

Policy Statement

Activity Centres Incorporated aims to provide a safe and hygienic environment that will promote the health and well-being of the children (My Time Our Place outcome 3). We will take all reasonable steps to prevent the spread of infectious diseases through the implementation of procedures that are consistent with the guidelines of state health authorities, and these procedures will be consistently applied across the Service.

As the care needs of a sick child cannot be met without dramatically reducing the general level of supervision or risking other children's health, parents will be asked not to bring sick children to the Service and to collect children who are unwell. All care and consideration will be given to the child who becomes ill while at the Service.

Children 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 each enrolled child's parent/emergency contact will be notified within 24 hours under ordinary circumstances, this will not be done in a manner that is prejudicial or names any particular child (My Time Our Place outcome 1)

Parents are advised upon enrolment and in regular reminders, not to bring sick children to the Service and to arrange prompt collection of a child who is unwell.

Where a child takes ill at the Service all care will be taken to comfort the child and minimise risk of cross infection until the child is collected by the parent/emergency contact.

Considerations

- ✓ Education and Care Services National Regulations 2011 (current version 1 February 2018)
 - National Regulation 85 "Incident, injury and illness policies and procedures"
 - National Regulation 86 "Notification to parents of incident, injury, trauma and illness"
 - National Regulation 87 "Incident, injury, trauma and illness record"
 - National Regulation 88 "Infectious diseases"
- ✓ Education and Care Services National Quality Standards 2011 (current version 2018)
 - Quality Area 2 Children's Health and Safety; Element 2.1.2 – Effective illness and injury management and hygiene practices are promoted and implemented
- ✓ N.S.W. Health Guidelines
- ✓ Disability Discrimination Act 1975
- ✓ N.S.W. Anti-discrimination Act 1977
- ✓ Work Health and Safety Act 2011
- ✓ Staying Healthy in Child Care (5th Ed.)
- ✓ ACI Hygiene and Cleaning Policy.

Procedures

- Parents will be informed about the Infectious Diseases Policy on enrolment.
- NSW Health A – Z of infectious diseases facts sheets will be used as reference by Staff and Management and made available to parents on request. <http://www.health.nsw.gov.au/Infectious/diseases/Pages/default.aspx>
- A child or adult will be considered sick if he/she:
 - Sleeps at unusual times, is lethargic
 - Has a fever over 38^oC
 - Is crying constantly from discomfort
 - Vomits or has diarrhoea
 - Is in need of constant one on one care
 - Shows symptoms of an infectious disease

- If a child is unwell at home the parents will be asked not to bring the child to the Service.
- If a child becomes ill or develops symptoms at the Service they can return home if able or organise for someone to take them home.
- The child who is ill will be comforted, cared for and placed in a quiet isolated area with adult supervision until the child's parent /emergency contact takes them home.
- If the child has a fever the parents will be informed and asked for permission to give paracetamol. Paracetamol will not be given without permission.
- During a fever other methods will be employed to bring the child's temperature down until the parents arrive or help is sought. Such methods include: clothes removed as required, clear fluids given, tepid sponges administered.
- If a child's temperature is very high, cannot be brought down and parents cannot be contacted, the child's doctor will be contacted and permission sought to give paracetamol. If the situation becomes serious the child will be taken to the doctor or an ambulance called.

Infection Control Procedures

- All Staff dealing with open sores, cuts and bodily fluids with any child or adult shall wear disposable gloves.
- Staff with cuts, open wounds or skin disease 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 securely attached.
- If bodily fluids or blood gets on the skin but there is no cut or puncture, wash away with warm 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 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. Staff member in charge of first aid kit resources will ensure that a mask is available at all times.
- Any exposure should be reported to the Coordinator and Management to ensure proper follow up procedures occur.
Note: Hot water may coagulate the blood and protect any virus from the soap or disinfectant. It is best to use cold or tepid water temperatures in all cleaning processes.
- Any soiled clothing should be handled using disposable gloves. Clothing will be doubled bagged for parents to take home and placed in soiled clothing container as per ACI Laundry Policy.
- 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.

Management of Infectious Disease Outbreak

- Children and Staff will be excluded from the Service if they are ill with any contagious illness. This includes diarrhoea and conjunctivitis.
- In the event of an outbreak of vaccine preventable disease at the Service or School attended by children at the Service, parents or children not immunised will be required to stay at home for the duration of the outbreak.
- The Public Health unit will be notified if any child contracts a vaccine preventable disease.
- The period of exclusion will be based on the recommendations outlined by the Department of Health. The recommendation will be available at the Service for viewing.
- The decision to exclude or re-admit a child or Staff member will be the responsibility of the Coordinator based on the child's/Staff'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 Manager, 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 24 hours after the symptoms have disappeared or after a normal stool.
- The Manager/Coordinator will follow the recommendations as outlined in the Health Department document.
- A Doctor's clearance certificate will be required for all infectious diseases such as diphtheria, hepatitis A, polio, tuberculosis, typhoid and paratyphoid before returning to the Service.
- Parents will be informed about the occurrence of an infectious disease at the Service ensuring that the individual rights of Staff or children are not infringed upon.

- All Staff will ensure proper hygiene practices are carried out as outlined in the Hygiene Policy.
- All Staff 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 healthcare professional.

Notification Mechanisms

Infectious Diseases:

Child Care Centres

Directors of Child Care Centres should notify their local public health unit (PHU) by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the Service is suffering from 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

Directors of Child Care Centres are also encouraged to seek advice from their local PHU when they suspect an infectious disease outbreak is affecting their Service, such as outbreaks of a gastrointestinal or respiratory illness.

For further information on Childhood infectious diseases, please refer to the 5th edition of Staying healthy – Preventing infectious diseases in early childhood education and care services

Checklist for Staff

- Staff should refer any illness to the Coordinator.
- Staff should ensure that the child who is ill is kept comfortable until their family arrives to collect them.
- Children with infectious diseases should be kept separate to avoid the spread of infection.
- Infectious diseases should be reported to the Regulatory Authority and Health Department.
- Staff should always wash their hands after dealing with persons whom are ill.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 30th April 2018

Infectious Diseases Policy is to be reviewed by the 30th April 2020