

[H3.19]	<h2 style="margin: 0;">Managing Infectious Diseases</h2>
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<b>Applies to:</b> KNC General Manager, OOSH Administrator/ Nominated Supervisor, KNC Staff, OOSH Staff
<b>Specific responsibility:</b> OOSH Administrator/Nominated Supervisor

Version: 1.1
Date approved: 7 May 2020
Next review date: March 2021

<b>Policy context:</b> This policy relates to the management of infectious diseases and provides procedures in relation to the prevention and management of infectious diseases.	
Links to Regulations and Law	<ul style="list-style-type: none"> <li>• Children (Education and Care Services) National Law (NSW) No 104a               <ul style="list-style-type: none"> <li>• Section 51(1)(a) Conditions on service approval(safety, health and wellbeing of children)</li> <li>• Section 167 Offence relating to protection of children from harm and hazards</li> </ul> </li> <li>• Education and Care Services National Regulations [2011-653]               <ul style="list-style-type: none"> <li>• Regulation 77 Health, hygiene and safe food practices</li> <li>• Regulation 85 Incident, injury, trauma and illness policies and procedures</li> <li>• Regulation 86 Notification to parents of incident, injury, trauma and illness</li> <li>• Regulation 87 Incident, injury, trauma and illness record</li> <li>• Regulation 88 Infectious diseases</li> <li>• Regulation 106 Laundry and hygiene facilities</li> <li>• Regulation 109 Toilet and hygiene facilities</li> <li>• Regulation 162 Health information to be kept in enrolment record</li> </ul> </li> </ul>
Links to National Quality Standards	<ul style="list-style-type: none"> <li>• My Time Our Place: Outcome 3</li> <li>• Quality Area 2 Children’s Health and Safety               <ul style="list-style-type: none"> <li>• 2.1.2 Health Practices and Procedures</li> </ul> </li> </ul>
Linked Policies and Procedures	<ul style="list-style-type: none"> <li>• Incident, injury, trauma and illness policy</li> <li>• Medical conditions Including Asthma, Anaphylaxis, diabetes</li> <li>• Medication Policy</li> <li>• Immunisation, Exclusion and Notifiable Diseases Policy</li> <li>• Coronavirus Policy</li> <li>• COVID-19 Attendance and Enrolment Policy</li> </ul>
Templates and forms	<ul style="list-style-type: none"> <li>• Accident Injury Form</li> <li>• First Aid Box Contents Checklist</li> </ul>

## Policy Statement

Kariong Out of School Hours Care will provide a safe and hygienic environment that will promote the health and wellbeing of all 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.

## Procedure

### A. Prevention

- Universal precautions will be consistently applied across service practices to ensure prevention of the spread of infections is effective.
- A regularly updated copy of the Department of Health guidelines on infectious diseases will be kept at the service for reference by educators, 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 stay 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.
- 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 water, soap and drying facilities i.e.: paper towel, hand dryer 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 sanitised daily. General surfaces will be cleaned with detergent during the session if needed and at the end of each day and all contaminated surfaces will be disinfected.
- Toys will be washed, cleaned and disinfected on a regular basis, at least monthly 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 encourage the children to adopt effective hygiene practices. As part of children taking increasing responsibility for their own health and physical wellbeing, educators will 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 in order to support children's developing sense of identity. Where practices differ to standards expected in the service, educators are to remind children that these are practices to be followed in the service but they may be different for them at home.

- All educators and 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 health professional.

## **B. Management of Infectious Diseases**

- Children and educators 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 family/emergency contact will be notified within 24 hours via a notice, email or phone call under ordinary circumstances. 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. Then an Incident, injury, Illness and Trauma form will be completed.
- All educators dealing with open sores, cuts and bodily fluids shall wear disposable gloves and practice universal precautions.
  - Educators 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 educators 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 if available.
  - Any exposure should be reported to the Coordinator/Nominated Supervisor and management to ensure proper follow up procedures occur.
  - When assisting children with toileting and nappy changing, educators will ensure that they wear gloves and wash their hands afterwards. They will also encourage the child to wash their hands.
  - Educators will consider the resources they are using when assisting school age children with toileting to ensure they are age appropriate and ensure privacy for the child and ease of use.
  - 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 fully disinfect the area. Cloths used in cleaning will be wrapped in plastic bags and properly disposed of according to current infection control guidelines.

- Payment of fees will be required for children during an outbreak of a vaccine-preventable disease, unless other arrangements discussed and agreed to by management have been made.
- The OOSH Administrator/Nominated Supervisor will follow the recommendations as outlined in the Health Department document.
- The decision to exclude or re-admit a child or educator will be the responsibility of the OOSH Administrator/Nominated Supervisor and will be based on the child's symptoms, medical advice and Department of Health guidelines for children who have an infectious disease or who have been exposed to an infectious disease.
- The service has the right to refuse access if there are valid concerns about the child's health.
- Children and educators with diarrhoea will be excluded for 24 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. Reportable Diseases**

- The service will notify their local public health unit if any child or educator contracts a vaccine-preventable disease.

Under the NSW public health act 2010, the service must notify the following 9 vaccine preventable diseases to the local public health unit 1300 066 055

- Diphtheria
- Haemophilus influenza type b (Hib)
- Measles
- Meningococcal C
- Mumps
- Pertussis (whooping cough)
- Poliomyelitis
- Rubella
- Tetanus

Nominated supervisors will be encouraged to seek advice from their local Public Health Unit (PHU) when they suspect an infection disease outbreak is affecting their centre, such as outbreak of gastrointestinal or respiratory illness.

The Public Health Unit may need to review the centre's immunisation register to determine which children are at risk from the outbreak.

Following assessment of the situation, the public health officer may instruct the director to exclude certain children for a period, or provide advice regarding preventive measures.

## Responsibilities of Parents

- To keep the service informed of their child's current immunisation status.
- To provide, if required, a medical certificate verifying that the child who was unwell has sufficiently recovered to return to the service.
- To keep any unwell children away from the service.
- To remain away from the service when they themselves are unwell.
- To arrange prompt collection of their unwell child if contacted by the service.
- To inform the service at any time their child has been exposed to an infectious disease.

## Record of Review

Version Effective Date	Review Date	Lead by	People/Agencies consulted	Review Approved
<del>Version 1: 16<sup>th</sup> March 2020</del>	<del>March 2021</del>	<del>OOSH Administrator/ Nominated Supervisor: Jacqui Pearson</del>	<del>Network of Community Activities Department of Education KNC Staff OOSH Families</del>	<del>Gail Ransley Chair of Governance Sub Committee 3<sup>rd</sup> March 2020</del>
Version 1.1 16 <sup>th</sup> March 2020	March 2021	OOSH Administrator/ Nominated Supervisor: Jacqui Pearson  Work Place Health & Safety Officer: Sandy Taylor	Network of Community Activities Department of Education KNC Staff OOSH Families	Gail Ransley Chair of Governance Sub Committee 7 <sup>th</sup> May 2020