REQUIRED FOR LICENSING

Sick Child Isolation Procedure

TO BE DISPLAYED AT CENTRE

Licensing criteria for Early Childhood Education and Care Centres 2008 (as amended 20 April 2026): HS120, HS121, HS124, PF121

Education (Early Childhood Services) Regulations 2008, 45, 46 (a) (b)

Item	Procedure
1.0	**When a child is sick while at Playcentre and their parent/whānau member is not present**
1.1	Use the designated mattress* with waterproof cover, bedding, towels, wet wipes and bucket kept specifically for unwell children. Retrieve from * Mattress must be stored outside of toilet areas.
1.2	Explain to the child that they are unwell and need to be moved away from the other tamariki until their parent/whānau member arrives.
1.3	Move the child to the isolation area:
2.0	**DURING**
2.1	Contact parents/whānau member to come and take the child home.
2.2	Ensure the child is always kept in the care of an adult.
2.3	Have a First Aider administer first aid as necessary.
2.4	Administer medicine as necessary ONLY IF the written authority of the parent/ whānau is held.
2.5	Seek medical help without delay if required.
3.0	**AFTER**
3.1	Wear protective gloves.
3.2	Remove the bedding and towels for launder (> 60°C hot wash) as per Laundering Procedure.
3.3	Clean and disinfect the mattress protector and bucket using detergent, warm water and paper towels or designated disposable cleaning cloths.
3.4	Dispose protective gloves and other disposable items in the rubbish bin or
3.5	If cleaning cloths used, bag and put with bedding for laundering, as per Laundering Procedure. Ensure they are stored and handled in a way that minimises the risk of contamination.
3.6	WASH AND DRY YOUR HANDS THOROUGHLY
3.7	Return the mattress, with waterproof cover, wet wipes and bucket to
3.8	Record details of illness in the Centre - a) If the illness is a notifiable disease (see Ministry of Health list) complete the Serious Injury, Illness and Incident Form and follow instructions on that form, which includes contacting your Playcentre Area Office immediately and sending the form within 48 hours If the illness is not notifiable, complete the Minor Injury, Illness and Incident Notice and file it at your centre.

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RESOURCES

1. Notifiable Injury/ Incidents: http://www.legislation.govt.nz/act/public/2015/0070/52.0/DLM5976868.html
2. Infectious Diseases schedule 1: https://healthed.govt.nz/products/infectious-illnesses-a2-poster-english-he1214
3. Notifiable diseases (general): https://www.health.govt.nz/our-work/diseases-and-conditions/notifiable-diseases
4. Playcentre Aotearoa's Child Washdown Procedure
5. Playcentre Aotearoa's Minor Injury, Illness, Incident Notice
6. Playcentre Aotearoa's Serious Harm Investigation Form
7. Playcentre Aotearoa's Laundering Procedure
8. Playcentre Aotearoa's Notifable Events Sign
9. Infectious Diseases Sign Schedule 1
   OR Ministry of Health Infectious Diseases Card

REFERENCES

Health and Safety Policy

Injury, Illness and Injury Procedure

Child Washdown Procedure

Sick Child Isolation Procedure