

SA Montessori Pre-schools Policies

Illness Policy

Statement

SA Montessori Pre-schools aim to uphold its obligation under the laws of the Occupational Health and Safety Legislation to provide a safe and healthy environment for staff, children and visitors attending its centres.

Rationale

Group situations increase the risk of the transmission of infectious diseases amongst children, staff and families. In the best interests of sound infection control, the management of sick children and exclusion requirements will be adhered to.

Procedures

- All children attending our centre must be immunised according to the Australian Standard Vaccination Schedule.
(www.medicareaustralia.gov.au)
- Children with an infectious illness cannot attend the centre while the danger of transmission is imminent. Parents should alert staff if their child is diagnosed with an illness so that other parents can be informed to watch for symptoms in their own child. Records of outbreaks of infectious diseases will be kept.
- Children diagnosed with a communicable illness must remain excluded from the centre until the risk of transmission (as advised by a medical doctor) has passed
- If a child has an illness that has caused vomiting or diarrhoea the child must not attend the centre for 24 hours after the last occurrence
- If a child has signs of illness including a temperature, thick runny nose, coughing, rashes, discharges, vomiting or diarrhoea the child should not be considered well enough to attend the centre. If a child is brought to the centre and the Director considers the child does not appear well, parents will not be allowed to leave the child. Parents must not bring siblings or other family members who are unwell into the centre
- If a child becomes unwell during a session he or she will be isolated from the other children and staff will attempt to contact a parent or other nominated person to collect the child immediately. The child will remain in sight of staff and be supervised
- An illness register is kept at the centre and all illnesses are recorded by staff and counter-signed by parents
- Whenever a serious illness is evident staff will endeavour to contact parents (or other nominated persons) immediately. However the child's safety is the primary concern and if phone contact cannot be made, staff will take whatever action is necessary to ensure the wellbeing of the child. This may involve calling for ambulance assistance
- A Notification of Serious Incident form should be completed when any incident occurs involving injury, trauma, or illness of a child where medical attention was sought, or should have been sought or an incident occurs where the attendance of emergency services was sought, or should have been

In the case where medical treatment is required to be administered by staff to a child (for asthma, diabetes, allergy management or other medical ailments) a **Medication Action Plan** must be provided and signed by a non-

familial **medical doctor**. Relevant forms can be obtained from the centre or can be accessed online at <https://www.allergy.org.au/hp/ascia-plans-action-and-treatment>.

Administration of medication must be in line with SA Montessori's **Medication Policy**.

- Staff are not permitted to administer the **first** dose of a medication to a child due to the possibility of an allergic reaction
- The centre will at all times follow the guidelines contained in Staying Healthy 5th Edition
- The centre will notify the Health Commission as required when a notifiable disease is present.
- Staff will follow strict hygiene practices when dealing with children who are unwell.
- Staff will also be excluded from the centre when they are unwell and infectious.
- Staff and families will be provided with current information regarding health and infectious diseases.
- Staff will role model good hygiene practices with children
- The centre will place a notice at the entrance when an infectious illness is present
- Should an outbreak of an infectious disease occur the recommendations of relevant health departments will be followed

Linkage to other policies

Confidentiality Policy

Hygiene Policy

Immunisation Policy

Medication Policy

Occupational Health and Safety Policy

Sourcing

Education and Care Services National Law: Section 174

Educational and Care Services National Regulations: Regulation 12, 87

Staying Healthy 5th Edition

Development date

01/06/07

Approved by Barbara Langford

SA Montessori Pre-school centres include:

Jescott Montessori Pre-school

Cedars Montessori Pre-school

Lilliput Village Montessori

Chancery Lane Montessori Pre-school

Rosemont House Montessori

Little Oxford Montessori

Echoes Montessori

Review history:

Date	Policy satisfactory	Policy amended	Comments	Next review due:
26/6/10	√			6/11
26/5/11	√			6/12
10/4/12		√	Reviewed and changed from JSC Montessori Pre-schools to SA Montessori Pre-schools	4/13
8/4/13		√	Add: A Notification of Serious Incident form should be completed when any incident occurs involving injury, trauma, or illness of a child where medical attention was sought, or should have been sought or an incident occurs where the attendance of emergency services was sought, or should have been. The centre will at all times follow the guidelines contained in Staying Healthy 5 th Edition Add to source: Staying Healthy 5 th Edition Education and Care Services National Law: Section 174 Educational and Care Services National Regulations: Regulation 12, 87	4/14
3/4/14	√			4/15
2/4/15		√	Add new centres to SA Montessori listing	4/16
21/4/16			Amended new centre name. Removed Montessori On The Park & Montessori From The Start. Changed to Rosemont House Montessori	4/17
18/4/17	√			4/18
26/4/18		√	Amended the name Babthorpe Montessori Preschool to reflect the new centre's name being Lilliput Village Montessori.	4/19
5/4/19		√	Added new centre, Little Oxford Montessori, to SA Montessori listing	4/20
28/2/20	√			4/21
15/7/21		√	Added new centre, Echoes Montessori, to SA Montessori listing	4/22
10/5/22	√			4/23
27/4/23			Link for Medical Action Plan forms updated	4/24