



**Weetangera Preschool**  
**Procedure for when a child becomes sick at Preschool**

**As soon as signs or symptoms of a child being unwell are identified:**

1. Every effort is made to reassure and comfort the sick child
2. The child is moved to a separate room and a staff member remains with them in that area. An incident log is commenced.
3. The Parent/caregiver/emergency contact person is contacted to collect the child and provided with a description of their condition – an ETA is provided to staff from the authorised person
4. The child's condition is monitored by staff and if declining rapidly an ambulance will be called to attend
5. Child is offered small amounts of clear fluids regularly
6. If it is suspected that a child is experiencing a febrile illness then supportive measures will be used until collection by authorised person – eg. Removing child from direct flow from a heater, removing a cardigan, applying a cool cloth to the forehead, lifting hair off the nape of the neck etc
7. The principal is provided with updates
8. An incident/injury/illness form needs to be completed.

**Following the child's release to an authorised person:**

1. Appropriate cleaning methods will be followed
2. The sickness is recorded with incident log attached
3. Consideration will be given to ETD notification using an AIR and CPRU notification via the SNL
4. Confidentiality will be maintained
5. If the suspected illness poses a risk to other children then those families will be advised (for eg. Chicken pox for a child who is immune-suppressed is potentially life threatening)
6. A sign will be displayed at the preschool (prescribed information for display) of any infectious illness/disease maintaining sensitivity
7. Preventative cleaning procedures to be followed – eg washing dressups, bedding, sun hats.

If staff are at all in doubt regarding the medical condition of a child, they will notify the Principal and seek medical advice for the child through ambulance transportation.

*Reviewed June 2018*