



H&S Accident, Illness and Incident Policy

Enrolment Information

(For Inclusion with Enrolment Information)

GENERAL PROCEDURE FOR MANAGING ILLNESS, ACCIDENTS OR INCIDENTS WITH CHILDREN:

This procedure outlines the process for managing illness/accident or incidents with children. Should any of these situations occur with relation to an adult, we would provide first aid or emergency services as necessary and contact next of kin if required (in consultation with the individual where appropriate).

1. The priority will be to administer first aid immediately or to address the needs of any sick or distressed child and to inform the manager or person responsible.
2. In the case of a medical emergency or incident, an ambulance will be called. If an ambulance is not required, the parent will be asked to come and take the child to a medical facility. If a medical facility is in safe walking distance that is fit for purpose, staff may take the child with a) written permission on the child's enrolment form and b) additional agreement with the parent by phone, that this is required. The parent will then be required to meet the staff at the medical facility. Safety and well-being of the child will be paramount. If the parent(s) cannot be reached by phone, staff will accept the signed permission on the enrolment form as a minimum approval. All actions taken to contact the parent will be recorded on the Incident/accident forms.
3. If the illness/ accident/incident is of a serious nature, parents will be informed at the first suitable time and an incident form will be completed (Appendix 9- one copy will remain at the Centre, one copy will be sent home).
4. If there is a knock to the head or there is an obvious mark, especially to the face, even if this is not deemed to be serious, parents will be informed to alert them of this and prepare them for their arrival or provide the opportunity for them to assess the situation and collect their child early should they wish to.
5. If the illness/ accident/incident is of a very serious nature, the service provider and Operations Manager will be contacted, and the reporting procedure will be followed including notifying the relevant agencies. In this instance, the service provider will notify the **Ministry of Education** at the same time. **(Ph 09 2745400)**
6. For all injuries, first aid procedures will be clearly followed as detailed in this policy and staff will wear gloves if body fluids are present.
7. **In the event of a serious illness or notifiable illness** (as per Infectious Diseases Appendix 8), teachers will refer to the First Aid Guidance Sheet at the back of all Incident Registers (Appendix 1.) **Ministry of Health will also be notified on 0800 855 066 if there have been 2 cases of a notifiable disease.**
8. **Other organisations which may be of benefit in cases of Illness or accident may be:**
Healthline: 0800 611116
Poisons: 0800 764 766
Coronavirus Healthline Team 0800 358 54 53
9. All permanent staff will have a current first aid certificate (which is displayed in Centre) or will be enrolled to attend a course as soon as possible.
10. Parent phone numbers will be reviewed twice a year and be kept up to date.
11. An immunization register is available through our student management system and is kept current.



FIRST AID PROCEDURE:

Should any individual or group of individuals require first aid care, the following process will be adhered to:

Assess the situation. Call for help if required, including emergency services if the situation is serious and deems this response. Stem any bleeding for gushing wounds, being sure to wear gloves.

1. Always use disposable gloves when administering first aid. Use paper towels to clean up blood or body fluids immediately.
2. Wash/sanitise your hands before and after treatment for cuts and abrasions.
3. Clean and dress the injury as appropriate.
4. Advise the Manager or person responsible of any head, eye injuries or serious injuries as soon as possible.
5. Soiled & bloody surfaces must be further disinfected with household bleach.
6. All contaminated material including gloves will be placed in a bag for safe disposal.
7. The manager or person responsible will decide whether a child's parent or whanau need to be contacted or in staff or adult situations, next of kin.
8. **Ensure illness/ accident/ incident report is completed (Appendix 9)** and provided to the parent or guardian at the end of the day.
9. **The first aid box will be checked monthly and kept stocked. Ordering will generally be monthly.**

PROCEDURE IF CHILD BECOMES ILL WHILST IN JUST KIDZ CARE:

At Just Kidz we are committed to the well-being of all children, so in the event of a child being sick while at Just Kidz he/she will be isolated in the centre's office away from other children to minimise the risk of spreading the illness. The child shall be excluded from the centre until they are back in good health.

1. Explain to the child that you can see they are unwell and need to be removed from the other children until their parent comes.
2. Place the child in the Centre's office on the couch (with plastic cover) or stretcher bed. An isolation kit is brought to the office if required with the child and includes: gloves, vomit bucket, tissues and a towel.
3. Explain the situation to the Manager or person responsible and make contact with a parent or emergency contact person as soon as possible to collect the child.
4. Ensure that the child is supervised at all times. In most instances this will be the Manager or person responsible.



5. Give plenty of water to ensure hydration.
6. Keep the child cool if they have a fever, keep them warm if they are cold and do not show signs of fever.
7. Children who have vomited or soiled may be washed in the shubs or disabled shower. In the disabled shower the tap is to be turned no more than to the child temperature mark on the handle. Staff will wear gloves during this procedure and ensure that all clothing is rinsed of debris but sent home for laundering. Children will be reassured and treated with dignity and respect, ensuring their comfort as much as possible. The area (shower/shub) used to clean the child will be sanitised with 5% bleach along with any surfaces touched, buckets included.
8. Children will not be given Paracetamol or Ibuprofen or similar for fever. This can mask symptoms of serious illness such as Meningitis and should only be given at the parent's discretion once they have collected their child and assessed the situation for themselves or taken advice from a doctor.
9. **Ensure illness/ accident/ incident report is completed (Appendix 9)** and provided to the parent or guardian at the end of the day.

PROCEDURE FOR THE EXCLUSION OF CHILDREN:

1. The manager or person responsible must take all reasonable steps to ensure that any child suffering from any infectious disease listed in the Second Schedule of the Health (Infectious and Notifiable Diseases) Regulations are excluded from the centre. A notice will go on our online communication platform, once confirmation and advice has been sought from the Ministry of Health). When we are made aware that a child has been diagnosed with a notifiable disease as per Appendix 8, we will make a special note of informing all parents of **non-immunised** children **first** as well as taking any further actions as advised by a GP, Local Public Health Service or the Ministry of Health, as well as the Ministry of Education. This procedure will also be followed should an adult suffer an infectious or notifiable disease)

Auckland Public Health Service – phone (09) 623 4600

Healthline: 0800 611 116

Coronavirus Healthline Team 0800 358 54 53

2. Regulation 14 of the Second Schedule of the Health (Infectious and Notifiable Diseases) Regulations, with necessary modifications, applies to Just Kidz as if it were a school (see appendix 8: Infectious diseases information and exclusion list - attached). Staff may use Appendix 2 (infectious diseases chart for Criterion HS26) for further information, however Appendix 8 from the Ministry of Health takes precedence.

3. All staff members have a duty to report to the Manager or person responsible where they have reason to suspect that a child who is suffering from ill health or an infectious disease is planning to, attempting to or has come into the Centre during the operating hours of 7.00am-6.00pm and by doing so may cause a detrimental effect to others attending the service.



4. If the person responsible has reason to believe that an infectious person will or is attempting to or has come onto the premises then they will advise that person that their presence is unlawful, and they are to leave immediately. (The service provider excludes any person employed or engaged in the service from coming into contact with children if they have reasonable grounds to believe that the person has an infectious or contagious disease or condition). If necessary to ensure no child becomes ill, the service provider excludes that person from the service

5. Any child that is suffering from any disease (other than those in relation to clause one) or is in ill-health maybe excluded from attending the centre at the discretion of the person responsible, for a period that the person thinks is appropriate. In the case of gastroenteritis, children will be excluded from the centre until they are well, and it is recommended at least 48 hours from the last episode of vomiting or diarrhoea.

6. A child will be sent home if their temperature exceeds 38 degrees Celsius and will not be able to attend the centre until their temperature can be controlled without Paracetamol, Ibuprofen or any other similar medicine.

7. If any child shows symptoms of serious illness that calls for immediate medical attention, the Manager or person responsible will without delay get medical assistance and notify an appropriate parent, guardian, whānau.

8. For coronavirus, staff will watch for flu-like symptoms such as sore throat, cough, sneezing, fever, blocked ears, head cold or body aches. Persons who display these symptoms will not be permitted entry or will be sent home and further guidance through the ministry of Health (and Healthline) will be sought.

(To be given with Infectious Diseases chart- Appendix 8)

NB-Please note that the Infectious disease information and exclusion list does not include information for Hepatitis B- please see below:

Disease	Time between exposure and sickness	This disease is spread by...	Early Signs	Infectious period	Action to be taken
Hepatitis B	6 weeks to 6 months (usually 2-3 months)	Close physical contact with the blood or bodily fluids of an infected person	Similar to Hepatitis A	The blood and bodily fluids may be infectious several weeks before signs appear and until weeks or months later, a few are infectious for years.	Exclude from service until well or as advised by GP.

Prepared By	Approved By	Issued By
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	Signed:	