

### Parents / guardians

- Follow health and hygiene procedural posters displayed throughout centre.
- Upon and throughout enrolment, provide evidence of child's immunisation status.
- Do not bring child to centre when unwell.
- Do not administer any fever reducing medication (e.g. Paracetamol or Ibuprofen) to child prior to arrival at the centre.
- Inform centre when child is unwell and will be absent.
- When requested, collect child as soon as possible when they become ill at centre.
- When requested, provide a medical clearance upon child's return to the centre.

### General centre / educator responsibilities

- Inform parents / guardians of this procedure upon and throughout enrolment.
- Prominently display current Queensland Health Time Out Poster.
- Consistently implement and refer to Staying Healthy and preventing infectious diseases in early childhood education and care services (5th Ed) recommendations.

### A child becomes ill while attending a centre

- Monitor and comfort unwell child.
- Isolate child (away from other children) in a safe, comfortable and supervised location.

If the centre Director (or delegate) has a reasonable suspicion a child is unwell, it is at their discretion to direct parents / guardians (or emergency contact) to collect their child.

- If child has a known medical condition, refer to child's medical management plan.
- Record illness signs and actions taken via Incident Record.
- If required, call Triple 0. An educator may accompany a child in an ambulance if regulatory educator to child ratios can be maintained at the centre.
- Provide parent / guardian (or emergency contact) with completed Incident Record to read and sign. When requested, provide a copy to the parent / guardian and / or ambulance officer.
- Complete Infectious Illness Register.
- When the illness has been **confirmed** by a doctor as being infectious, inform families using a range of communication methods to ensure all families are notified as quickly as possible.

All communication must maintain the anonymity of the ill child. Display a sign on front door / gate stating, "Child at this centre has an infectious illness (with illness name)".

- If required, direct parent / guardian to provide a medical clearance certificate upon their child's return to the centre.

### Exclusion periods

- Implement exclusion periods as per Time Out Poster.
- In addition, a child with a fever is excluded from the centre, for 24 hours after the fever has stopped without the administration of fever reducing medication. A child's normal temperature may vary depending on their age and time of the day. A child with a consistent temperature above 38°C has a fever.
- As per the National Health and Medical Research Council (2013), centres will not be influenced by doctor's letters stating that a child can return to a centre, unless the child's condition fulfils the centre's criteria for returning to the centre.

### Possible exclusion conflicts and challenges

- Challenges may arise when negotiating with families and interpreting medical clearance certificates, due to families:
  - Finding exclusion requirements difficult because of pressures to meet working and personal commitments.
  - Presenting medical clearance certificates for a child, that educators consider inconsistent with the current situation.
- If a difficult situation arises, seek advice and direction from your Early Childhood Education Manager / Consultant and / or Public Health Unit.

### An outbreak of an infectious illness

- Refer to Staying Healthy and preventing infectious diseases in early childhood education and care services (5th Ed) to determine if an 'outbreak' has occurred.
- Notify C&K Early Childhood Education Manager / Committee and the local Public Health Unit.
- Follow Public Health Unit direction. This may include distributing family communication and implementing additional hygiene practices.
- Complete an incident notification as per Child Incident Reporting Procedure.
- Complete Infectious Illness Register.
- Undertake a centre Hygiene Audit.

## Confirmed case of a vaccine preventable illness

When illness has been **confirmed** by a doctor:

- Notify *Public Health Unit*.
- Inform *Public Health* of any non-immunised children enrolled. *Public Health* will determine if or how long non immunised children should be excluded from the centre.
- Complete *Infectious Illness Register*.
- When the illness has been **confirmed** by a doctor, inform families using a range of communication methods to ensure all families are notified as quickly as possible. All communication must maintain the anonymity of the ill child. Display a sign on front door / gate stating, "Child at this centre has an infectious illness (with illness name)".
- Complete an incident notification as per *Child Incident Reporting Procedure*.
- Undertake a centre *Hygiene Audit*.

## Acknowledgements and references

- National Health and Medical Research Council (2013). *Staying healthy Preventing infectious diseases in early childhood education and care services. Fifth edition*. [ONLINE] Available at: <https://nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services> [Accessed December 2018].
- National Health and Medical Research Council (2013). *Information for families. Exclusion Periods explained*. <https://nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55b-exclusion-period-info-sheet.pdf> [Accessed December 2018].
- Queensland Health (2019) *Fever in Children* <https://www.childrens.health.qld.gov.au/fact-sheet-fever-in-children/>