

## Managing Sick Children Procedure

*This procedure should be read in conjunction with the 'Health Practices Policy'.*

### Keeping Sick Children Home

1. If a child is unwell, parents and carers are asked to keep their child at home.
2. Any sick child that parents or carers bring to the service may be turned away at the gate and not accepted into care that day.
3. The service should be notified as soon as possible if the sickness is classified as infectious, so that appropriate actions can be taken to ensure the health and safety of other children and families.
4. The parents and carers will be informed of any necessary exclusion periods, and requirements which must be met before the child can return to care.

### Onset of Illness at the Service

1. If a child becomes unwell whilst at the service, the child will be separated from other children, but closely supervised, while the parents are contacted to collect the child.
2. When caring for a sick child, Educators will wash hands before and after dealing with the child and wear gloves or other PPE as necessary.
3. Details of all illnesses and actions taken will be recorded on the appropriate forms and kept within the child's files for future reference.
4. If the child is running a temperature, Educators will give clear fluids and seek permission from the parent to administer paracetamol to the child in line with relevant medication administration policies and procedures.
5. A scale will be available to weigh the child in order to ensure the correct dosage of paracetamol is provided.

### Exclusion Criteria & Reporting Requirements

1. When determining if a person should be excluded from the service, the supervisor will identify whether the symptoms or diagnosed illness has a specified exclusion period by referring to:
  - a. minimum exclusion periods table
  - b. Staying Healthy in Childcare recommendations
  - c. NSW Department of Health list of infectious diseases
2. Sometimes people who have been in contact with an infected person may need to be excluded too. The Department of Health may be involved to make sure exclusions are appropriate.
3. The service will notify and be in communications with the Local Health Unit when advised of a child who has any incident of infectious disease that requires exclusion.

4. Parents of children enrolled at the service will be notified of any occurrence of an infectious disease at the centre.

### Returning to the Service

1. Before returning to the service, the child should be free from any symptoms, and must have served any specified exclusion periods.
2. Any other requirements under NSW Health or Department of Education regulations or guidelines must also be satisfied (e.g. provision of a negative COVID test, or clearance letter).

#### PROCEDURE VERSION AND REVISION INFORMATION



**Authorised by** GENERAL MANAGER

**Current version** 1.1

**Last review** May 2022