



## Guide to Dealing with Sick Children or Children Who Have Had an Accident

Dear Parents,

You have decided to bring your child to us, and we would like to give you some information to take home regarding how to deal with children who are sick or those who have had an accident.

In the Kindertagesstätte (all-day kindergarten), your child has contact with numerous other children and grownups. This has a positive effect on his/her personal and social development, but on the other hand could mean an increased risk of infection. The most effective preventive measures against sicknesses such as measles, rubella (German measles), mumps, whooping cough, chickenpox, and influenza are the vaccinations which are recommended nationally by the "Ständige Impfkommision" (Permanent Vaccination Commission).

A child with one of the above diseases can infect many other children and their families, as well as the personnel in our institutions. Therefore, children who have contracted these diseases should definitely not be allowed to come to kindergarten. You received an overview of the individual infectious diseases for community facilities according to the Infektionsschutzgesetz (§34 of IFSG, or "Law for the Protection against Infectious Diseases") and the resulting recommendations of the Robert Koch Institute (RKI) when you signed the contract. The RKI recommendations therefore represent our instructions for dealing with sick children, which we implement in full and whose compliance we assume by concluding the contract.

In the interests of your child, the other children in the kindergarten, and the kindergarten teachers, you are required to immediately let the Director or the teachers know (1) if you suspect that your child is coming down with a disease or (2) if your child has actually contracted one of the diseases listed in Paragraph 34 of the IFSG. This also holds true for cases of head lice, herpes, and conjunctivitis. Always let us know the doctor's diagnosis when your child is sick, so that we, together with the health authorities, can take any necessary measures to prevent the spread of an infectious sickness. We are also required to inform the parents of the other children about the presence of an infectious disease (see the leaflet "Belehrung für Eltern und sonstige Sorgeberechtigten gem. §34 Abs. 5 S. 2 Infektionsschutzgesetz," which was given to you when we signed the contract). If your child has had an infectious illness (illnesses like those listed in §34 of the IFSG, or conjunctivitis, herpes, lice, etc.), a doctor's certificate is required for coming back to the kindergarten. Parents who are in medical professions are not allowed to write certificates for their own children. This same restriction also holds true for the Health Certificate which must be presented on the first day of kindergarten; such certificates will not be accepted by us.

The kindergarten teachers in our Kitas have the right to not allow a visibly sick child to come to the Kita. They also have the right to request a medical certificate from the parents in dubious cases (for example, unusual skin rashes, repeated occurrences of fever, etc.) so that it can be verified that there is no infectious disease.

If your child gets sick in the Kita, he/she must be picked up as soon as possible, either by you or a designated substitute. Therefore, you as parent or legal guardian must be sure to provide the Kita with a list of current telephone numbers where you can be reached at any time.



### **Infectious Diarrhea**

A child is not necessarily suffering from infectious diarrhea if he/she has a watery stool (this can be caused, for example, by citrus fruits). If a child obviously has a case of non-infectious diarrhea and is otherwise in good health, then the child is allowed to remain in the Kita. However, if more than three children in a group or class are suffering from diarrhea (epidemic) or the diarrhea occurs again the next day, the children have to be picked up immediately.

In this case, a physician must issue a certificate stating that the child's condition is not infectious.

Your child must also be picked up as soon as possible if he/she has a stomach ache and/or obviously doesn't feel well and/or has an elevated body temperature.

### **Vomiting**

If your child starts vomiting, we insist that you pick him/her up without delay. When more than three children in a group or class are affected (epidemic), a medical certificate is necessary before the child can be allowed to return to the Kita.

### **Fever**

"Fever" is defined as clearly elevated body temperature. Any temperature of 38.5° C. or higher constitutes fever. Fever normally indicates that there is an infection somewhere in the body. Fever is not contagious, but the underlying sickness can be. Before the child returns to the Kita after a sickness, he/she should have had no fever for at least one day (24 hours).

If your child has a temperature of 38.5° C. (38.0° C. measured under the arm), he/she must be picked up immediately.

If your child's temperature is below 38.5° C., but he/she seems weak or sick, we also ask you to pick him/her up.

If a child has had elevated temperature for two days in a row (38.5° C., or 38.0° C. measured under the arm), a medical certificate is required when the child returns to the Kita.

### **Head Lice Infestation**

Should your child develop a case of head lice, he/she must be treated twice with an appropriate medication in order to kill all lice and their eggs. It is absolutely essential that you inform the Kita of the infestation, so that precautions can be taken to protect the other children. Your child cannot return to the Kita without a certificate from a doctor or the Gesundheitsamt (the Public Health Department) stating that he/she is free of all lice and their eggs. Subsequently, a second treatment with an appropriate medication is always necessary. We reserve the right to examine the heads of all children for lice and eggs, as well as to require that a child with head lice be picked up even when a medical certificate has been presented. We take this precaution for the sake of all children in the Kita, as it will prevent the spread of head lice.



### **The Administering of Medications**

Because of the risk of legal liability, the Kita teachers are not allowed to administer any medications to the children. A "medication" is defined as any product that contains a medicinal substance (for example, nose drops, Bepanthen ointment, antibiotics, etc.).

For their own protection, children in the Kita are not allowed to keep medications in bags or on shelves, because these medications could be misused and could lead to poisoning.

It is likewise forbidden for teachers to temporarily store medications (for example, in the case of separated parents, the child might be brought to the Kita by the mother and picked up by the father; the mother might want to leave cough syrup and nose drops for the teacher to give to the father).

### **Emergency Medications**

If a child has a sickness which can lead to an acute, life-threatening state (for example, asthma, pseudo-croup, allergies, fever cramps, etc.), a teacher, with the consent of the parents, is allowed to administer prescription medication as first-aid, according to the prescribing doctor's instructions. This can be done only when there is written permission from the parents and a written prescription from a doctor.

Besides all necessary information for the child and the exact name of the medication on the emergency medication form, the doctor must specify the symptoms which would require the administering of the medication. This form must also include how to proceed in an emergency situation, directions for use (shake it, dilute it, etc.), and the exact dosage. If the proper dosage depends on the child's weight, we need exact instructions from the doctor. In case we have questions, we must be provided with the telephone number of the prescribing doctor. Emergency medications can only be accepted by a teacher if they are submitted in their original packaging, including all information leaflets. In addition, the medication must be labeled with the child's name, the dosage, and the expiration date. And remember: You as parents must make sure that emergency medications for your child in the Kita have not passed the expiration date.

### **Children Involved in Accidents**

If your child had been slightly injured in an accident and the teacher feels that a visit to the doctor is not required, you will be informed of the accident the same day. Any first-aid measures which were taken will be written down in our "Verbandbuch" (Accident Log) so that in case of later consequences of a non-reported accident the connection with the Kita can be proven.

Should your child's condition worsen and you take him/her to a doctor, it is important that you tell the doctor that the accident happened in the Kita. Please inform us immediately of the visit to the doctor so that we can fill out the proper "accident form" and send it to the "Unfallkasse Berlin."

If your child is severely injured in the Kita, we will immediately administer first aid. We will inform you immediately and suggest that you take the child to a doctor. If there is no one to pick up the child immediately, or if the child needs immediate medical attention, the teacher will bring the child to a hospital or will send for an emergency doctor who will decide how to proceed.



All children enrolled in a Berlin Kita are insured via the "Unfallkasse Berlin". Children are insured against accidents not only while in the Kita, but also while going directly from their homes to the Kita and vice versa, or while participating in a special Kita event at another location. They are also insured by law against accidents while on official Kita outings, and at parties that have been organized by the Kita.

The "Unfallkasse" pays the full cost of the treatment. The "Krankenkasse" (National Health Insurance) is not responsible in such cases.

### **What is covered by the "Unfallkasse"?**

The "Unfallkasse Berlin" covers the costs for the quickest possible and most effective treatment after an accident. This treatment can continue as long as necessary and includes especially medical and dental treatment, as well as hospitalization. It also includes transportation and travel costs, drug prescriptions, and other healing therapies, as well as the costs of nursing care. After serious accidents, the Unfallkasse covers the costs for all steps that need to be taken to give the injured child a chance to get educational and professional training according to his abilities. If the child's health has been permanently damaged because of the accident, the Unfallkasse determines whether there is a possibility of paying a pension.

### **Other**

All first-aid measures will naturally be taken care of by the teachers. These include particularly:

#### **Taking Care of Wounds**

As a first aid measure any skin injury will not be touched, nor cleared with water or disinfected. Large-scale, extremely contaminated and deep wounds require medical treatment.

#### **Taking Care of an Insect Sting**

In the case of an insect sting, the wound will be cooled and, if necessary, treated with onion juice. Further treatment with ointments or other medications will not occur in the Kita.

#### **Splinters**

If a child gets a splinter under the skin in the Kita, it will be removed if this can be easily done without affecting the skin (for example, cutting the skin, squeezing it, etc.). Otherwise, the parents will be called.

#### **Tick bite**

Ticks must be removed. This may, but has not to be done by the Kita teachers. In any case the parents are responsible for the removal of the tick.

As of January 1, 2014, this Guide is part of the contract of the Kitas of the studierendenWERK Berlin and should help to reduce the incidence of sickness in the Kitas. It is designed as a help for parents and Kita teachers and can be updated as laws and scientific knowledge change, and broadened to include other health-relevant issues and themes.

If parents or designated substitutes are not easily reachable, or if there are arguments between parents and teachers about how to deal with sick children in the Kita, the Kita Director shall decide how to proceed, and his/her decision shall be binding.