refer to the incident of a serious nature policy/procedure and follow all reporting steps.

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If a child requires attention from a medical practitioner or paramedics, for injury, illness or conditions such as anaphylactic shock as a result of allergens encountered in the centre, the following steps must be followed once the immediate situation has been managed;

1. A serious incident report will be written by teachers involved in consultation with senior centre staff. Complete an EIT incident form through Me@EIT and attach the above serious incident report.
2. Centre Manager will contact the Ministry of Education (MOE) and notify them of the incident – MOE PH: 833 6730.
3. At an appropriate time, the parent will counter sign this report.
4. Centre management will inform the Health Protection team at the Hawkes Bay DHB on 06 834 1815 if there are two or more cases of staff or children with diarrhoea and/or vomiting symptoms within a few days of each other

Document information – Office use only	
Document Name	Illness
Document Number	PO180-3
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Student and Academic Services
Developer	Supervisor Children Centre
Review Frequency	24
Last Review	19/07/2026
Next Review	19/07/2028
Related Items	Health, Safety and Wellbeing – Policy QS180
Version history	New format July 2020 Migrated format March 2023 Reviewed in June 2026

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