

# ILLNESS MANAGEMENT PROCEDURE

Educators have a duty of care to manage illnesses that occur at the Service to ensure the safety and wellbeing of children, educators and visitors. The health and safety of all staff, children, families and visitors to our Service is of the utmost importance. We aim to reduce the likelihood of incidents, injuries, illness and trauma through implementing comprehensive risk management, effective hygiene practices and the ongoing professional development of all staff to respond quickly and effectively to any incident or accident.

Working in conjunction with the *Sick Children Policy*, *Administration of First Aid Policy* and *Incident, Injury, Trauma and Illness Policy*, this procedure provides detailed steps for educators to follow to respond to a child who displays illness symptoms at the Service.

*Education and Care Services National Law or Regulations (R.12, 85, 86, 87, 88, 89, 97, 161, 162, and 168) NQS QA 2: Element 2.1.2, 2.2.1 and 2.2.2 Health practices and procedures*

*Related Policy: Sick Children Policy, Administration of First Aid Policy, Incident, Injury, Trauma and Illness Policy, Control of Infectious Diseases Policy*

## STEP 1: IF A CHILD APPEARS UNWELL AT THE SERVICE

1	Educators will respond to the child immediately and implement first aid procedures as per <i>Administration of First Aid Policy</i> and <i>Procedure</i> if child appears unwell at the Service and is not well enough to participate in normal activities	
2	Educators will closely monitor and document the child's symptoms on the <i>Incident, Injury, Trauma and Illness Record</i>	
3	Educators will move the child to allow them to rest in a supervised area away from other children	
4	Educators will continue to monitor and document the child's symptoms	
5	Educators will discuss with the Nominated Supervisor/ Responsible Person if the child does not improve and contact the family to advise of the child's symptoms. The parent or emergency contact will be contacted to collect the child as soon as possible if required	

## STEP 2: IF A CHILD HAS A CONTAGIOUS ILLNESS

1	Parents will be required to inform the Service if a medical practitioner determines the child has a contagious illness	
2	Educators will inform families that if their child has a contagious illness, they will require a medical clearance to return to the Service	

3	Educators will disinfect all toys that the children have played with during that week to minimise infection. Once this has been completed record on the <i>Toy Cleaning Register</i>	
4	The Director/ Nominated Supervisor will notify parents and visitors of an infectious disease or illness via the notice board, online app or email. Information may include: <ul style="list-style-type: none"> <li>○ Information about the illness/disease</li> <li>○ Symptoms</li> <li>○ Infectious period <i>and</i></li> <li>○ Exclusion periods</li> </ul>	
5	The Director/ Nominated Supervisor will notify the local Public Health Unit (PHU) within 24 hours of diagnosis or as soon as the Service has been made aware of the any vaccine preventable diseases specific to your state/territory	
6	The Director/ Nominated Supervisor will document the illness on the <i>Illness and Infectious Disease Register</i>	

### STEP 3: IF A CHILD DEVELOPS A HIGH TEMPERATURE WHILST AT THE SERVICE

1	If a child appears unwell at the Service, educators will take the child's temperature and record the child's temperature on the <i>Incident, Injury, Trauma and Illness Record</i> , including the time the temperature was taken	
2	If the child has a temperature of <b>38°C</b> or above, educators will contact parent/s or an emergency contact person and advise the family member they are required to come and pick up the child from the service (within a 30-minute time frame)	
3	For infants under three months of age with a temperature/fever over <b>38°C</b> , educators will notify parents immediately to request that they collect their child and seek urgent medical assistance. If parents are unable to collect the infant urgently, the Nominated Supervisor/responsible person will contact emergency services immediate medical assistance.	
4	Educators will closely monitor the child and be alert to vomiting, coughing and convulsions	
5	Educators will attempt to reduce the child's temperature by <ul style="list-style-type: none"> <li>○ removing excessive clothing (shoes, socks, jumper, pants)</li> <li>○ encouraging the child to take small sips of water</li> </ul> Educators will be mindful of cultural beliefs	
6	Educators will confirm that written parental permission to administer paracetamol has been provided during enrolment and filed in the child's enrolment record	
7	Educators will check the medical history of the child to ensure there are no allergies before administering paracetamol	
8	If paracetamol has been administered to the child, the educator will continue to monitor the child closely until the child is collected from the service	
9	Educators will continue to reassess the child's temperature every 10 minutes, documenting each time the temperature has been taken	
10	Educators will complete the <i>Incident, Injury, Trauma and Illness Record and Administration of Paracetamol Record (if required)</i>	

11	Educators will discuss the Service's exclusion period for any child with a temperature with families upon collection of their child- <i>Sick Children Policy, Control of Infectious Disease Policy</i>	
12	If the child does not have a temperature, educators will continue to monitor the child and reassess the temperature every half an hour, recording the temperature each time	

#### STEP 4: VOMITING OR DIARRHOEA

1	Educators will advise families that any child with diarrhoea and/or vomiting will be excluded and not permitted to attend the Service until the diarrhoea and/or vomiting has stopped for at least <b>48 hours</b> .	
2	If a child becomes unwell with vomiting or diarrhoea whilst at the Service, educators will respond to the child immediately and implement first aid procedures as per <i>Administration of First Aid Policy</i> and Procedure	
3	The Nominated Supervisor or educator will notify parents or an emergency contact to collect the child immediately (within 30 minutes)	
4	Educators will move the child away from other groups of children and supervise them whilst waiting for collection by parents/guardian	
5	Educators will wear personal protective equipment (PPE)- gloves, masks if required	
6	Educators will clean the child using wipes and double bag child's contaminated clothing for families to take home and wash	
7	Educators will encourage children to take small sips of water whilst waiting for collection from the Service	
8	Educators will ensure all items touched by a child with a suspected illness are thoroughly cleaned and disinfected	
9	Educators will adhere to the Service's cleaning procedures to minimise the spread of infectious diseases/illnesses as per NHMRC childcare cleaning guidelines	
10	Educators will wear disposable gloves Educators will remove the bulk of the vomit/diarrhoea with absorbent paper towel Educators will clean surfaces and equipment with detergent and water before disinfecting with a bleach solution Educators will remove protective equipment, place in a plastic bag and place in the bin and thoroughly wash hands	
11	In the event of an outbreak of viral gastroenteritis (two or more children or staff having a sudden onset of diarrhoea or vomiting in a 2-day period) the Nominated Supervisor will notify the Public Health Unit within 24 hours and notify parents and families of the outbreak via the notice board, online app, email or other methods of communication.	
12	Educators will complete an <i>Incident, Injury, Trauma and Illness Register</i> . Educators are to ensure the parent, or a family member signs the Incident, Injury, Trauma and Illness Record before the child leaves the service	

13	The Nominated Supervisor or educator will remind parents that children will be excluded from the service until the diarrhoea and/or vomiting has stopped for at least 48 hours, or the family has medical clearance from their medical practitioner.	
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