



INFECTIOUS DISEASES POLICY

Introduction

Normanhurst West Community Preschool is committed to providing a healthy and safe environment for all children, staff and any other persons attending the service. Supporting children's ongoing wellbeing, is a high priority at our Preschool. Educators need to be aware of the likelihood of young children being exposed to an infectious illness whilst at Preschool. Maintaining hygiene practices within the Preschool and teaching young children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely and current information will further support this process.

Goals – What are we going to do?

The Preschool will minimise children's exposure to infectious diseases by:

- complying with 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 staff;
- supporting child immunisation; and
- implementing effective hand washing procedures.

Strategies - How will it be done?

The Approved Provider will:

- Ensure that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable (Regulation 88(2)).
- Ensure that information from the Department of Health about the recommended minimum exclusion periods is displayed at the service, is available to all stakeholders and is adhered to in the event of an outbreak of an infectious disease (as designated by the Department of Health – refer to Definitions).
- Ensure that the parent/guardian are informed within 24 hours of becoming aware that an enrolled child is suffering from:
 - a) Pertussis, or
 - b) Poliomyelitis, or
 - c) Measles, or
 - d) Mumps, or
 - e) Rubella, or
 - f) Meningococcal C
- Ensure that a child who is not immunised against a vaccine- preventable disease does not attend the service when an infectious disease is diagnosed, and does not return until there are no more occurrences of that disease at the service and the recommended minimum exclusion period (refer to Definitions) has ceased (Regulation 85(2) of the Public Health and Wellbeing Regulations 2009).

- Notify the Regulatory Authority within 24 hours of a serious incident including when a child becomes ill at the service or medical attention is sought while the child is attending the service.
- Ensure that appropriate and current information and resources are provided to staff and parents/guardians regarding the identification and management of infectious diseases, blood-borne viruses and infestations.
- Keep informed about current legislation, information, research and best practice.
- Ensuring that any changes to the exclusion table or immunisation schedule are communicated to staff and parents/guardians in a timely manner.
- Collect, maintain, and store appropriately the required enrolment documents and enrolment information of children in the Preschool.

The Nominated Supervisor will:

- Contact the parents/guardians of a child suspected of suffering from an infectious or vaccine-preventable disease, or of a child not immunised against a vaccine-preventable disease that has been detected at the service, and requesting the child be collected as soon as possible.
- Notify a parent/guardian or authorised emergency contact person when a symptom of an excludable infectious illness or disease has been observed.
- Ensure that a minimum of one staff with current approved First Aid Qualifications is in attendance and immediately available at all times the service is in operation.
- Establish good hygiene and infection control procedures, and ensuring that they are adhered to by everyone at the service.
- Ensure the exclusion requirements for infectious diseases are adhered to as per the recommended minimum exclusion periods (refer to Definitions), notifying the Approved Provider and parents/guardians of any outbreak of infectious disease at the service, and displaying this information in a prominent position.
- Advise parents/guardians on enrolment that the recommended minimum exclusion periods will be observed in regard to the outbreak of any infectious diseases or infestations.
- Advise the parents/guardians of a child who is not fully immunised on enrolment that they will be required to keep their child at home when an infectious disease is diagnosed at the service, and until there are no more occurrences of that disease and the exclusion period has ceased.
- Requesting that parents/guardians notify the service if their child has, or is suspected of having, an infectious disease or infestation.
- Maintaining confidentiality at all times.
- Ensure that an "Incident, Injury, Trauma and Illness" record is completed as soon as practicable or no later than 24 hours of the illness occurring.
- Ensure that a hygienic environment is maintained;
- Ensure children are guided in their understanding of health and hygiene throughout the daily program;
- Ensure staff are aware of relevant immunisation guidelines for children and themselves;
- Ensure information is collected on enrolment and maintained regarding each child's immunisation status, and any medical conditions;
- Provide families with relevant sourced materials and information on infectious diseases, health and hygiene including:
 - The current NSW Immunisation Schedule AIR for children;
 - Exclusion guidelines in the event of an infectious illness at the Preschool 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;
- Provide information to families as soon as practicable of the occurrence of an infectious disease by displaying and emailing the Infectious Diseases Notification Form;
- Ensuring that an Incident, Illness, Injury, Trauma record form is completed as soon as practicable or no later than 24 hours of an illness occurring;

- Ensure all educators are aware and maintain confidentiality of individual children's medical circumstances using the Health Care Form;
- Inform and implement the advice of the health department, or local health unit regarding Infectious Diseases as required;
- Inform OOSH and NWPS of any incidents of any infectious diseases
- Provide opportunities for staff, children and families to have access to health professionals by organising visits/guest speakers to attend the service to ensure that practices in place at the Preschool are correct.

Educators and Staff will:

- Ensure that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times.
- Implement appropriate health and safety procedures, when tending to ill children;
- Ensure that families are aware of the need to collect their children as soon as practicable;
- Advise families that they will need to alert the Preschool if their child is diagnosed with an Infectious Illness;
- Maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status;
- Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice.
- Observe signs and symptoms of children who may appear unwell, and inform the Nominated Supervisor.
- Provide access to information and resources for parents/guardians to assist in the identification and management of infectious diseases and infestations.
- Monitor any symptoms in children that may indicate the presence of an infectious disease.
- Maintain confidentiality at all times.
- Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice;
- Take into consideration the grouping of children to reduce the risk of acquiring an infectious illness when planning the routines/program of the day;
- Implement the Preschool's health and hygiene policy including:
 - hand washing – eg. washing and drying thoroughly,
 - routine and daily cleaning of the service;
 - wearing gloves (particularly when in direct contact with bodily fluids); and
 - proper handling and preparation of food.
- Maintain currency with regard to Health and Safety, by attending appropriate professional development opportunities.

Families will:

- Providing Immunisation documentation upon enrolment and as administered and updated
- Keep their children at home, if they are unwell or have an excludable infectious disease.
- Keep their children at home when an infectious disease has been diagnosed at the service and their child is not fully immunised against that infectious disease, until there are no more occurrences of that disease and the exclusion period has ceased.
- Inform the service if their child has an infectious disease or has been in contact with a person who has an infectious disease.

Resources

AGENCY NAME	PURPOSE	PHONE CONTACT	WESITE & EMAIL CONTACT
NSW Dept of Health	NSW Immunisation Interim Schedule – April 2018	1800 653 809	www.health.nsw.gov.au/immunisation/Publications/nsw-immunisation-schedule.pdf
NSW Dept of Health	Immunisation Toolkit information		www.health.nsw.gov.au/immunisation/pages/provider_qa.aspx
Staying Healthy: Preventing infectious diseases in early childhood education and care services (5 th Edition) 2012.	Information & Fact sheets about staying healthy in Child Care		https://www.nhmrc.gov.au/files.../ch5_5_staying_healthy_childcare_5th_edition_0.pdf
National Health and Medical Research Council (2005)	Exclusion period for infectious diseases table		www.nhmrc.gov.au
NSW Early Childhood Education and Care Directorate	Regulatory Authority	1800 619 113 (toll free)	http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-careeccd@det.nsw.edu.au
Medicare online	myGov		https://my.gov.au/ www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps

Supporting Documentation

- Public Health Act 2010
- AIR (Australian Immunisation Register) - Immunisation History Statement or
- AIR (Australian Immunisation Register) - Immunisation History Form (Catch up schedule)
- Interacting with Children Policy
- Confidentiality Policy
- Medication and Medical Conditions Policy
- Illness Policy
- ECA Code of Ethics
- Code of Conduct
- NL01 – Notification of Serious Incident
- AIR Immunisation Schedule

Policy Availability

This Infectious Diseases Policy will be readily accessible to all staff, families and visitors. A hard copy is located at the sign in desk and a copy is accessible through our website www.nwcps.org

Review

Management and staff will monitor and review the effectiveness of the Infectious Diseases policy annually. Updated information will be incorporated as needed. Families will be invited to provide feedback at each review period.

Review History:

- April 2012 Policy created
- June 2013 Policy reviewed to reflect National Regulations 1 Jan, 2012
- October 2014 Policy reviewed
- June 2017 Policy reviewed and updated to reflect current legislation (National Regulations 2012) and guidelines
- April 2018 Policy reviewed and updated to reflect AIR (Australian Immunisation Register) mandatory requirements.

Legislation:

Education and Care Services National Law (Act 2010): Section 167

Education and Care Services National Regulations (2012) 78-80.

Links to National Quality Standard: 2.1; 2.3; 6.2; 6.3

Public Health Regulation 2012 with the Public Health Act 2010

Work, Health and Safety Act 2011

Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Bill 2013

Australian New Zealand Food Standards Code (FSANZ)