

<b>Policy Title:</b>	<b>Management of Unwell Children</b>
<b>Effective Date:</b>	November 2010
<b>Review Date:</b>	As necessary under the Policy and Procedure Development Policy

## **POLICY STATEMENT**

To ensure that an unwell child is noticed and cared for swiftly, that appropriate action is taken to prevent the spread of infection and that the parents are contacted immediately and collect the child within the shortest time-frame possible.

## **BACKGROUND AND CONTEXT**

This policy was developed with the use of the KU Health and Medication Policies, the Draft Health and Safety in Child Care Centres Model Policies and Practices 2003 and the Asthma Foundation NSW.

This policy was ratified by the Management Committee in July 2003, and changes regarding administration of paracetamol were made by the Management Committee in July/August 2005. Policy was again reviewed in April 2007 and in November 2010 and no changes made.

## **SCOPE AND PURPOSE**

A child may become unwell at the Centre warranting medical attention by a general practitioner. Also, they may have an infectious condition putting other children and staff at risk. And finally, their condition may demand attention to such a degree that it compromises staff's ability to care for the other children at the Centre.

## **POLICY DETAIL/ BUSINESS RULES**

All staff should be aware of the symptoms of illness throughout the day. The following clues can help identify a child who is not well and who may need to see a doctor. The child may:

- be fretful and listless
- cry readily but not be comforted easily
- lose interest in playing
- be abnormally quiet or inactive
- not want to eat
- be irritable when disturbed
- feel hot to the touch
- look tired and flushed
- feel cold and look pale
- be vomiting and have repeated diarrhoea
- have less than 4 wet nappies in 24 hours

If a child does not seem "right", s/he may be unwell even though the exact problem cannot be seen. Children who look and behave as usual are unlikely to be very ill.

If a child has a fit or convulsion; vomits green fluid; has a persistent fever – contact the parents to arrange for the child to see a Doctor immediately or call for an ambulance if the child stops breathing or the parents or emergency contacts can't be reached.

In the case of illness (whether it is an infectious disease or general unwellness) the Director or her/his delegates reserves the right to:

- request the parent/guardian seek medical attention for the sick child
- request the parent/guardian find alternative care for the sick child until s/he is fit and well enough to return to the Centre,
- request medical certification of the child's health before re-admitting them to the Centre
- the Director or her/his delegate has final say in all of the above matters.

If a child is unwell at home, parent(s) should be asked not to bring the child to the Centre.

In the case of an emergency resulting in the need for immediate medical attention staff will:

- assess the injury and comfort the child,
- ensure the other children are supervised, then give appropriate first aid - only a staff member with a current first aid certificate should be giving first aid.
- call other staff to assist with cardiopulmonary resuscitation if necessary,
- assign someone to call an ambulance if necessary,
- call the parent/guardian or emergency contacts if parents cannot be reached. Every effort will be made to contact the parents before taking the child to hospital and before treatment is sought. However, if parents and emergency contacts cannot be reached, approval has been given on the enrolment form for the Director to act on medical advice at the hospital and this will be done.
- if hospitalisation is required the child will be transported to the Sydney Children's Hospital at Randwick by means of an ambulance with the Director or her/his delegate.
- if the child needs medical attention but not hospitalisation, an ambulance will be called to treat the child at the Centre or alternative arrangements will be made in consultation with the parents, such as the parents taking the child to their local medical practitioner.
- post-event, staff will fill out an accident form, get the parents to sign it, give the parents a copy and place a copy in the child's enrolment file.
- Director will notify insurers if there is likely to be an insurance claim.

## **AUTHORITIES AND ACCOUNTABILITIES**

The Centre Director is responsible for ensuring all ICC staff have training in this policy. All ICC staff are accountable for the implementation of this policy.

## **OTHER RELEVANT DOCUMENTATION**

Children's Services Regulation 2004  
Accreditation Guidelines  
Management of Unwell Children Procedure  
Administering of Medication Policy

**APPROVAL**

Approved by Management Committee	
  <b>Signature:</b> <b>Title:</b>	
<b>Date:</b>	
<b>Meeting number and date:</b>	
<b>Resolution number:</b>	
<b>Policy Owner:</b>	Inner City Care
<b>Effective Date:</b>	
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