

Infectious Disease Policy

Our service will minimise children's exposure to infectious diseases by adhering to all recommended guidelines from relevant authorities regarding the prevention of infectious diseases, promoting practices that reduce the transmission of infection, ensuring the exclusion of sick children and educators, supporting child immunisation and implement effective hygiene practices.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.1.1	Each child's health needs are supported.
2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
162	Health information to be kept in enrolment record

PURPOSE

Our service has a duty of care to ensure that children families, educators and visitors of the service are provided with a high level of protection during the hours of the service's operation. We aim to manage illnesses and prevent the spread of infectious diseases throughout the service. Immunisation is a simple, safe and effective way of protecting people against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others in the community, by reducing the spread of disease.

SCOPE

This policy applies to children, families, staff, management and visitors of the service.

IMPLEMENTATION

INFORMATION TO BE DISPLAYED AT THE SERVICE

Information	Website	Phone Number
The National Immunisation Program (NIP) Service	http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/national-immunisation-program-schedule	1800 671 811

[New Immunisation Requirements from 1 January 2016](#)

- Only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the **Child Care Subsidy (CCS)** and the Family Tax Benefit end of year supplement. The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).
- Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.
- Conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements.
- Families eligible to receive family assistance payments and have children less than 20 years of age, who may not meet the new immunisation requirements, will be notified by Centrelink.
- To support these changes, the ACIR is being expanded. From 1 January 2016, you will be able to submit the details of vaccinations given to persons less than 20 years of age to the ACIR

Management will ensure:

- That all information regarding the prevention of infectious diseases is sourced from a recognised health authority;
- To implement the recommendations from Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care to prevent the spread of infectious diseases at the Preschool;
- That children are protected from harm by ensuring relevant policies and procedures are followed regarding health and safety within the service.
- To collect, maintain, and store appropriately the required enrolment documents and enrolment information of children in the service.
- That supplies of Personal Protection Equipment are available for staff.

A Nominated Supervisor/ Certified Supervisor will ensure:

- A hygienic environment is maintained;
- Children are directed in their understanding of health and hygiene throughout the daily program and routine.
- Educators and Staff are aware of relevant immunisation guidelines for children and themselves;
- Information is collected on enrolment and maintained regarding each child's immunisation status, and any medical conditions;
- To provide families with relevant sourced materials and information on infectious diseases, health and hygiene including:
 - the current Immunisation Schedule for children;
 - exclusion guidelines in the event of an infectious illness at the service for children that are not immunised or have not yet received all of their immunisations;
 - advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected/present in the service;
- To provide information to families about an infectious disease by displaying and emailing the Infectious Diseases Notification Form and details.
- That an Illness record form is completed no later than 24 hours of an illness occurring;
- All educators are mindful and preserve confidentiality of individual children's medical circumstances.
- Children's enrolment records are updated with regards to immunisation as required, (i.e. as children reach age milestones for immunisation), or at least twice a year;

- Advise staff of the recommended immunisations for people working with children;
- To retain current records of staff immunisation status and ensure educators are familiar with procedures for exclusion of educators as well as children in the event of an infectious illness.
- To provide opportunities for educators to source pertinent up to date information on the prevention of infectious diseases, and maintaining health and hygiene from trusted sources;
- To notify and implement the advice of the health department, or local health unit regarding Infectious Diseases as required;
- To provide opportunities for staff, children and families to have access to health professionals by organising visits/guest speakers to attend the service to confirm best practice.
- Children do not attend the Service if they are unwell. If a child has been sick they must be well for 24hrs before returning to the service. For example, if a child is absent due to illness or is sent home due to illness they will be unable to attend the next day as a minimum. A Doctor's **Clearance** may be requested by the Director if in doubt that the child has returned to full health
- To complete the Register of Illness as a way to document incidents of infectious diseases. Some diseases require your state authority to be notified.
- Paper towels will replace the colour coded cloths during the lock down, these will be used for cleaning and sanitizing all contact areas within the rooms. Paper towels are to be disposed of in the supplied waste bins.
- Toys and equipment which are absorbent and hard to clean will be sanitised and where possible aired in sunlight to dry before further use.
- Washable toys and equipment will be washed in detergent, chlorine based bleach and hot water or the dishwasher and aired to dry. All toys and equipment that have been cleaned will be recorded on the toy cleaning register.
- A "Dummy Drawer" is located on the sink cupboard and requires all families of children that use a dummy to place the dummy in the individually marked drawer in a container.
- All cleaning procedures will be recorded on the **Service's Cleaning Checklist**.
- Furnishings, fabric tablecloths and pillowcases are to be laundered at the end of each week and hung out to dry. This will be increased to every Monday, Wednesday and Friday during winter months or during an outbreak of illness in the Service.
- **Infants room linen is to be washed daily.**
- **In the case of this pandemic no soft furnishings will be used in any rooms and all washing is completed daily.**
- Floor surfaces are to be cleaned on a daily basis after Lunch and at the end of each day
- Toilets/bathrooms are to be cleaned in the middle of the day, the end of the day and whenever needed throughout the day using **disinfectant (bleach solution)** and paper towel.
- Disposable paper towel and **disinfectant** are used to clean bodily fluids off beds, floors, bathrooms, etc.
- Pregnant staff **should not** change nappies or assist in toileting or cleaning up toileting accidents to prevent unexpected cross contamination

Educators will ensure:

- That any child suspected of having an infectious illness is responded to and their health and emotional needs supported at all times.
- To implement appropriate health and safety procedures, when treating ill children.
- That families are aware of the need to gather their children as soon as practicable;
- Advise families that they will need to alert the service if their child is diagnosed with an Infectious Illness;
- To maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status;
- To provide diverse opportunities for children to participate in hygiene practices, including routine opportunities, and intentional practice;
- To take into consideration the combination of children to decrease the risk of attaining an infectious illness when planning the routines/program of the day;
- To adhere to the services health and hygiene policy including:
 - hand washing
 - daily cleaning of the service;
 - wearing gloves (particularly when in direct contact with bodily fluids);
 - Appropriate handling and preparation of food.
 - Maintain currency with respect to Health and Safety through on going professional development opportunities.
- Children will rest 'head to toe' to avoid cross infection while resting or asleep.
- Children are not to share beds at the same time.
- Paper Towel and disinfectant is used to clean the beds after each use.
- Any toy that is mouthed by a child is to be placed immediately in the toys basket located on the top shelf in the nappy change area to be washed with warm soapy water at the end of the day. All washable toys out on display for the children are to be washed on a weekly basis in order to decrease the risk of cross contamination. A separate lidded container is stored in the room for this purpose.
- All play dough is to be made fresh every week. In a pandemic this is made daily.
- If there is an outbreak of vomiting and/or diarrhoea, or any other contagious communicable disease play dough is to be discarded at the end of each day and a new batch made during this time.
- Children are to wash their hands before and after using the play dough
- Mops(RED) used for toilet accidents are to be soaked in disinfectant in a bucket in the laundry sink. All Mop heads are washed after each use and air dried.
- A weekly clean will be carried out on other surfaces that may transmit germs such as doorknobs, low shelving, etc. This will be increased if an outbreak has been recorded in the Service.
- If a child has a toileting accident, the items will be placed in a plastic bag with the child's name on it. The plastic bag will be stored in a sealed container labelled 'soiled/wet clothing' for parents to take home.
- Temperature check are taken for all children and educators before entry to the service and then again in the afternoon to ensure that all staff and children entering the service don't have a temperature.
- Hand sanitising stations are located at the front of each service and in high traffic areas to ensure that families can sanitise their hands before entering the service.
- Personal Protection equipment is used at times of high risk i.e. meal times, nappy change times.

Families will:

- Advise the service of their child's immunisation status, by providing written documentation of for the service to copy and place in the child's file.
- Advise the Service when their child's immunisation/medical condition is updated and provide this information to the Service to ensure that enrolment records are up to date.
- Provide sufficient spare clothing, particularly if your child is toilet training
- **Ensure that ONLY one family member is to enter the service to collect a child – thereby reducing the exposure opportunity.**
- **Family members are encouraged to wear a mask when visiting the service.**

Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- [http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/67D8681A67167949CA257E2E000EE07D/\\$File/No-Jab-No-Pay.pdf](http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/67D8681A67167949CA257E2E000EE07D/$File/No-Jab-No-Pay.pdf).
- Department of Human Resources: National Immunisation Program Schedule NHMRC.
- Staying Healthy Preventing infectious diseases in early childhood education and care services 5th edition
- Medicare Australia
- Public Health Act 2010 (as amended by Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Act 2013)
- Public Health Regulation 2012

Review

Next Policy Review Date
July 2020 Amelia
July 2020 Karyn
July 2020 Jenny