

Early Childhood Learning Centre

Illness management and prevention policy

Categories: Health & Safety

Last Modified: Jan 2024

To provide clear guidelines for managing and preventing illnesses at the Centre, including infectious illnesses.

Guidelines

1. Managing illness at the centre

- a. If a child is unable to participate in the programme due to illness, teachers will contact a parent or emergency contact to take the child home. He/she should stay at home until well again.
- b. If a teacher becomes ill, he/she will be asked to go home as soon as possible and recommended to stay at home until well again.
- c. When a child is required to be isolated due to illness, an adult will remain with them in an area away from the other children until someone picks them up.
- d. If a parent or caregiver is not available to immediately pick the child up, the emergency contact as recorded in the enrolment form will be contacted.
- e. If a sick child's condition deteriorates and the parent or caregiver is unable to come immediately to pick the child up, the teachers will get in touch with the emergency contact as recorded in the enrolment form and/or seek medical help as required.
- f. If a child is sent home due to an illness,
 - teachers will record details of the illness in the *Record of Accident / Illness* form,
 - a copy of this record is given to the parents,
 - the teacher will speak with parent about exclusion periods that may apply in accordance with our policy and note this on the form.
- g. If the teacher's or child's illness results in a loss of consciousness, restricted airway and/or difficulty breathing, medical help will be sought immediately. Such incidents must be reported through the *Record of Accident / Illness* form (for children) or the Event form on RMSS (for staff), and the Manager notified.
- h. If the cause of the illness is known, staff will check the exclusion policy (guideline 2) and the child or teacher will stay away for the recommended time.

2. Excluding children from the Centre

a.

- b. The Administrator or designate will sight and record suitable proof of immunisation on enrolment and/or at age 15 months.
- c.