



# INFECTIOUS DISEASES POLICY

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Last Amended By: Michelle Higson

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## 1. Purpose

The way that children interact with each other and with adults in education and care services means that diseases can quickly spread in a variety of ways. Whilst it is not possible to prevent the spread of all infections and diseases, minimising the risk is enhanced through:

- effective hand hygiene;
- exclusion of ill children, educators and other staff; and
- immunisation

In order to prevent the spread of infectious diseases through interpersonal contact, our service will adhere to the exclusion period table, published by the Department of Health.

[https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55e\\_exclusion\\_period\\_poster\\_130701.pdf](https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55e_exclusion_period_poster_130701.pdf)

## 2. Responsibilities of the Approved Provider

- Ensure the service operates in line with the Education and Care Services National Law 2010 and Education and Care Services National Regulations 2011 including:
- Ensuring that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease (Regulation 88(1)).
- Ensuring that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable (Regulation 88(2)).
- Ensuring that information from the Department of Health about the recommended minimum exclusion periods is displayed at the service, is available to all stakeholders and is adhered to in the event of an outbreak of an infectious disease (as designated by the Department of Health – refer to Definitions).
- Ensure that the parent/guardian are informed within 24 hours of becoming aware that an enrolled child is suffering from:
  - a) Pertussis, or
  - b) Poliomyelitis, or c) Measles, or
  - d) Mumps, or
  - e) Rubella, or
  - f) Meningococcal C

- Ensure that a child who is not immunised against a vaccine-preventable disease does not attend the service
- Notify the Regulatory Authority within 24 hours of a serious incident including when a child becomes ill at the service or medical attention is sought while the child is attending the service.
- Ensure that appropriate and current information and resources are provided to staff and parents/guardians regarding the identification and management of infectious diseases, blood-borne viruses and infestations.
- Keep informed about current legislation, information, research and best practice.
- Ensure that any changes to the exclusion table or immunisation schedule are communicated to families and staff immediately.

### **3. Responsibilities of the Nominated Supervisor**

- Contact the parents/guardians of a child suspected of suffering from an infectious disease
- Notify a parent/guardian or authorised emergency contact person when a symptom of an excludable infectious illness or disease has been observed.
- Ensure that a minimum of one educator with current approved first aid qualifications is in attendance and immediately available at all times the service is in operation. Giggles and Atlas will require that all educators hold a current first aid, asthma and anaphylaxis certificate (HLTAID004)
- Establishing good hygiene and infection control procedures, and ensuring that they are adhered to by everyone at the service.
- Ensuring the exclusion requirements for infectious diseases are adhered to as per the recommended minimum exclusion periods, notifying the Approved Provider and parents/guardians of any outbreak of infectious disease at the service, and displaying this information in a prominent position.
- Advising parents/guardians on enrolment that the recommended minimum exclusion periods will be observed in regard to the outbreak of any infectious diseases or infestations.
- Requesting that parents/guardians notify the service if their child has, or is suspected of having, an infectious disease or infestation.
- Providing information and resources to families to assist in the identification and management of infectious diseases and infestations.
- Maintaining confidentiality at all times.
- Provide relevant sourced materials to families.
- Ensuring that an “Incident, Injury, Trauma and Illness” record is completed as soon as practicable or no later than 24 hours of the illness occurring

### **4. Responsibilities of the Educators**

- Ensure that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times.
- Implement appropriate health and safety procedures, when tending to ill children.
- Ensure that families are aware of the need to collect their children as soon as practicable to ensure the child’s comfort.
- Maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status.
- Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice.
- Observing signs and symptoms of children who may appear unwell, and informing the Nominated Supervisor.
- Providing access to information and resources for parents/ guardians to assist in the identification and management of infectious diseases and infestations.
- Monitoring any symptoms in children that may indicate the presence of an infectious disease.
- Maintaining confidentiality at all times

## 5. Responsibilities of the Families

- Providing Immunisation documentation upon enrolment and as the child receives subsequent immunisations.
- Keep their children at home if they are unwell or have an excludable infectious disease.
- Keep their children at home when an infectious disease has been diagnosed at the service and their child is not fully immunised against that infectious disease, until there are no more occurrences of that disease and the exclusion period has ceased.
- Inform the service if their child has an infectious disease or has been in contact with a person who has an infectious disease.

## 6. Definitions, Terms & Abbreviations

<b>Term</b>	<b>means</b>
Infectious	Likely to spread or influence others in a rapid manner
Infestations	Unusually large number of insects or animals typically to cause disease (Lice)
Exclusion	Deny access to a place or group

## 7. Related Statutory Obligations & Considerations

**Australian Children's Education and Care Quality Authority (ACECQA)** <http://www.acecqa.gov.au/>  
**Department of Education** - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

**Early Years Learning Framework (EYLF)** - [http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

**Education and Care Services National Regulations (Children (Education and Care Services) National Law (NSW))** <http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

**Department of Health** - <http://www.health.nsw.gov.au/Infectious/Pages/default.aspx>,  
<http://www.health.nsw.gov.au/Infectious/controlguideline/Pages/default.aspx>

**National Quality Framework (NQF)** - <http://acecqa.gov.au/national-quality-framework/>

**National Health and Medical Research Council (NHMRC)** -  
[https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55e\\_exclusion\\_period\\_poster\\_13070\\_1.pdf](https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55e_exclusion_period_poster_13070_1.pdf)

**Occupational Health and Safety Act 2000** - <http://www.legislation.nsw.gov.au/#/view/act/2000/40/whole>  
**Public Health Amendment (Vaccination of Children attending Child Care Facilities) Bill 2013**  
**Work Health and Safety Act 2011**

## 8. Related Telephone Numbers

- Early Childhood Directorate – 1800-619-113
- Department of Health – 1800-020-103
- Emergency Services – 000

## 9. Amendment History

<b>Version</b>	<b>Amendment</b>	<b>Short Description</b>
1	Policy template reformatted	Policy template reformatted – use of different headings to make clearer reading.

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.