



BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE
HEALTH

TITLE: DEALING WITH INFECTIOUS DISEASES

Status: Current

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The National Quality Standard requires education and care services implement specific strategies to minimise the spread of infectious illness and maintain a healthy environment for all children, staff, educators, and families.

POLICY STATEMENT:

Brisbania Before & After School & Vacation Care Centre, will provide a safe and hygienic environment that will promote the health and wellbeing of the children and staff (“My Time, Our Place” Outcome 3). We will take all reasonable steps to prevent and manage the spread of infectious diseases through the implementation of procedures that are consistent with guidelines of State Health Authorities. We aim to minimise cross contamination and the spread of infectious illness by implementing best practice and high standards of personal hygiene within our Service.

This policy communicates clear directions and guidance about protocols and actions to be followed to avoid adversely affecting safety and health of children, other staff members and visitors to the service. A simple, safe, and effective way of protecting individuals and others within the community against harmful diseases is immunisation.

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers, and visitors of the OSHC service.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR WILL ENSURE:

- That obligations under the *Education and Care Services National Law and National Regulations* are met.
- Educators, staff, students, visitors, and volunteers have knowledge of and adhere to this policy and associated procedure.
- All new employees are provided with a copy of this policy as part of their induction process.
- Families are aware of this *Dealing with Infectious Diseases Policy* upon enrolment.



PROCEDURE:

a) Prevention

- Universal precautions will be consistently applied across service practices to ensure prevention of the spread of infections is effective. As germs can be picked up directly from an infected person or from the environment. It is important to understand that an infected person may not show any signs or symptoms of illness.
- Educators and staff routinely role model hand washing, hand drying, cough and sneeze etiquette
- Effective environmental cleaning policies and procedures are adhered to all times.
- A regularly updated copy of the Department of Health guidelines on infectious diseases will be kept at the service for reference by staff, management, and families.
- If a child is showing symptoms of an infectious disease whilst 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.
- Hand washing will be practised by all educators and children upon entering the service, before preparing or eating food and after all dirty tasks such as toileting, cleaning up any items, wiping a nose, before and after administering first aid, playing outside, or handling an animal. In addition, educators will wash their hands before leaving the service.
- Our OSHC Service will encourage use of the outdoors environment.
- The service will be cleaned daily, and rosters maintained as evidence of the cleaning tasks being undertaken.
- All toilet facilities will have access to a basin or sink with running hot and cold water and soap and paper towel for washing and drying hands.
- Women and girls will have access to proper feminine hygiene disposal.
- Soap and paper towel will also be available in the kitchen area.
- All toilets, hand basins and kitchen facilities used by the service will be cleaned and disinfected daily. General surfaces will be cleaned with detergent
- after each activity and at the end of the day and all contaminated surfaces will be disinfected.
- Toys will be washed, cleaned, and disinfected on a regular basis with material items such as dress ups and cushion covers laundered as required but a minimum of quarterly.



- Educators will maintain and model appropriate hygiene practices and encourages the children to adopt effective hygiene practices. As part of children taking increasing responsibility for their own health and physical wellbeing, educators should acknowledge children who are modelling hygiene practices.
- Informal education in proper hygiene practices will be conducted on a regular basis, either individually or as a group through conversations, planned experiences, inclusion in service routines and reminders. Health and hygiene practices will be highlighted to parents, and where appropriate information sheets or posters will be used by educators to support these practices.
- Educators will aim to provide a non-judgmental approach to differences in hygiene practices and standards between families to support children's developing sense of identity. Where practices differ to standards expected in the service remind children that these are practices to be followed in the service, but they may be different for them at home.
- All educators will be advised upon appointment to the position to maintain their immunity to common childhood diseases, tetanus and Hepatitis B through immunisation with their local health professional.

b) Management

- Children and staff with infectious diseases will be excluded from the service for the period recommended by the Department of Health.
- Where there is an outbreak of an infectious disease, a sign will be placed on the roll for parents and carers as well as information fact sheets. The service will maintain confidentiality when issuing the notification and ensure it is not prejudicial or identify any children.
- In the event of an outbreak of vaccine-preventable disease at the service or school attended by children at service, parents of children not immunised will be required to stay at home for the duration of the outbreak, for their own protection.
- If a child develops symptoms of a possible infectious disease whilst at the service, their family will be contacted to take the child home. Where they are not available, emergency contacts will be called to ensure the child is removed from the service promptly.
- All staff dealing with open sores, cuts and bodily fluids shall wear disposable gloves and practice universal precautions.
- Staff with cuts, open wounds, or skin diseases such as dermatitis should cover their wounds and wear disposable gloves.
- Disposable gloves will be properly and safely discarded, and staff are to wash their hands after doing so.
- If a child has an open wound, it will be covered with a waterproof dressing and securely attached.



- If bodily fluids or blood gets on the skin but there is no cut or puncture, wash away with hot soapy water.
- In the event of exposure through cuts or chapped skin, promptly wash away the fluid, encourage bleeding and wash in cold or tepid soapy water.
- In the event of exposure to the mouth, promptly spit it out and rinse mouth with water several times.
- In the event of exposure to the eyes, promptly rinse gently with cold or tepid tap water or saline solution.
- In the event of having to perform CPR, disposable sterile mouth masks are to be used, or if unavailable a piece of cloth. The staff person in charge of the first aid kit will ensure that a mask is available in the kit at all times.
- Any exposure should be reported to the Coordinator/Nominated Supervisor and management to ensure proper follow up procedures occur.
- After a confirmation that a child is suffering from a infectious disease, and as soon as practical, the family of each child enrolled in the service must be notified whilst maintaining the privacy of the ill/infectious child.
Communication may be:
 - Verbal
 - Through a letter from the educator or approved provider
 - Via electronic message -text message or email
 - Notice clearly displayed at the OSHC Service
- Families are advised to keep children at home if they are unwell. If a child has been sick, they must be well for 24hrs before returning to the OSHC Service.
If the illness is related to gastroenteritis the child is not to return to the service for up to 48 hours
- When assisting children with toileting and nappy changing, staff will ensure that they wear gloves and wash their hands afterwards. They will also encourage the child to wash their hands.
- Pregnant staff members should not assist in toileting or cleaning up toileting accidents to prevent unexpected cross contamination and risk of contracting *Cytomegalovirus (CMV)*. The occupational risks of CMV infection must be discussed with management of the OSHC Service.
- Staff will consider the resources they are using when assisting school age children when toileting to ensure they are age appropriate and ensure privacy for the child and ease of use by staff.
- Any soiled clothing shall be handled using disposable gloves and be placed in a sealed plastic bag for the parents to take home for laundering. The service will never rinse soiled clothing.
- Any blood or bodily fluid spills will be cleaned up immediately, using gloves and the area fully disinfected. Cloths used in cleaning will be wrapped in



plastic bags and properly disposed of according to current infection control guidelines.

- The Public Health Unit will be notified if any child contracts a vaccine-preventable disease. All information is held confidentially to protect the patient's privacy. Under the Commonwealth Privacy Acts, patient information is only released/disclosed where it is lawfully required or authorised.
Service is NSW – A notification must be lodged through the NQA-ITS if there is an outbreak of COVID-19 in the service (5 cases or more within a 7-day period)
- Payment of fees will be required for children during an outbreak of a vaccine-preventable disease, unless other arrangements discussed and agreed to by the management committee, have been made.
- The Service Coordinator will always follow the recommendations as outlined in the Health Department document.
- The decision to exclude or re-admit a child or staff member will be the responsibility of the coordinator based on the child's symptoms, medical opinion and Department of Health guidelines for children who have an infectious disease or who have been exposed to an infectious disease.
- The coordinator or staff members have the right to refuse access if concerned about the child's health.
- Children and staff with diarrhoea will be excluded for 48 hours after the symptoms have disappeared or after a normal stool.
- A doctor's clearance certificate will be required for all infectious diseases such as measles, mumps diphtheria, hepatitis A, polio, tuberculosis, typhoid, and paratyphoid before returning to the service.

c) Management of HIV/AIDS/Hep B and C

- Under the Federal Disability Act and the Equal Opportunity Act, there will be no discrimination based on a child's/family/educator's HIV status.
- 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.
- Where educators are informed of a child, family member or another educator who has HIV/AIDS or Hep B or C, this information will always remain confidential. The service has no obligation to advise other families attending the service of a child's or educators HIV status.
- Proper safe and hygienic practices will be always followed and implementation of procedures to prevent cross infection as identified in this policy will be consistently implemented.
- Educators and families will be encouraged to participate in AIDS and Hepatitis education.



IMMUNISATION REQUIREMENTS

- Staff are required to provide an Immunisation History Statement from the Australian Immunisation Register (AIR) and/or records from their general practitioner to management for their staff record.
- Vaccination is important as not only staff members catch a potentially serious infection such as measles or whooping cough, but they could also then inadvertently pass it onto children in their care who are too young to have had their vaccinations or to women who may be pregnant.
- Exclusion periods and notification of infectious diseases are guided by the Australian Government Department of Health and local public health units in our jurisdiction as per the Public Health Act.

These apply to children and staff at the Service. In the event of an outbreak of a vaccine preventable disease at our OSHC Service, staff who are vaccinated will be notified and should be excluded from the workplace.

CONSIDERATIONS:

Education and Care Services National Regulations r85, 86, 87, 88

National Quality Standard Standard 2.1

Other Service policies/documentation

- Parent Handbook
- Staff Handbook
- Enrolment and Orientation Policy
- Providing a Child Safe Environment Policy
- Incident, Injury, Illness and Trauma Policy

Other

- Disability Discrimination Act 1975
- NSW Anti-discrimination Act 1977
- Work Health and Safety Act 2011
- Staying Healthy in Child Care (5th Edition)
- NSW Dept. of Health guidelines

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