



Dealing with Infectious Diseases Policy

POLICY STATEMENT

Our Service will provide a hygienic and safe environment that will promote the health and wellbeing of the children ("My Time, Our Place" Outcome 3). We will take all reasonable measures to prevent and manage the spread of infectious diseases through the implementation of procedures that are consistent with guidelines of State Health Authorities.

CONSIDERATIONS

Education & Care Services National Regulations	National Quality Standard	Related Service Policies / Documentation	Other
R85, R86, R87, R88	Standard 2.1	1. Parent Handbook (203) 2. Staff Handbook (202) 3. Providing a Child Safe Environment Policy (116) 4. Enrolment and Orientation Policy (110) 5. Management of Incident, Injury, Illness and Trauma Policy (113)	1. NSW Anti-Discrimination Act 1977 2. Disability Discrimination Act 1975 3. Work Health and Safety Act 2011 4. NSW Dept. of Health Guidelines

PROCEDURE

1. Prevention

- 1.1 Universal precautions will consistently be applied across service practices, to ensure prevention of the spread of infections is effective.
- 1.2 A regularly updated copy of the Department of Health Guidelines on infectious diseases will be kept at the service for staff, management and families to refer to.

- 1.3 If a child is showing symptoms of an infectious disease at home, families are not permitted to bring the child to the Service. Children who appear unwell when being signed in by their family will not be permitted to be left at the Service.
- 1.4 The Service will be cleaned daily, and registers maintained as evidence of cleaning tasks being undertaken.
- 1.5 All toilet facilities will have access to a basin or sink with running water, soap and paper towel for washing and drying hands.
- 1.6 All toilets, hand basins and kitchen facilities used by the service will be cleaned and disinfected daily. General surfaces will be cleaned after each activity and all contaminated surfaces will be disinfected at the end of the day. All toilets are cleaned by the school during term time and arrangements for cleaning are made during Vacation Care.
- 1.7 Women and girls will have access to proper feminine hygiene disposal as provided by the school.
- 1.8 Hand washing will be practiced by all Educators and children upon entering the service, before eating or preparing food. Also, after all dirty tasks such as cleaning up any items, wiping a nose, before and after administering First Aid, handling an animal or playing outside.
- 1.9 Educators will maintain and model appropriate hygiene practices and encourage the children to adopt them. Educators should acknowledge children modelling the correct hygiene practices, as part of children taking increasing responsibility for their own health and physical wellbeing.
- 1.10 Soap and paper towel will be available in the kitchen area.
- 1.11 Toys will be washed, cleaned and disinfected regularly with material items such as cushion covers, and dress ups laundered as required but at a minimum quarterly.

2. Management

- 2.1 Children and staff with infectious diseases will be excluded from the service for the period recommended by the Department of Health and the school must be notified.
- 2.2 Where there is an outbreak of an infectious disease, each enrolled family/ emergency contact will be notified within 24 hours under ordinary circumstances. The service will maintain confidentiality when issuing the notification and ensure it is not prejudicial or identifies any children.
- 2.3 In the event of an outbreak of a vaccine-preventable disease at the service, children and their families who are not immunised will be required to stay home for the duration of the outbreak, for their own protection.

- 2.4 If a child develops symptoms of a possible infectious disease whilst at the service, parents will be contacted to take the child home. Where they are not available, emergency contacts will be contacted to ensure the child is removed from the service promptly. Whilst waiting for parents/emergency contacts to arrive the child will be in isolation to prevent the spreading of the possible infectious disease.
- 2.5 All Educators dealing with open wounds, cuts and bodily fluids will wear disposable gloves and practice universal precautions.
- 2.6 Educators with cuts, open wounds or skin diseases such as dermatitis should cover their wounds entirely and wear disposable gloves.
- 2.7 Disposable gloves will be safely and properly discarded, and staff are to wash their hands thoroughly after doing so.
- 2.8 If blood or bodily fluids gets on the skin but there is no visible cut or puncture, it must be washed away with warm soapy water.
- 2.9 If blood or bodily fluids exposure occurs through cuts or grazed skin, the fluid must be promptly washed away, as bleeding is encouraged, and the exposed site is washed thoroughly in cold soapy water.
- 2.10 If the blood or bodily fluid exposure is to the mouth, promptly spit it out and rinse out the mouth several times with water.
- 2.11 If the blood or bodily fluid exposure is to the eyes, promptly rinse gently with cold water or saline solution.
- 2.12 In the event of having to perform CPR, disposable sterile mouth masks are to be used, if unavailable a piece of cloth. The First Aid Officer will ensure there are masks available in the kits at all times.
- 2.13 Any blood or bodily fluid exposure should be reported to the Director Coordinator/Nominated Supervisor and Management to ensure proper follow up procedures occur.
- 2.14 When Educators are assisting children with soiled clothing, gloves should be worn. Any soiled clothing should be placed in a sealed plastic bag for the parents to take home for laundering. The service will never rinse soiled clothing.
- 2.15 Any blood or bodily fluid spills will be cleaned up immediately, using gloves and the area fully disinfected. Any cloths used in cleaning will be wrapped in plastic bags and properly disposed of according to current infection/contaminated waste guidelines.
- 2.16 Payment of fees will be required for children during an outbreak of a vaccine-preventable disease, unless other arrangements have been made with Management Committee.

- 2.17 At all times the Nominated Supervisor or Responsible Person will follow the recommendations as outlined in the Health Department document.
- 2.18 The decision to exclude or re-admit a child or Educator will be the responsibility of the Nominated Supervisor or Responsible Person based on; the symptoms, medical opinion and Department of Health Guidelines for anyone who has an infectious disease or who has been exposed to an infectious disease.
- 2.19 The Management Team or Responsible Person have the right to refuse access if concerned about the child or Educator's health.
- 2.20 Children and Educators with diarrhoea/vomiting will be excluded for 24 hours after symptoms have disappeared or after a normal stool.
- 2.21 A Doctor/Practitioner clearance certificate will be required for all infectious diseases such as measles, hepatitis A, polio, mumps diphtheria, typhoid, tuberculosis pertussis, paratyphoid, etc. before returning to the service.

3. Management of HIV / AIDS / Hepatitis B & C

- 3.1 Under the Federal Disability Act and the Equal Opportunity Act, there will be no discrimination based on a child's family/Educators HIV status.
- 3.2 A child with AIDS shall be treated as any other child and will have the same level of physical contact with Educators as other children in the centre.
- 3.3 Where Educators/Nominated Supervisor are informed of a child, family member or another educator who has HIV/AIDS or Hepatitis B or Hepatitis C, this information will remain confidential. The service has no obligation to advise other families attending the service of a child's or Educator's HIV or Hepatitis status.
- 3.4 Proper, hygienic and safe practices will be followed at all times. Implementation of procedures to prevent cross infection as identified in this policy will consistently be reviewed and implemented

ENDORSEMENT BY THE SERVICE

Date Approved by Director: ____ / ____ / ____

Signature of Approval by Director: _____

Date Approved by Management Committee: ____ / ____ / ____

Signature of Committee Representative: _____

Role of Committee Representative: _____

Date for Review: ____ / ____ / ____