

SA Montessori Pre-schools Policies

Illness Policy

Statement

SA Montessori Pre-schools aim to uphold its obligation under the laws of the Work 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, as per the *South Australian Public Health Act 2011* (the Act), <https://www.health.gov.au/topics/immunisation/when-to-get-vaccinated/national-immunisation-program-schedule>
- 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 reasonably should have been sought or an incident occurs where the attendance of emergency services was sought, or should have been sought
- The centre will at all times follow the guidelines and exclusion periods contained in *Staying Healthy 6th Edition*
- The centre will notify the SA Health as required when a notifiable disease is present
- Staff will follow strict hygiene practices when dealing with children who are unwell
- Presentations of 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
- 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

Exclusion Due to Illness

- Children or staff 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 or staff diagnosed with a communicable illness must remain excluded from the centre until the risk of transmission has passed
- Exclusion periods will be determined as per *Staying Healthy 6th Edition* or SA Health public health recommendations/requirements
- If a child or staff member has an illness that has caused vomiting or diarrhoea they must not attend the centre for 24 hours after the last occurrence

- A medical clearance may be required prior to a child or staff member returning to the site following an infectious illness, as per the **Medical Certificate and Clearance Policy**
- 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 authorised person to collect the child immediately. The child will remain in sight of staff and be supervised and supported
- If a child becomes unwell during a session and staff make contact with a parent or other authorised person, it is expected that the parent or authorised person will prioritise a prompt arrival to collect their sick child to the best of their ability
- In the event that staff are unable to make contact with any parent or authorised person, or if contact is made but the parent or authorised contact fails to prioritise a prompt arrival to the best of their ability, staff reserve the right to document and/or report this to the Child Abuse Report Line (CARL) as a potential indicator of neglect
- If a child becomes unwell during a session and staff are unable to contact a parent or authorised person, staff reserve the right to call an ambulance if the child's health is deteriorating rapidly, their safety appears compromised, or it is otherwise deemed an emergency situation.

Administration of Medication

- 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

Training and awareness

This Policy will be accessible through the SA Montessori staff Onboarding and Ongoing Development course to ensure staff are knowledgeable about its principles, contents and requirements.

Linkage to other policies

Confidentiality Policy
 Hygiene Policy
 Immunisation Policy
 Medication Policy
 Medical Certificate and Clearance Policy
 Outbreak Policy
 Pandemic Policy
 Work Health and Safety Policy

Sourcing

Education and Care Services National Law: Section 174
 Educational and Care Services National Regulations: Regulation 12, 87
 Staying Healthy: Preventing infectious diseases in early childhood education and care services 6th Edition
 South Australian Public Health Act 2011 (the Act), from 7 August 2020

Development date

01/06/07

'SA Montessori' Definition

For the purposes of these Policy documents the term 'SA Montessori' refers to a collective of centres functioning as a professional network with shared management through 'MMM'. These documents have been developed by MMM with intellectual property rights retained. By accepting these Policy documents, the company directors, approved providers and/or persons with management or control (PMCs) of each entity acknowledge that these policies do not release them from their responsibilities, obligations, or liabilities.

SA Montessori Pre-school centres include:

Cedars Montessori Pre-school
 Chancery Lane Montessori Pre-school
 Echoes Montessori
 Jescott Montessori Pre-school
 Little Oxford Montessori
 Lilliput Village Montessori
 Rosemont House Montessori

Review date

All SA Montessori Policies will be reviewed at least annually by MMM. In addition to the annual review, individual policies may be adjusted at any time in the event of community feedback, changes to guiding documents or legislative updates.

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 & 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	4/17

Date	Policy satisfactory	Policy amended	Comments	Next review due:
			House Montessori	
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
6/7/24		√	Addition of Training and Awareness, SA Montessori Definition & Review Date	7/25
1/9/24		√	Update of Staying Healthy V6, minor wording changes in relation to revised recommendations	7/25
5/3/25	√		End of consultation period for all Policies following significant updates in 2024. Feedback incorporated as needed, no further changes required as of March 2025.	3/26
19/9/25		√	<p>As per Directors Reflections regarding Child Protection, the following points are added:</p> <p>-If a child becomes unwell during a session and staff make contact with a parent or other authorised person, it is expected that the parent or authorised person will prioritise a prompt arrival to collect their sick child to the best of their ability</p> <p>-In the event that staff are unable to make contact with any parent or authorised person, or if contact is made but the parent or authorised contact fails to prioritise a prompt arrival to the best of their ability, staff reserve the right to document and/or report this to the Child Abuse Report Line (CARL) as a potential indicator of neglect</p> <p>-If a child becomes unwell during a session and staff are unable to contact a parent or authorised person, staff reserve the right to call an ambulance if the child's health is deteriorating rapidly, their safety appears compromised, or it is otherwise deemed an emergency situation.</p>	6/26