

Policy Statement

Our Organisation will provide a safe and hygienic environment that will promote the health and well-being of children, Educators and visitors. 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/guardians 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 NSW Health.

Where there is an outbreak of an infectious disease each enrolled child's parent/guardian will be notified within 24 hours under ordinary circumstances, this will not be done in a manner that is prejudicial.

Procedures

- ✓ Parents will have access to the Infectious Diseases Policy on the Organisations Website.
- ✓ NSW Health A – Z of infectious diseases facts sheets will be used as reference by Educators and Management and made available to parents on request.
- ✓ A child or adult will be considered sick if he/she:
 - Sleeps at unusual times, is lethargic
 - Has a fever over 38⁰C
 - 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 a parent/guardian will be contacted to collect their child as soon as possible. All reasonable steps will be taken, however, if the Centre is unable to contact the parent/guardian, then an Authorised Nominee that has authorisation to collect their child will be contacted to collect the child.
- ✓ 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 /guardian/authorised nominee takes them home.
- ✓ The enrolment process allows parents/guardians to provide consent for Educators to administer Paracetamol. Educators will endeavour to contact parents/guardians before administering Paracetamol to their child.
- ✓ Administration of Paracetamol will be based on the weight of the child. If Educators are unable to confirm with parents/guardian's child's weight, Paracetamol will be administered according to the child age.
- ✓ During a fever, other methods will be employed to bring the child's temperature down until the parents arrive. Such methods include they are not overdressed and drinking plenty of fluids. Educators will avoid cold water sponging as it can make the child shiver. If sponging makes the child feel more comfortable then lukewarm water will be used.
- ✓ If a child's temperature is very high, cannot be brought down and parents/guardians cannot be contacted, the child's doctor will be contacted, and permission sought to give Paracetamol. If the situation becomes serious an ambulance will be called.

Infection Control Procedures

- ✓ Educators dealing with open sores, cuts and bodily fluids with any child or adult shall wear disposable gloves.
- ✓ Educators 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 by double bagging and disposing of them in the bin. Educators are to wash their hands with soap and water after doing so.
- ✓ If a child has an open wound, it will be covered with a waterproof dressing.
- ✓ If bodily fluids or blood gets on the skin wash away with soap and running warm water or saline.
- ✓ In the event of exposure to the mouth, promptly spit it out and rinse mouth with water several times, spitting the water out each time.
- ✓ In the event of exposure to the eyes, promptly rinse with cold or tepid tap water or saline solution.

- ✓ In the event of a needle stick injury, wash the wound with soap and running water, cover the wound with a waterproof dressing and seek medical attention within 24hrs.
 - 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 exposure should be reported to the Coordinator and Management to ensure proper follow up procedures occur.
- ✓ Management will notify SafeWork NSW and NSW Health of high-risk blood borne virus exposure incidents.
- ✓ Management will keep records for period of time as advised by Safe Work NSW (for 30 years), which should include registers of incidents, outcomes and recommendation from workplace investigations and evaluations of the effectiveness of actions taken.
- ✓ 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.
- ✓ Blood spills will be cleaned up immediately - refer to Table 1 for recommended methods.
- ✓ Bodily spills (faeces, vomit and urine) will be cleaned immediately – refer to Table 2 for recommended methods.
- ✓ In the event of having to perform CPR, disposable sterile CPR mask is to be used, or if unavailable a piece of cloth.
- ✓ First Aid Checklists are completed each Term to ensure Kits are fully stocked with required items.

Management of Infectious Disease Outbreak

- ✓ Children and Educators 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, 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 NSW Health. The recommendation will be available at the Service for viewing.
- ✓ The decision to exclude or re-admit a child will be the responsibility of the Coordinator based on the child's symptoms, medical opinion and NSW Health guidelines for children who have an infectious disease or who have been exposed to an infectious disease.
- ✓ The Manager, Coordinator or Responsible Person have the right to refuse access if concerned about the child's health.
- ✓ Children with diarrhoea will be excluded for 24 hours after the symptoms have disappeared or after a normal stool.
- ✓ Manager/Coordinator will follow recommendations outlined by NSW Health [Infectious diseases \(nsw.gov.au\)](http://nsw.gov.au).
- ✓ 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 the child are not infringed upon.
- ✓ Educators will ensure proper hygiene practices are carried out as outlined in the Hygiene and Cleaning Policy.
- ✓ 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 healthcare professional.

Notification Mechanisms

Infectious Diseases:

Coordinators/Management will notify their local public health unit (PHU) by phone (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
- Hemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ("German measles")
- Measles
- Pertussis ("whooping cough")
- Tetanus

Coordinators are 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.

Table 1 Recommended methods for cleaning blood spills

Size of spill	What to do
Spot (e.g. drop of blood less than the size of a 50-cent coin)	<ul style="list-style-type: none"> • Wear disposable gloves • Wipe up blood immediately with a damp cloth, tissue or paper towel • Place the cloth, tissue or paper towel in a plastic bag or alternative; seal the bag and put it in the rubbish bin • Remove gloves and put them in the rubbish bin • Wash surface with detergent and warm water • Wash your hands with soap and water
Small (up to the size of the palm of your hand)	<ul style="list-style-type: none"> • Wear disposable gloves • Place paper towel over the spill and allow the blood to soak in • Carefully lift the paper towel and place it in a plastic bag or alternative; seal the bag and put it in the rubbish bin • Remove gloves and put them in the rubbish bin • Clean the area with warm water and detergent using a disposable cloth or sponge; place the cloth in the rubbish bin • Wipe the area with diluted bleach and allow to dry • Wash your hands with soap and water
Large (more than the size of the palm of your hand)	<ul style="list-style-type: none"> • Wear disposable gloves • Cover the area with an absorbent agent (e.g. kitty litter or sand) and allow the blood to soak in • Use a disposable scraper and pan to scoop up the absorbent material and any unabsorbed blood or body fluids • Place the absorbent agent, the scraper and the pan into a plastic bag or alternative; seal the bag and put in the rubbish bin • Remove gloves and put them in the rubbish bin • Mop the area with warm water and detergent; wash the mop after use • Wipe the area with diluted bleach and allow to dry • Wash your hands with soap and water

Table 2 Recommended methods for cleaning bodily fluids

	What to do
	<ul style="list-style-type: none"> • Wear disposable gloves • If area is outside: <ul style="list-style-type: none"> – Rinse off using hose or pouring warm water – Apply surface cleaner and scrub with broom, then apply full strength disinfectant and scrub – Clean and disinfect broom after use – If area is indoors: <ul style="list-style-type: none"> – Place paper towel over spill to allow it to soak in – Remove paper towel and any solid matter, placing it inside a double plastic bag – Fill bucket with warm water (designated for general cleaning) – Pour surface cleaner directly on to Chux or paper

	<p>towel. Clean area, rinsing the cloth into a bucket as needed. You will need to empty and refill the bucket with clean water as needed</p> <ul style="list-style-type: none"> - Pour full strength disinfectant directly onto surface, wipe over with clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry - Clean and sanitise bucket after use • Once area has been cleaned, all used paper towels, gloves, Chux etc are to be double bagged and disposed of in bin • Any Service linen, pillows and blankets shall be double bagged and if salvageable, washed as per Laundry Policy. (If unsalvageable disposed of in bin) • Child's clothing that is soiled, is to be double bagged and placed in "Soiled Clothing" container, and given to families, as per Laundry Policy. If any items are unsalvageable, Educators are to speak with family about disposing of items. If families agree, double bagged items are to be disposed of in bin).
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Adapted from National Health and Medical Research Council 2010, Australian guidelines for the prevention and control of infection in healthcare, NHMRC, Canberra.

Considerations

Education and Care Services National Law

172	Offence to fail to display prescribed information
174	Offence to fail to notify certain information to Regulatory Authority

Education and Care Services National Regulations

85	Incident, injury, trauma and illness policies and procedures
88	Infectious diseases
103	Premises, furniture and equipment to be safe, clean and in good repair
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
173	Prescribed information to be displayed
175	Prescribed information to be notified to Regulatory Authority

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and safety	2.1 Health	2.1.2 Health practices and procedures
	2.2 Safety	2.2.2 Incident and emergency management
QA3 Physical environment	3.1 Design	3.1.2 Upkeep
QA6 Collaborative Partnerships with families and community	6.1 Supportive relationships with families	6.1.3 Families are supported
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management Systems

Activity Centres Inc. Policies and Procedures

Child Safe Environment	Reporting to Regulatory Authority
Delivery and Collection of Children	Sleep and rest for children
Enrolment	Staff Training

First Aid Policy – Management of Incident, Injury, Illness and Trauma	Supervision
Hygiene and Cleaning	Toileting and nappy change
Medical Conditions	Vacation Care
Orientation	Water Safety
Nutrition	Work Health and Safety

My Time, Our Place

Outcome 1: Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children develop their autonomy, inter-dependence, resilience and sense of agency
Outcome 3: Children have a strong sense of wellbeing	<ul style="list-style-type: none"> • Children become strong in their social and emotional wellbeing • Children take increasing responsibility for their own health and physical wellbeing

Early Years Learning Framework

Outcome 1: Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
Outcome 3: Children have a strong sense of wellbeing	<ul style="list-style-type: none"> • Children take increasing responsibility for their own health and physical wellbeing

Legislation

Websites

Staying Healthy: Preventing infectious diseases in early childhood education and care services	www.nhmrc.gov.au
Unicef	www.unicef.org/child-rights-convention
Work Health and Safety	www.safework.nsw.gov.au

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

Endorsed by the Management Committee on the 11 November 2022
 Infectious Diseases Policy is to be reviewed by the 11 November 2024