



Version	Approved by	Approval date	Effective date
4.1	Early Years Management	27 March 2019	6 May 2019
Procedure Statement			
Purpose	The primary role of this procedure is a preventative one. Our aim is to minimise the risk of spreading infection which in turn reduces impact to all members of the Early Years communities.		
Scope	Children, educators, families, Early Years campuses and the wider community at UNSW.		
Are Local Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document		<input type="checkbox"/> No
Procedure Processes and Actions			

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1. Introduction

The primary role of this procedure is a preventative one. Our aim is to minimise the risk of spreading infection which in turn reduces impact to all members of the Early Years communities.

For children, educators and families this policy aims to promote healthy practices and behaviours which minimise the spread of infectious diseases and supports them to remain well.

This policy aims to provide a clear guideline on the processes for implementation in regards to health, medication and wellbeing.

As the UNSW Early Years Campuses do not have the facilities, or specialised staffing or one to one adult ratios required to care for sick children, parents/guardians will be responsible for caring for their unwell child.

For parents and staff this procedure provides a statement of responsibility. It outlines what action will be taken should a child arrive at the campus unwell or become unwell during the day. It also explains procedures for administration of medication that may be required whilst a child is on the campus.

Further, it sets out the circumstances under which parents/guardians will be asked to keep their child away from the Campus whilst their child is unwell and when a doctor’s certificate will be requested.

2. Procedure

Children should not be brought to the Campus if they have an infectious illness or are unwell. A well child is able to participate in the usual routines and expectations of the care environment.

The wellbeing of the entire campus community is paramount to this procedure being followed.

2.1. Family responsibilities

In line with the scope of this procedure, families will:

- Ensure that their child is well enough to be in group care and if not make alternative arrangements for their child.
- Contact the campus to inform them of their child's illness.
- Contact the service by phone if in doubt about their child being well enough to attend the campus.
- Exclude their child from the campus if they have administered medication to suppress symptoms such as paracetamol for a temperature.

2.2. If a child becomes unwell during the day

- Appropriate care will be taken to ensure the child's immediate needs are met.
- Where possible the child will be moved away from peers to minimise possibilities of cross infection.
- The child's educators will discuss the illness with Responsible Person and a decision will be made if the child needs to be collected by the family.
- A family member will be contacted to collect the child from the campus as soon as possible, the expectation being within an hour. Emergency contacts should also be available to collect the child from the campus if a family member is not able to do so.
- Staff will inform the family of the child's symptoms.
- The Responsible Person may request a Doctor's Certificate clearing the child's health prior to their return to the campus.

A child whose illness is infectious to others is not permitted to attend until they are no longer contagious. Please see **INFECTIOUS DISEASES PROCEDURE 3.5 Excluding Sick Children**.

2.3. Raised temperatures

- At 38 degrees, families are contacted to collect their child. If the body temperature reading is 38.5 degrees or above, antipyretics (fever reducing medication) such as paracetamol may be administered by staff with the written permission of the parents as detailed within the guidelines for medication administration. Families are expected to collect their child as soon as notified.
- If the child has not been collected within the agreed timeframe, the next authorized emergency contact will be contacted and asked to collect the child. If parents or emergency contacts do not arrive to collect the child within the agreed timeframe, the child will be taken to the Sydney Children's Hospital in Randwick by ambulance.

If your child has been sent home with a temperature, we would ask you to ensure your child is recovered before returning to the campus. A doctor's certificate may be required as per clause 2.2.

We appreciate your support in helping us to provide an environment that is safe and healthy for all children, staff and families within the community.

2.4. Medication

UNSW Early Years will only administer prescribed medications. The medication must be in its original container, must be within its use-by-date and prescribed to that child. The prescription label should be attached to either the box or bottle and must be brought in for the medication to be administered.

Over the counter preparations will not be administered unless specifically prescribed by a medical practitioner. The doctor must provide a letter each time such medication is to be administered.

- **Procedure for Administering Medication**

- The family will complete a medication form for their child which includes: the child's name, name of medication, dosage and required time of administration. The required administration time will be updated daily by that family.
- Educator will confirm that the form is completed accurately.
- Only permanent staff members will administer medication to children.
- Medication will be administered as per the medical practitioner's directions.
- Medication will be administered to children individually.

Permanent staff member in the room with a second staff member as witness will:

- Check that the name on the bottle and the medication form is related to that child.
- Check that the medication has not expired.
- Check the dosage prescribed is written on the bottle or the box.
- Measure the correct dosage and second person verify dosage correct
- Give medication to the child
- Both staff to watch the child take the medication.
- Both staff will sign the medication form immediately.

One staff member will return the medication to the required locked location which will be out of reach of the children and be refrigerated if required

- **Short Term Prescribed Medication**

An Early Years medication form must be completed by the family when medication is required to be administered at the campus.

This form must be signed by the child's educator before medication is left at the campus.

Staff will confirm that the form is completed and in line with the prescription.

If new medications or treatments are to be administered it is required that these are administered by the parent at home for the first time prior to the child attending the child care centre.

- **Long Term prescribed medication**

Where medication for the treatment of long-term condition is required, either intermittently or on a continuous basis, the above conditions also apply. In this case a special medication form and/or medical action plan must be completed by the child's medical practitioner.

This form is required to be updated annually by the family and medical practitioner.

2.5. Asthma and Anaphylaxis

We assume that all children enrolled in the centre with asthma and anaphylaxis can engage in all activities if the conditions are appropriately managed. Staff will follow children's asthma and anaphylaxis action plans and be observant of their wellness.

2.6. Information sharing

The Campus will distribute information issued by the Department of Health and the National Health and Medical Research Council (NHMRC) to promote accurate information to parents about infectious diseases and other health issues.

As our services operate under the auspice of the University of New south Wales our policies and procedures sit within those of the University.

For further information regarding international travel, epidemics or pandemics see University Health Services website <http://www.healthservices.unsw.edu.au/> for most current information regarding overseas travel.

Also see ***Infectious Diseases procedure***.

Accountabilities				
Responsible Officer	Vice-President, Human Resources			
Contact Officer	HR and Early Years Operations Director			
Supporting Information				
Legislative Compliance	This procedure supports the University's compliance with the following legislation: <ul style="list-style-type: none"> • Children (Education and Care Services National Law Application) Act 2010 • Education and Care Services National Regulations • National Standards 2.1: Element 2.1.1, 2.1.2. 			
Parent Document (Policy)	Early Years policy			
Supporting Documents	Australian Government Department of Health and Aging, National Immunisation Program Schedule (Australia), 1 July 2013. Staying Healthy in Child Care: Preventing infectious diseases in Child Care, 5th Ed, 2013			
Related Documents	Infectious Diseases Procedure, Medical Conditions Procedure, Sleep and Rest Procedure			
Superseded Documents	Nil			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	
2.0	Early Years Management	26 September 2014	27 October 2014	
3.0	Early Years Management	June 2016	July 2017	Changed procedure name 3.9 added 3.12 added 3.8 amended
4.0	Early Years Management	15 March 2019	6 May 2019	Update to new UNSW template Reviewed entire procedure.

In line with University policy all Early Years Campuses are Alcohol, Drug and Tobacco Free zones. This requirement applies to all campus users and as such no person affected by drugs or alcohol will be allowed onto the premises.