

# **Sickness and Medication Policy**

**The Starfish Academy Educare Centre (Pty) Ltd**

## **1. Purpose**

The purpose of this Sickness and Medication Policy is to establish clear guidelines for managing illnesses and administering medications for children attending The Starfish Academy Educare Centre, ensuring their health, safety, and well-being.

## **2. Health and Wellness Checks**

**2.1. Daily Health Checks:** Educators will conduct daily health checks upon children's arrival to identify any signs of illness, such as fever, rashes, or unusual behaviour.

**2.2. Isolation Protocol:** If a child shows symptoms of a contagious illness, they will be isolated from other children, and parents will be notified immediately for prompt pickup.

## **3. Communicable Diseases**

**3.1. Notification:** Parents must promptly notify the Educare Centre of any diagnosed communicable diseases to prevent the spread within the Centre.

**3.2. Exclusion Period:** Children diagnosed with communicable diseases, as per health department guidelines, will be excluded from the Centre for the recommended period.

## **4. Medication Administration**

**4.1. Authorization Form:** Parents must provide written authorization for the administration of any prescribed or over-the-counter medication. A Medication Authorization Form will be provided.

**4.2. Medication Labelling:** Medications must be in their original containers with clear instructions, including the child's name, dosage, and administration times.

**4.3. Educator Training:** Educators responsible for medication administration will receive appropriate training to ensure accurate and safe dosage administration.

**4.4. Storage:** Medications will be stored securely, out of reach of children, and in accordance with specific storage requirements.

## **5. Emergency Medication**

**5.1. Emergency Medications:** Parents of children with known medical conditions requiring emergency medications (e.g., EpiPen) must provide detailed action plans and training for Educare staff.

**5.2. Emergency Response Plan:** The Centre will maintain an updated emergency response plan to address immediate medical needs, including contacting emergency services and parents.

## **6. Reporting Illness**

6.1. Prompt Reporting: Parents must inform the Educare Centre immediately if their child has been diagnosed with a contagious illness to facilitate prompt notification to other parents.

6.2. Returning to Centre: Children must be symptom-free and meet health department guidelines before returning to the Centre after illness.

## **7. Hygiene Practices**

7.1. Hand Hygiene: Educators and children will practice regular handwashing, especially after toileting, handling animals, and before meals.

7.2. Respiratory Hygiene: Educators will encourage children to cover their mouths when coughing or sneezing and dispose of tissues properly.

## **8. Immunizations**

8.1. Verification: Parents must provide documentation of their child's up-to-date immunizations as required by relevant health authorities.

8.2. Exclusion for Non-Immunization: Children not up to date with required vaccinations may be excluded from the Centre in the event of an outbreak.

## **9. Special Dietary Needs**

9.1. Allergies: Parents must inform the Educare Centre of any allergies, and educators will take necessary precautions to avoid allergen exposure.

9.2. Food Restrictions: The Centre will accommodate special dietary needs based on documented allergies or cultural/religious considerations.

## **10. Cleaning and Sanitization**

10.1. Cleaning Practices: The Centre will maintain a regular cleaning schedule, emphasizing high-touch surfaces, toys, and play areas.

10.2. Shared Items: Children will be discouraged from sharing personal items that may contribute to the spread of illness.

## **11. Confidentiality**

All health-related information about children and families will be treated with the utmost confidentiality, in compliance with privacy laws and regulations.

## **12. Review and Updates**

This Sickness and Medication Policy will be reviewed regularly to ensure compliance with health regulations and to address any emerging health concerns. Updates will be communicated to parents as necessary.

### **13. Acknowledgment**

By enrolling their child at The Starfish Academy Educare Centre, parents acknowledge their understanding and acceptance of this Sickness and Medication Policy.



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**WHERE STARS ARE RAISED**