**Illness Procedure**

To protect the health of all children and staff, any individual (staff, parent, child) suffering from a sickness which is contagious and a threat to the health of others will be excluded from the Little Sunbeams Christian Early Childhood Centre.

1. Children and Adults who are ill are encouraged to stay away from the centre. This will include vomiting, diarrhea, high temperatures, conjunctivitis, impetigo, scabies or any other contagious condition.
2. For diarrhea and vomiting children and adults are requested to stay away for a period of 48 hours from the last bout of vomiting or diarrhea.
3. If a child becomes ill while attending the centre, they will be cared for in an appropriate manner. This may include isolation from other children if they are deemed to carry a contagious illness. The parents/guardian will be contacted and requested to collect the child as soon as possible
4. If necessary, staff will administer first aid. At the first opportunity the staff member attending the incident will complete the Illness/Accident Report book.

In the event that the Centre receives notification from the Ministry of Health advising that a currently enrolled child has a confirmed case of a notifiable illness, the following procedure will apply:

1. The Supervisor to set an exclusion period for children whose immunization status is not complete and/or for children who present with similar symptoms. The length of the exclusion period to begin from the date the unwell child was last at the Centre until the end of the exclusion period that is set by the Ministry of Health for that particular notifiable illness. Note: an exclusion period can only be recommended to families and not enforced (unless the Ministry of Health requests otherwise).
2. A notice will be placed on at the entrance of the Centre to advise families of the particular illness that has been notified and to request that children whose immunization is not current or have similar symptoms be kept home for the exclusion period.
3. The immunization register will be printed from APT. If there are any children whose immunizations are not showing as complete, the family will be contacted and asked to bring an updated copy with them the next time their child is due to attend the Centre (or if partially or un-immunised, recommend they remain away from the Centre for the duration of the exclusion period).
4. Following the above steps, a letter will be written to all families of enrolled children and placed in their mail pockets advising of the illness and action being taken by the Centre - information provided by the Ministry of Health about the illness will be attached.
5. A written summary of all action taken by the Centre will be prepared. Once signed by the Supervisor, all relevant documentation will be attached to the summary and placed on the Health & Safety file.