

## INFECTIOUS DISEASES REPORTING PROCEDURE

Related Policy – Control of Infectious Diseases [Childcare Policies / Quality Area 2]

According to Regulation 88- Education and Care Services National Regulations- the approved provider of the service must ensure that all reasonable steps are taken to prevent the spread of the infectious disease at the service. Parents and carers of each child being educated and cared by the service must be notified of the occurrence as soon as practicable. Advice about notifying families about infectious diseases, symptoms and exclusion periods can be obtained through local public health units.

The Public Health Act 2010 requires Early Childhood Services to notify the local public health unit (PHU) when certain medical conditions have been confirmed in **Victoria**.

1. Ensure you have a current and up to date copy of the [Illness & Infectious Disease Register](#)
2. Notify the local public health unit (PHU) within 24 hours of diagnosis by phoning **1300 651 160** or as soon as the Service has been made aware of one of the following vaccine preventable diseases:
  - Diphtheria
  - Mumps
  - Poliomyelitis
  - Haemophilus influenzae Type b (Hib)
  - Meningococcal disease
  - Rubella ("German measles")
  - Measles
  - Pertussis ("whooping cough")
  - Tetanus
3. Management should provide information specified in the [Vaccine preventable disease notification form](#) and seek advice from their local PHU when they suspect an infectious disease outbreak is affecting the Service, such as outbreaks of a gastrointestinal or respiratory illness.
4. Follow directions from PHU relating to the provision of information to parents and/or the exclusion of children
5. Continue to update the Illness & Infectious Disease Register

Note: For further information on childhood infectious diseases, please refer to:

[Staying Healthy- Preventing infectious diseases in early childhood education and care services](#)

(5<sup>th</sup> Edition) Australian Government- National Health and Medical Research Council.

### State specific information:

Within all states and territories, management must ensure they have a current and up to date illness and infectious disease register. Each jurisdiction has similar guidelines to NSW regarding immediate notification to the Public Health Unit when they are aware of certain infectious diseases.

### Victoria

In Victoria, children services centres, such as childcare centres and kindergartens, Family Day Care and Out of School Hours Care, have a responsibility under the Public Health and Wellbeing Regulations 2008 to notify the public health unit about any of the following diseases:

- Whooping cough (pertussis)
- Polio
- Measles
- Mumps
- Rubella (German measles)
- Meningococcal disease

Management must contact the Department for Health and Human Services immediately if a child is suspected of having one of the six infectious diseases above.

Management must follow directions from the department regarding alerting parents, excluding unwell children or displaying signage.

Contact details: 1300 651 160.

Email: [www.health.vic.gov.au/notify](http://www.health.vic.gov.au/notify)