



1.7 Illness Management Procedure

Linked Policy: Health, Safety and Wellbeing

Classification: Health, Safety and Wellbeing

Applies to: All Employees and Visitors

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

The purpose of this procedure is to provide a clear, consistent, and safe process for managing the onset of illness in tamariki, kaimahi, and visitors while at the kindergarten. This procedure supports the wellbeing of the kindergarten community and minimises the risk of illness transmission.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate with whānau in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Step 1: Recognition of Symptoms

1. Kaimahi – respond to signs of illness (fever, vomiting, diarrhoea, rash, cough, lethargy, unusual behaviour).
2. When symptoms are identified:
 - a) Conduct a calm visual and verbal assessment.
 - b) Notify the Kindergarten Leader/Person Responsible.
 - c) Isolate the unwell person if necessary for the safety and wellbeing of both the sick person and others in the kindergarten.
 - d) Call 111 if necessary.

Step 2: Immediate Isolation and Care

1. If unwell person has vomited, defecated or bled, arrange for the person and the area to be isolated and cleaned utilising the spill kit (see Appendix A for spill kit contents) and the Soiled Children Procedure.
2. Move the unwell person to the designated illness-monitoring area
 - a) If a child – always ensure supervision.
 - b) If an adult – ensure they leave the kindergarten or are assisted to do so.
3. Delegate a person to check medical notes/records in online student management system and, if required, enact the individual Medication Plan
4. Provide comfort measures (rest, hydration, reassurance).
5. Monitor condition and log records – i.e temperature checks





6. Call 111 immediately and notify whānau if symptoms escalate (e.g., difficulty breathing, spreading rash, changes in alertness),
7. Continue to monitor the person for changes until they leave the kindergarten.

Step 3: Communication With Whānau / Next of Kin

1. Contact whānau immediately.
2. Provide clear information on symptoms observed, care provided, and the need for collection.
3. Request prompt collection if vomiting, diarrhoea, fever, rash.
4. Record contact time, response and collection time on 1Place.
5. Inform whānau of exclusion period (if applicable)

Step 4: Documentation

1. Complete the Illness Log in 1Place including all relevant details (symptoms, actions, communication, temperature logs).
2. Share the report with whānau.

Step 5: Monitoring and External Reporting

1. Escalate recurring or concerning illness patterns to the Kindergarten Support Leads.
2. Kindergarten Support Leads to escalate to H&S Lead and the Chief Executive if public health notification required.



Appendix A – Spill Kit Contents

- PPE = Disposable gloves, apron, protective eyewear
- Plastic bags to dispose of contaminated items
- Paper towels
- Paper plates (to be used to scoop up)
- Cleaning spray – 1:10 bleach or suitable disinfectant spray