



Version 1 | Mahi Tuatahi

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Next Review | ā houanga arotake: December 2026 | Tihema 2026

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer, Senior Teachers, Etu Ao Visting Teacher Lead

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- To ensure that sick children and adults in the kindergarten and in a home-based environment receive appropriate care and that the health and wellbeing of other children and adults is considered.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all Teachers, Visiting Teachers, Drivers, Drivers Assistants and TONI Educator's employed or contracted by He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

Definitions | Tautuhi

“Infectious Disease” is defined by the Ministry of Health as “diseases that can be spread from one person to another”. These diseases are outlined in the Health Act 1956. Infectious diseases are caused by organisms such as bacteria, viruses, fungi, or parasites.

“Notifiable disease” is defined by the Ministry of Health as “Diseases that are notifiable to the Medical Officer of Health”. These diseases are outlined in the Health Act 1956.

General Principles | Mātāpono Whānui

1. Healthy and safe environments will be maintained at all times to ensure infectious and notifiable diseases are managed in the workplace.
2. A [chart](#) of infectious diseases shall be prominently displayed in the kindergarten and home-based environments.
3. Parents and whānau will advise, Teachers, TONI Educators or Visiting Teachers immediately if their child contracts an infectious disease.
4. Parents and whānau shall be informed of any significant outbreak of infectious diseases within the kindergarten and home-base community, in accordance with Ministry of Health guidelines.
5. Teachers, TONI Educators and Visiting Teachers shall seek advice as necessary on infectious disease issues from the Public Health Service.
6. The local Ministry of Education office will be contacted by the Health and Safety Advisor, or for home-based, the Visiting Teacher, in the event that Public Health has been notified of infectious diseases in their service.



7. Where a child falls sick at kindergarten or in a home-based environment, the parent, whānau or caregiver shall be notified where possible, and arrangements made for the child to be picked up. The child shall be isolated from other children while waiting to be picked up.
8. Where a Whānau Manaaki van arrives to pick up a child and that child is clearly unwell, the van driver and assistant will generally ask the parent or whānau to keep the child at home in the first instance. The van driver will contact the HUB who will consult with the Visiting Teacher regarding a home-based child, or the Head Teacher for a kindergarten-based child.
9. Where it is known that a Whānau Manaaki van has transported a child with an infectious illness, the van team will wipe down all surfaces at their earliest convenience, on the day the child was transported and before another child is placed in the seat used by the unwell child, as per guidance in Licensing Criteria 'HS1-Premises and contents are safe and hygienic'.
10. A record of child and teacher illness shall be kept at the kindergarten and home-based environments. Child absence for kindergartens is recorded using the Child Illness register, for home-based the HUB records child or TONI illnesses on Salesforce. The Child Illness register will be reviewed and analysed regularly during week 9 reviews.
11. Teaching teams and Visiting Teachers shall develop a set of procedures regarding the changing and bathing of children which protect against the spread of infectious diseases.
12. Education about the prevention and treatment of infectious diseases shall be shared with children, parents, whānau and caregivers to support awareness about safe and hygienic practices.
13. Head Teachers and Visiting Teachers must ensure that an Immunisation Register meeting the requirements of the Health (Immunisations) Regulations 1995 is kept. The Immunisation Register is recorded in Infocare.
14. In the event of an outbreak of any vaccine-preventable disease, the Medical Officer of Health may use information from the immunisation register to make decisions about who may need to be excluded from the kindergarten or home-based service.
15. Any child or adult suffering from any disease listed in Appendix 2: Infectious diseases for criterion HS26 of the Licensing Criteria for ECE Centres 2008 will be excluded from attending the kindergarten or home-based service for at least the period identified in this schedule. This list can also be found in the *Infectious Diseases (from Licensing Criteria for Early Childhood Education Centres 2008) Information Sheet*.
16. Where there is an outbreak of an infectious disease in the TONI Educator's home, the Toni Educator will notify the Visiting Teacher who will notify the Chief Executive, and Regional Public Health when appropriate.
17. Any child or adult suffering from a disease or any ailment, condition or illness that:
 - May be passed on to another child or adult,
 - Prevents the child from participating comfortably in programme activities,
 - Results in greater care than can be reasonably provided by teachers or TONI Educators without compromising the health and safety of other children,May be excluded from the kindergarten or home-based service at the discretion of the Person Responsible (Head Teacher or Senior Head Teacher, Visiting Teacher) - See no. 3.





Guidelines for Exclusion of Children from kindergarten or home-based care environments due to illness including where the child has any of the following conditions:

- a. Diarrhoea: A general guideline is that no child should attend if they have diarrhoea, and they should have had at least one normal bowel motion before returning to kindergarten or home-based care. The child should stay away for at least 48 hours after the first normal bowel motion. If the diarrhoea was accompanied by any other symptoms such as fever, stomach pains, nausea, vomiting or headache, this indicates a gastrointestinal infection.
 - b. Mouth sores associated with an inability of the child to control his or her saliva, unless the child's GP or Regional Public Health or the Medical Officer of Health advises that the child is non-infectious.
 - c. Rash with fever or behaviour change, until a doctor has determined that the illness is not an infectious disease.
- Children or adults with a blood-borne virus such as HIV/AIDS, Hepatitis B or C or unimmunised may not be excluded from attending, working, or visiting a Whānau Manaaki Kindergarten or Home-Based Education Service.
 - Information about the infection status of a child, family member or employee with an infectious or notifiable illness/disease or blood borne virus will remain confidential and cannot be shared with the community without the informed consent of the infected person or the parent, whānau or caregiver of the child concerned.
 - Care plans for managing the health and well-being of children who have a serious long-term illness, medical condition or blood borne virus such as HIV/AIDS, Hepatitis B or C will be developed by Teachers and Visiting Teachers in close consultation with child's parent/s and relevant health professionals using the Allergic Reaction and Serious Condition Plan template. These care plans must remain confidential.
 - Upon enrolment, Teachers and Visiting Teachers will provide parents, whānau or caregivers with a copy of the Management of Illness Policy to confirm that they have sighted the Policy.

Documented Processes for Management of Illness:

Every kindergarten team and home-based service and transport team will develop their Illness and Infectious disease procedures that document:

- How hygiene routines and practices (in relation to infection control) will be managed. The following will be considered:
 - i. Changing, toileting and bathing,
 - ii. Clean up of spills such as faeces, vomit, blood or other body fluids,
 - iii. Preparation and serving of food,
 - iv. Hand washing,
 - v. First Aid procedures that are consistent with Ministry of Health First Aid guidelines (Appendix 2: Infectious diseases for criterion HS26).
- How teachers, TONI Educators and the transport team will work with parents and whānau to maintain a healthy work environment for children (and adults).
- How the exclusion of children and adults with infectious illnesses or notifiable diseases will be managed.
- How sudden and/or serious illness occurring to children during kindergarten/home-based care hours will be managed and documented. These need to include:





- i. Who takes responsibility for deciding if the child's condition/symptoms indicate they require more care than can reasonably be provided at the kindergarten or home-based service,
 - ii. Who will contact the parent/caregiver/whānau to inform them of the child's illness and when this will occur,
 - iii. Where the ill child will be rested (away from other children) while waiting to be collected,
 - iv. How the area used to rest the ill child will be kept hygienic e.g. washing removable couch covers, cushion covers, blankets etc or wiping leather or vinyl couches after use,
 - v. Who is responsible for recording the symptoms of the illness and any treatment provided or action taken.
- How, in consultation with parent/caregiver/whānau and other health professionals, care plans will be developed for sensitively managing the health and well-being of children with a long-term illness, medical condition, or blood-borne virus.

Relevant Legislation and Regulations | **Whaitake Ture me Waeture**

- Education (Early Childhood Centres) Regulations 2008
- Licensing Criteria for Early Childhood Centres & Care Services 2008
- Licensing Criteria for Home-Based Education & Care Services 2008
- Health Act 1956
- Health (Immunisations) Regulations 1995
- Health and Safety in Workplace Policy

Related Procedures or Processes and Documents | **Pākanga Tukanga me Pukapuka**

- Ministry of Health Information and Exclusion List of Infectious Diseases
- Infectious Diseases (from Licensing Criteria for Early Childhood Education Centres 2008) Information Sheet
- Ministry of Health Infectious Diseases Poster - Infectious Diseases A2 poster - HE1214 – Health Ed
- Illness or incident Flowchart
- Whānau Manaaki Changing, Toileting and Bathing Policy
- Kindergarten and home-based Laundry Procedure

Policy Review Cycle | **Kaupapa Arotake Hurihanga**

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.

