



Melrose Rural Care

Sickness and Injury Policy

We need to protect the health of all our children and staff.

If a child looks unwell or is hurt while in care :

- ◆ Inform the director
- ◆ Inform the parents and ask for the child to be taken home
- ◆ If the parents are not contact-able go to other contacts on enrollment form
- ◆ Keep the child away from others in a quiet place
- ◆ Provide basic comfort/care/first aid until child is collected
- ◆ Document all actions and incidents in parent book and fill in sickness sheet in the medical folder.
- ◆ Wash hands after every contact.
- ◆ Change all linen and wipe mat if used

Reference : “Keeping Healthy in Childcare” p. 1.30

Director.....

04/08 To be reviewed 04/09 or earlier according to issued guidelines.