

**SWiCh Child Care Centre  
Monash Student Association Clayton**

**Policy:**                           **Medication / Illness / Contagious Diseases  
Immunisation / Caring for an unwell child**

**Review date**                   **June 2007**

**Policy Statement:** For the health and safety of both children and staff at the centre the following requirements regarding unwell children and staff must be adhered to. If a child becomes ill whilst at the centre every effort is made to make that child feel comfortable until their parents arrive. The centre is not equipped with a separate room to care for ill children nor has it an extra staff member to give that child individual attention and care. Administering medication to children at the request of their parents is a task that requires attention to detail and meticulous record keeping. It is a responsibility that must be taken seriously due to the potential health risks and litigation issues that may arise as a result of incorrect administration. Accuracy is a priority.

### **Medication Policy**

#### **Parent Responsibilities:**

- On enrolment the centre must be given the authority to seek medical, hospital and ambulance assistance in the case of an emergency. The asthma emergency plan must be completed (if your child is asthmatic) and the child's medical history recorded.
- Asthma plans serve as permission to administer asthma medication if the child is showing symptoms as outlined in the plan. If your child requires daily medication for specific times then the medication book needs to be filled in.
- If required, the medication book must be filled in on a daily basis. **If parents have not given written permission, a child cannot be given medication.**
- Ensure your child's medication is clearly labelled with prescribed medical advice, the child's name and date of issue. Staff are unable to administer medication that is not in the original packaging, for example the dose has been poured into another bottle or mixed in with milk or food.
- Written advice from a medical practitioner is required to administer sedative type drugs / herbal medication/ cough and cold medication.
- Paracetamol will only be administered once per episode. Any further dosage will only be given if the centre receives written instructions from a medical practitioner.
- Ensure that you give the medication to a staff member to be stored securely; do not leave any medication in your child's bag.
- Only the child's legal guardian (in most cases the parent) can authorise staff to give medication. If someone other than the child's legal guardian is bringing the child to care the legal guardian must send written instructions to centre staff instructing them to administer the medication. Information that needs to be contained within this letter is child's name, name of the medication, the time the previous dose was administered, the time the next dose is due, the amount to be given and the legal guardians signature.

### **Centres Responsibility:**

- Ensure all admission forms are completed.
- Clearly explain the centres medical policies (outlined in the information booklet given to all parents on enrolment)
- Ensure parents fully complete the daily medication book.
- Ensure parents deliver medication to the staff, so that it can be stored securely. It is vital that medication is not left in children's bags.
- Ensure medication is administered promptly, cross checking with another staff member. Two signatures are required one by the person who has administered the medication and one by the staff member who has crosschecked that the correct medication and dosage has been given. At least one qualified staff member will check the medication.
- Advise parents we will not administer a dosage other than that recommended on the medication label; medication that is labelled for another person or that is past its use by date.
- Cough and cold medications will not be administered without written instructions from a medical practitioner.
- Herbal medications will not be administered without written instructions from a medical practitioner.
- Paracetamol will only be administered once per episode. Any further dosage will only be administered after written instruction from a medical practitioner.

### **Illness Policy / Infection Control**

The guidelines to be followed regarding illness and sick children are:

- Permanent staff members to hold a First Aid Certificate.
- Children with an infectious disease, as prescribed by the Victorian Department of Health, will not be accepted into the childcare program as infection spreads rapidly. The exclusion period recommended will be adhered to and the child not readmitted until the infection has passed.
- Should a child become ill whilst at the centre the parent will be contacted to collect the child.
- Hygienic practices will be adopted that minimise the spread of infection.
- If any child is sent home from the centre because they are unwell it is the E.C.E's responsibility to document this in the Accident / Illness book. If the illness is of a serious nature the director must be contacted, if this is not possible the primary nominee. If the illness or injury is of a serious nature the licensee or primary nominee must report the incident to the Department of Human Services within 48 hours.

**Listed below are some common illnesses that prevent a child attending the centre:**

**Common Cold:** If the child appears irritable and unwell it would be advisable for them not to attend the centre. If the child's disposition appears normal then attendance at the centre is acceptable.

<b>Fever:</b>	A child with a fever greater than 37deg must be excluded. The child must be free of this fever for 24hours before resuming care.
<b>Acute Illness:</b>	A child who has been prescribed antibiotics for an acute illness needs to be excluded for at least 24 hours.
<b>Diarrhoea:</b>	A child who has watery stools needs to be excluded until they have been free of the diarrhoea for at least 24 hours.
<b>Vomiting:</b>	A child who is vomiting needs to be excluded for at least 24 hours after the vomiting has ceased.
<b>Conjunctivitis:</b>	A child who has an infection of the eyes, which is not caused by an allergy, will require medical treatment. The child can resume care 24 hours after treatment providing there is no discharge from the eyes.
<b>Head Lice:</b>	A child with head lice needs to be excluded from the centre until they have been treated and the majority of the eggs have been removed from the hair.
<b>Cold Sores:</b>	In severe cases the child may need medical treatment and exclusion until the sores have healed.
<b>24hr exclusion –</b>	<b>an example of this is your child has a fever, diarrhoea, vomiting or has been prescribed antibiotics on a Tuesday then they cannot resume care until Thursday.</b>

### **Infectious Diseases Exclusions**

Refer to the communicable diseases table. Department of Human Services.

### **Immunisation Requirements**

- Immunisation protects children (and adults) against harmful infections before they come into contact with them in the community. Immunisation uses the body's natural defence mechanism - the immune response - to build resistance to specific infections.
- Twelve diseases can be prevented by routine childhood immunisation - diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, haemophilias influenza type b (HIB), hepatitis B meningococcal C, pneumococcal and chicken pox. All of these diseases can cause serious complications and sometimes death.
- Immunisation helps children stay healthy by preventing serious infections. The centre strongly recommends that all children be immunised. To receive Childcare Benefit through the federal government scheme children are required to be fully immunised, parents who do not want their child immunised have to seek exclusion from the department. The department will then assess the claim and decide whether childcare assistance will be granted. As part of the enrolment procedure and under the Children's Service Regulations we require an accurate account of your child's immunisation status. This account needs to be updated as necessary.

- For the safety of your child, if they are not immunised, they will be excluded from the centre if there is an outbreak of any infectious diseases mentioned above. Recommencement at the centre will take place when the outbreak has ceased. During such a time parents would be required to pay full fees whilst the child is excluded.

**Staff immunisation:**

The centre bears the cost of immunising staff against Hepatitis B and A and meningococcal C. It is the staff member's choice as to whether they want to be immunised.

Source: Staying Healthy in Childcare 4<sup>th</sup> Edition. Australian Government  
National Health and Medical Research Council  
Childcare and Children's Health Children's Hospital  
Health in Early Childhood Settings / Professor Frank Oberklaid  
Staff in-service: Legal issues in administering medications