

SICK CHILDREN POLICY

Children come into contact with many other children and adults in the Family Day Care environment increasing their exposure to others who may be sick or carrying an infectious illness. The National Quality Standard requires early childhood education and care services, including Family Day Care Services, to implement specific strategies to minimise the spread of infectious illness and maintain a healthy environment for all children, educators and families. We acknowledge the difficulty of keeping children at home or away from childcare when they are sick and the pressures this causes for parents, however our Service aims to minimise the transmission of infectious diseases by adhering to regulations and policies protecting the health of all children, staff, families and visitors.

National Quality Standard (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
92	Medication record
93	Administration of medication

96	Self-administration of medication
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RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Control of Infectious Diseases Coronavirus COVID-19 Management Policy Enrolment Policy	Handwashing Policy Immunisation Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy
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PURPOSE

We aim to maintain the health and wellbeing of all children, staff and their families, ensuring a healthy environment and minimising cross contamination and the spread of infectious illnesses by implementing best practice and high standards of personal hygiene within all our approved Family Day Care residences.

SCOPE

This policy applies to the Approved Provider, Coordinator, Educators, Educator Assistants, children, families, and visitors of the Family Day Care Service.

IMPLEMENTATION

Our FDC Service has adopted the *Staying healthy: Preventing infectious diseases in early childhood education and care services*) publication recommendations, developed by the Australian Government National Health and Medical Research Council to guide our practices to help limit the spread of illness and disease. We aim to provide families with up to date information regarding specific illnesses and ways to minimise the spread of infection within the Family Day Care Service and at home.

We are guided by decisions regarding exclusion periods and notification of infectious diseases by the Australian Government- Department of Health and local public health units in our jurisdiction as per the Public Health Act.

This policy must be read in conjunction with our other Quality Area 2 policies:

- Control of Infectious Diseases Policy
- Immunisation Policy
- Incident, Injury, Trauma and Illness Policy

- Medical Conditions Policy and
- Handwashing Policy

Staying Healthy: Preventing infectious diseases in early childhood education and care services (2013) explains how infections are spread as ‘The Chain of Infection’.

There are three steps in the chain:

- The germ has a source
- The germ spreads from the source
- The germ infects another person

The chain of infection can be broken at any stage to help prevent and control the spread of diseases

The germ has a source

Germs can be picked up directly from an infected person or from the environment. It is important to understand that an infected person may not show any signs or symptoms of illness.

The germ spreads from the source

Germs can spread in several ways, including through the air by droplets, through contact with faeces and then contact with mouths, through direct contact with skin, and through contact with other body secretions (such as urine, saliva, discharges or blood).

Some germs can spread directly from person to person; others can spread from the infected person to the environment. Many germs can survive on hands, and on objects such as toys, door handles and bench tops. The length of time a germ can survive on a surface (including the skin) depends on the germ itself, the type of surface it has contaminated and how often the surface is cleaned. Washing hands and surfaces regularly with detergent and water is a very effective way of removing germs and preventing them spreading through the environment.

(Source: *Staying healthy: Preventing infectious diseases in early childhood education and care services*. 5th Edition, 2013 p: 7)

The germ infects another person

When the germ has reached the next person, it may enter the body through the mouth, respiratory tract, eyes, genitals, or broken or abraded skin. Whether a person becomes ill after the germ has entered the

body depends on both the germ and the person's immunity. Illness can be prevented at this stage by stopping the germ from entering the body (for example, by making sure that all toys that children put in their mouths are clean, by washing children's hands, by covering wounds), and by prior immunisation against the germ.

(Source: *Staying healthy: Preventing infectious diseases in early childhood education and care services* 5th Edition, 2013 p: 7)

MINIMISING THE SPREAD OF INFECTIONS AND DISEASES IN EARLY EDUCATION AND CARE SERVICES

We understand that it can be difficult for families to know when their child is sick. Families may experience problems taking time off work or study to care for their child at home. Obtaining leave from work or study can contribute to negative attitudes in the workplace which can cause stress on families. Families may also experience guilt when they send their child to care who is not well.

However, it is imperative that families maintain a focus not only on the well-being of their own child but also upon the well-being of other children and our FDC educators engaged by Kidzone Family Day Care

To protect the health of children and educators it is important that children and educators/educator assistants who are ill are kept away from the Family Day Care Service for the recommended period.

At times, an outbreak of a new or 'novel' virus or infection, such as COVID-19, may require exclusion from the FDC Service that is not specified in general exclusion periods for common infectious illnesses. Information, education and recommendations regarding any 'novel' virus will be provided by the Australian Government Department of Health and/or local public health unit.

(see **Excluding Children from the Service** section)

The need for exclusion and the length of time a person is excluded depends on:

- how easily the infection can spread
- how long the person is likely to be infectious and
- the severity of the infectious disease or illness.

Our FDC educators are not medical practitioners and are not able to diagnose whether a child has an infectious illness. However, if an infectious illness is suspected, our FDC educators may ask the family to

collect their child from care as soon as possible or return when they are well enough to participate in the programmed activities and experiences.

Management and FDC educators *may* request families seek medical advice and provide a medical certificate stating that the child is no longer infectious prior to returning to Family Day Care. **Please note it is not always possible to obtain a doctor's certificate or clearance for suspected cases of an illness. The decision to approve a child's return is up to the Approved Provider/Nominated supervisor**

To help minimise the spread of illness and infectious diseases our FDC Service requests FDC educators to implement rigorous hygiene and infection control procedures and cleaning routines including:

- effective hand washing hygiene
- cough and sneeze etiquette
- use of protective gloves
- exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus
- effective cleaning of the environment, toys and resources (including bedding)
- requesting parents and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the FDC Service, approved residence or venue
- physical distancing (when recommended by Australian Health Protection Principal Committee [AHPPC] and/or Safe Work Australia)

CHILDREN ARRIVING AT THE FAMILY DAY CARE SERVICE WHO ARE UNWELL

FDC educators will not accept a child into their residence if they:

- have a contagious illness or infectious disease
- have been in close contact with someone who has a positive confirmed case of COVID-19
- have a temperature above **37.5°C when assessed prior to entry to the service (effective during a pandemic or outbreak of an infectious disease)**
- are unwell and unable to participate in normal activities or require additional attention
- have had a temperature, vomiting in the last 24 hours
- have had diarrhea in the last 48 hours
- have started a course of anti-biotics in the last 24 hours
- **have been given medication for a temperature prior to arriving at the FDC Service (eg: Panadol)**

CHILDREN WHO BECOME ILL AT THE FAMILY DAY CARE SERVICE

Children may become unwell throughout the day, in which case will respond to children's individual symptoms of illness and provide immediate comfort and care.

- FDC educators will closely monitor and document the child's symptoms on the *Incident, Injury, Trauma and Illness Record*
- Children who are unwell at the FDC Service residence or venue will be able to rest in a supervised area away from other children (where available) until parents or the emergency contact person is able to collect them
- A child who has passed runny stools/vomited whilst at the Family Day Care Service will be sent home and may only return once a certificate from a General Practitioner has been produced
- FDC educators will take the child's temperature. If the child's temperature is **38°C** or higher, the FDC educator will contact the child's parents/guardian/emergency contacts as soon as possible to have the child collected (within 30 minutes).
- For infants under three months old with a temperature/fever over **38°C** parents will be immediately notified and requested to seek medical assistance. If the parent cannot take the child to a GP immediately, permission will be required for the FDC Service to seek medical assistance urgently.
- FDC educators will monitor the child closely and be alerted to vomiting, coughing or convulsions
- FDC educators will check that written parental permission to administer paracetamol or ibuprofen has been provided during enrolment and filed in the child's individual record
- FDC educators will check the medical history of the child to ensure there are no allergies before administering Panadol or Nurofen
- Accurate records will be kept of the child's temperature, time taken, medication administered, dosage, FDC educator's full name and name of FDC educator assistant who witnessed the administration of medication (if relevant)
- FDC educators will attempt to lower the child's temperature by:
 - removing excessive clothing (shoes, socks, jumpers etc).
 - encouraging the child to take small sips of water
- FDC educators will continue to document any progressing symptoms
- FDC educators will complete the *Incident, Injury, Trauma or Illness Record* ensuring the form has been completed correctly and signed by the parent/guardian/emergency contact
- FDC educators will thoroughly clean and disinfect any toys, resources or equipment that may be contaminated by a sick child.

Common colds and flu

The common cold (viral upper respiratory tract infections) are very common in children occurring 6-10 times a year on average with the highest number usually being during the first 2 years in childcare, kindergarten or school. Symptoms may include coughing, runny nose and a slight temperature.

In circumstances where a child appears to have cold or flu symptoms, management will determine if the child is well enough to continue at the Family Day Care Service or if the child requires parental care.

Our Family Day Care Service aims to support the family's need for childcare however, families should understand that a child who is unwell will need one-on-one attention which places additional pressure on the FDC educator and the needs of other children.

Children who are generally healthy, will recover from a common cold in a few days. Keeping a child home and away from childcare, helps to prevent the spread of germs.

Influenza is a highly contagious illness and can spread to others for 24 hours before symptoms start. To prevent the spread of influenza our service encourages staff and children to be vaccinated once a year.

Reporting Outbreaks to the Public Health Unit

Management is required to notify the local [Public Health Unit](#) (PHU) by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the Family Day Care Service is suffering from one of the following vaccine preventable diseases any confirmed case of COVID-19 or outbreak of gastroenteritis.

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ("German measles")
- Measles
- Pertussis ("whooping cough")
- Tetanus
- An outbreak of 2 or more people with gastrointestinal or respiratory illness

Management will closely monitor health alerts and guidelines from Public Health Units and the Australian Government- Department of Health for any advice and emergency health management in the event of a contagious illness outbreak such as coronavirus- COVID-19.

Excluding children from the Family Day Care Service

When a child has been diagnosed with an illness or infectious disease, the Family Day Care Service will refer to *Staying healthy: Preventing infectious diseases in early childhood education and care services* to establish the recommended exclusion period.

[Recommended exclusion periods- Poster Staying Healthy: Preventing Infectious diseases in early childhood education and care services](#)

- When an infectious disease has been diagnosed, **Kidzone Family Day Care** will display appropriate documentation and alerts for families including information on the illness/disease, symptoms, infectious period and the exclusion period to be displayed at the approved residence or (This information can be obtained from *Staying healthy: Preventing infectious diseases in early childhood education and care*).
- If a vaccine preventable disease occurs at a FDC residence, children who have not been fully immunised will be excluded from care.
- Management will check all children's Immunisation records and alert parents as required.
- **A medical clearance from the child's General Practitioner stating that the child is cleared to return to the childcare setting will also be required before the child returns to care.**
- Children that have had diarrhoea and vomiting will be asked to stay away from the Family Day Care Service for **48 hours** after symptoms have ceased to reduce infection transmission as symptoms can develop again after 24 hours in many instances.
- Children who have a suspected case of COVID-19 and meet the criteria for testing (fever, cough, sore throat, shortness of breath) are required to contact their GP or be tested at a COVID-19 testing clinic. Exclusion periods will apply if they have a confirmed case.

Notifying families and Emergency Contact

- It is a requirement of **Kidzone Family Day Care** that all emergency contacts can pick up an ill child within a 30-minute timeframe.
- In the event that the ill child is not collected in a timely manner or should parents refuse to collect the child a warning letter will be sent to the families outlining the Family Day Care Service policies and requirements. The letter of warning will specify that if there is a future breach of this nature, the child's position may be terminated.

MANAGEMENT AND FDC EDUCATORS WILL ENSURE

- effective hygiene policies and procedures are adhered to at all times to prevent the spread of illnesses
- they promote effective hand hygiene and cough etiquette
- effective environmental cleaning policies and procedures are adhered to all times
- all families are provided access to relevant policies upon enrolment which will be explained by management including: *Control of Infectious Diseases Policy, Sick Children Policy, Incident, Injury, Trauma and Illness Policy, Handwashing Policy and Medical Conditions Policy.*
- families are provided with relevant information from a trusted source about preventing the spread of illnesses
- that any child who registers a temperature of 38°C or above is collected from the Family Day Care Service and excluded for 24 hours since the last elevated temperature or until the FDC Service receives a doctor's clearance letter stating that the child is cleared of any infection and able to return to childcare
- a child who has not been immunised will be excluded from the FDC Service if an infectious disease is reported within the service community and that child is deemed to be in danger of contracting the illness. Please refer to our *Control of Infectious Diseases Policy*
- families of a child with complex and chronic medical conditions will be notified in the event of an outbreak of an illness or infectious disease that could compromise their health
- families are notified to pick up their child if they have vomited or had diarrhoea whilst at an approved FDC residence or venue.

THE APPROVED PROVIDER OR NOMINATED SUPERVISOR WILL ENSURE

- notification is made to the Regulatory Authorities within 24 hours of any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an Education and Care Service, which:
 - (i) a reasonable person would consider required urgent medical attention from a registered medical practitioner or
 - (ii) for which the child attended, or ought reasonably to have attended, a hospital. For example: whooping cough, broken limb and anaphylaxis reaction
- any incident or emergency where the attendance of emergency services at the Education and Care Service premises was sought, or ought reasonably to have been sought (eg: severe asthma attack, seizure or anaphylaxis)

- Parents or guardians are notified as soon as practicable and no later than 24 hours of the illness, accident, or trauma occurring.
- notification is made to the Public Health Unit on 1800 020 080 of any confirmed cases of COVID-19
- notification is made to the Regulatory Authority within 24 hours of any confirmed cases of COVID-19

PARENT/FAMILY RESPONSIBILITY

In order to prevent the spread of disease, families are required to monitor their child's health and not allow them to attend the FDC Service if they have an infectious illness or display symptoms of an illness.

For children who have ongoing medical needs such as asthma or anaphylaxis, parents should regularly review their child's health care action plans to ensure the FDC educator is able to manage their individual needs as required.

Families should implement effective hygiene routines at home such as regular handwashing and sneeze and cough routines (use of tissues, covering their mouth with coughing, sneezing into a tissue or elbow).

Families should notify the FDC Service/ FDC educator if their child has been unwell in the past 24 hours or someone in the family is/has been sick. This is particularly critical during a pandemic such as COVID-19.

Signs of illness in young children may include:

- runny, green nasal discharge
- high temperature
- diarrhoea
- red, swollen or discharging eyes (bacterial conjunctivitis)
- vomiting
- rashes (red/purple)
- irritability, unusually tired or lethargic
- drowsiness
- poor circulation
- poor feeding
- poor urine output
- a stiff neck or sensitivity to light
- pain
- mouth sores that cause drooling
- impetigo

Parents should seek medical attention should your child (or other family members) develop symptoms such as:

- high fever
- uncontrolled coughing or breathing difficulties

Families are required to keep up to date with their child's immunisation, providing a copy of the updated AIR Immunisation History Statement to management at **Kidzone Family Day Care** following each immunisation on the National Immunisation Schedule.

RETURNING TO CARE AFTER SURGERY

Children who have undergone any type of surgery will need to take advice from their doctor/surgeon as to when it is appropriate and safe to return to childcare.

A medical clearance statement will be required to ensure the child is fit and able to return to the FDC Service and participate in daily activities.

Posters/Resources

Posters for Temperature Screening

[Poster for service entrance \(pdf - 42.94kb\)](#)

[Poster for staff \(pdf - 79.86kb\)](#)

[Poster for families \(pdf - 54.42kb\)](#)

NSW Health. COVID-19 symptoms and testing. (reference re: fever and temperature)

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/posters-and-print.aspx#symptoms>

NSW Health [Gastro Pack NSW Health](#)

Queensland Government Time Out Brochure [Why do I need to keep my child at home?](#)

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Education, Skills and Employment *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*. (2009).

Australian Government- Department of Health <https://www.health.gov.au/>

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Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the National Quality Standard. (2020)

National Health and Medical Research Council (NHMRC): <https://www.nhmrc.gov.au/>

National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.

NSW Public Health Unit: <https://www.health.nsw.gov.au/Infectious/pages/phus.aspx>

NSW Health Symptoms and testing COVID-19 <https://www.nsw.gov.au/covid-19/symptoms-and-testing>

Public Health Act 2010

Raising Children Network: <https://raisingchildren.net.au/guides/a-z-health-reference/fever>

Revised National Quality Standard. (2018).

The Sydney Children's Hospitals network (2020). <https://www.schn.health.nsw.gov.au/search/site?query=fever>

Safe Work Australia

Victoria Department of Education and Training (2020).

<https://www.education.vic.gov.au/childhood/Pages/coronavirus-ec-healthhygiene.aspx#link12>

<https://www.coronavirus.vic.gov.au/early-childhood-education-and-care>

REVIEW

POLICY REVIEWED	MARCH 2021	NEXT REVIEW DATE	MARCH 2022
MODIFICATIONS	- policy revised as part of 2021 review schedule - additional regulations added - additional resources added - terminology to reflect FDC educators at approved residence/venue added - sources checked- minor edits		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
JULY 2020	- temperature range to indicate fever changed to 37.5° Celsius or above for screening - temperature screening guidance added to align with COVID-19 recommendations (Victoria DET) inclusion of posters for display in services re: temperature checks		JUNE 2021

MAY 2020	Minor changes to include strategies for a COVID-19-safe environment adjustments to requesting families to produce a medical certificate each time their child has symptoms of an illness (due to COVID-19 infection prevention strategies, this is not always possible to contact GPs for clearance) influenza vaccination recommendations children with complex and/or chronic medical conditions are notified in the event of illness in the service	JUNE 2021
MARCH 2020	Changed position of colds and flu section Additions to infectious diseases/illnesses Additions for reporting outbreaks to Public Health Deletion of use of sponging to reduce fever (Sydney Children's Hospital recommendation) Additional section for Approved Provider notification Exclusion period recommendation resources added Inclusion of Department of Health information Additional information for parents and families	JUNE 2021
JUNE 2019	Some sentences reworded/refined. Additional information added to points. Sources checked for currency. Sources/references corrected, updated, and alphabetised. Related policies alphabetised. Policies added to 'Related Policies' Points added (Highlighted). Minor formatting (line spacing & paragraph spacing) for consistency throughout policy.	JUNE 2020
SEPTEMBER 2018	New policy created to comply with Regulations and Health and Safety Requirements	JUNE 2019