Preventing and managing illness

Managing children with a fever

- If temReduce clothing layers from the child
- Used tepid flannel to help cool child down.
- Stay with the child at all times, away from other children.
- Encourage the child to drink water (small sips often).
- After 10 minutes, take temperature again. Record temperature.
- Information on children with temperatures is recorded on the tablet (Playground).
- This record needs to be signed by person who picks up child.
- When the child is collected, it is our recommendation for him/her to be taken to the doctor for a check and advice.
- Staff will record any recommendations given to parents in the diary.
- Child needs to be away for 24hrs after temperature has ceased.

Excluss soiled clothes and breathyefnr sending home

Wash child with dampened paper towel or wash child down with shower hose in the Nappy change room.

Dry child with towel and dress with fresh set of clothes.

Any affected bedding or towels are washed separately as per the Laundry Procedure.

Illness is recorded in the *Record of Accident / Illness* form. Ensure copy is signed by the person who picks up the child. A copy is given to parent / guardian and the original copy is filed at the centre.

All surfaces in bathroom / wash-down areas are cleaned with disinfectant.

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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