



H&S Accident, Illness and Incident Policy

At Just Kidz we are committed to the well-being of all who attend our Centre. It is our aim to provide an environment that is safe for each and every person who visits our centre. It is our aim to think of accident prevention and hazard identification in order to reduce accidents and potential accidents to all.

In the event of accidents/ serious illnesses/ incidents to children, staff or other people, occurring while they are at Just Kidz, immediate action will be taken to minimise further risk or injury, whilst providing any necessary care and first aid. A report will be written, and a copy of this report will be supplied to the parent /caregivers or affected person.

It is important to recognise however, that both children and adults have accidents, even in safe environments. Children can also get sick quite suddenly or can be unwell on arrival at the centre. Our job is to maintain the wellbeing of our children by creating a safe and healthy environment and acting urgently and effectively to ensure health and well-being of all children and adults.

This policy outlines how we will do this and forms part of our overall Health and Safety Policies

Links to other policies:

- *Health and Safety-Administering Medicines Policy.*
- *Health and Safety Policy-General*

PROCEDURE IF CHILD BECOMES ILL WHILST IN JUST KIDZ CARE:

At Just Kidz we are committed to the well-being of all children, so in the event of a child being sick while at Just Kidz he/she will be isolated in the centre's office away from other children to minimise the risk of spreading the illness. The child shall be excluded from the centre until they are back in good health.

1. Explain to the child that you can see they are unwell and need to be removed from the other children until their parent comes.
2. Place the child in the Centre's office on the couch (with plastic cover) or stretcher bed. An isolation kit is brought to the office if required with the child and includes: gloves, vomit bucket, tissues and a towel.
3. Explain the situation to the Manager or person responsible and make contact with a parent or emergency contact person as soon as possible to collect the child.
4. Ensure that the child is supervised at all times. In most instances this will be the Manager or person responsible.
5. Give plenty of water to ensure hydration.
6. Keep the child cool if they have a fever, keep them warm if they are cold and do not show signs of fever.



7. Children who have vomited or soiled may be washed in the shubs or disabled shower. In the disabled shower the tap is to be turned no more than to the child temperature mark on the handle. Staff will wear gloves during this procedure and ensure that all clothing is rinsed of debris but sent home for laundering. Children will be reassured and treated with dignity and respect, ensuring their comfort as much as possible. The area (shower/shub) used to clean the child will be sanitised with 5% bleach along with any surfaces touched, buckets included.
8. Children will not be given Paracetamol or Ibuprofen or similar for fever. This can mask symptoms of serious illness such as Meningitis and should only be given at the parent's discretion once they have collected their child and assessed the situation for themselves or taken advice from a doctor.
9. **Ensure illness/ accident/ incident report is completed (Appendix 9)** and provided to the parent or guardian at the end of the day.

PROCEDURE FOR THE EXCLUSION OF CHILDREN:

1. The manager or person responsible must take all reasonable steps to ensure that any child suffering from any infectious disease listed in the Second Schedule of the Health (Infectious and Notifiable Diseases) Regulations are excluded from the centre. A notice will go on our online communication platform, once confirmation and advice has been sought from the Ministry of Health). When we are made aware that a child has been diagnosed with a notifiable disease as per Appendix 8, we will make a special note of informing all parents of **non-immunised** children **first** as well as taking any further actions as advised by a GP, Local Public Health Service or the Ministry of Health. This procedure will also be followed should an adult suffer an infectious or notifiable disease)

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2. Regulation 14 of the Second Schedule of the Health (Infectious and Notifiable Diseases) Regulations, with necessary modifications, applies to Just Kidz as if it were a school (see appendix 8: Infectious diseases information and exclusion list - attached). Staff may use Appendix 2 (infectious diseases chart for Criterion HS26) for further information, however Appendix 8 from the Ministry of Health takes precedence.
3. All staff members have a duty to report to the Manager or person responsible where they have reason to suspect that a child who is suffering from ill health or an infectious disease is planning to, attempting to or has come into the Centre during the operating hours of 7.00am-6.00pm and by doing so may cause a detrimental effect to others attending the service.
4. If the Director/Manager/Supervisor has reason to believe that an infectious person will or is attempting to or has come onto the premises then they will advise that person that their presence is unlawful, and they are to leave immediately. (The service provider excludes any person employed or engaged in the service from coming into contact with children if they have reasonable grounds to believe that the person has an infectious or contagious disease or condition). If necessary to ensure no child becomes ill, the service provider excludes that person from the service



5. Any child that is suffering from any disease (other than those in relation to clause one) or is in ill-health maybe excluded from attending the centre at the discretion of the Director/Manager/Supervisor, for a period that the person thinks is appropriate. In the case of gastroenteritis, children will be excluded from the centre until they are well, and it is recommended at least 48 hours from the last episode of vomiting or diarrhoea.
6. A child will be sent home if their temperature exceeds 38 degrees Celsius and will not be able to attend the centre until their temperature can be controlled without Paracetamol, Ibuprofen or any other similar medicine.
7. If any child shows symptoms of serious illness that calls for immediate medical attention, the Manager or person responsible will without delay get medical assistance and notify an appropriate parent, guardian, whānau.

(To be given with Infectious Diseases chart- Appendix 8)

NB-Please note that the Infectious disease information and exclusion list does not include information for Hepatitis B- please see below:

<i>Disease</i>	<i>Time between exposure and sickness</i>	<i>This disease is spread by...</i>	<i>Early Signs</i>	<i>Infectious period</i>	<i>Action to be taken</i>
Hepatitis B	6 weeks to 6 months (usually 2-3 months)	Close physical contact with the blood or bodily fluids of an infected person	Similar to Hepatitis A	The blood and bodily fluids may be infectious several weeks before signs appear and until weeks or months later, a few are infectious for years.	Exclude from service until well or as advised by GP.