

Managing an outbreak of a notifiable or infectious disease

- a. If there is an outbreak of a notifiable or infectious disease in the Centre, staff will conduct a check of hygiene and cleaning routines including
 - Hand washing routines, nappy changing routine, cleaning routine, washing and sterilizations of dishes and cutlery will be checked and actioned accordingly.
 - Teachers will use disposable gloves when dealing with contaminants.
- b. The Administrator or designate will check that the immunisation register is up-to-date and advise parents of children who are not immunised that they must stay away from the Centre for the time specified by the Ministry of Health.
- c. A notice will be put up at the Centre indicating the notifiable infectious disease has been confirmed.
- d. The Manager or designate will contact the Medical Health Officer for any more information required.

Administering Category ii medicines

- Have parent complete and sign the “Record of Category ii Medicines” form.
- Ensure medicine is stored safely in fridge or medicine cabinet, and out of children’s reach.
- Only permanent teachers with current first aid certificate will administer medication. A second permanent teacher must check the