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		EASTWOOD HEIGHTS OOSH POLICY		
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Written By	Reviewed By	Approved By	Supersedes	Effective Date
Nominated Supervisor	EHOOSH Management committee	EHOOSH Management committee	Version 1	March 2021

Eastwood Heights OOSH

Illness and Infectious Diseases Policy



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1.1	September 2020	Review and evaluation
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1. POLICY STATEMENT

At Eastwood Heights OOSH (the Service) we will provide a safe and hygienic environment that promotes the health and well-being of all children. We will take all reasonable steps to prevent the spread of infectious diseases through the implementation of procedures that are consistent with guidelines of NSW Health Authorities and recommendations from: Staying Healthy; Preventing infectious diseases in early childhood education and care services 5th edition 2015.

Children with infectious diseases will be excluded from the Service for the period recommended by the NSW 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. The Service will take care when issuing the notification to ensure it is not done in a manner that is prejudicial to or names any particular child.

Parents/guardians are advised upon enrolment (and also given regular reminders) that they are not to bring sick children to the Service. They must also arrange for the prompt collection of children who become unwell. The needs of a sick child cannot be properly met without reducing the general level of supervision of the other children present, as well as risking the health of other children, staff and families.


Where a child becomes ill at the Service, all care and consideration will be given to comfort the child and minimise the risk of cross infection until the child is collected by the parent/emergency contact. Ill or infectious adults (educators, volunteers or parents/guardians) must follow the same measures as per children. Policy and procedures must be consistently applied across the Service.

2. PROCEDURES

2.1. Effective Hygiene

The service will maintain and promote effective hygiene practices, including:

- Effective environmental cleaning
- Following the services Covid 19 Policy
- Actively promoting handwashing and other hygiene practices with children and families
- Using standard precautions when handling blood, all body fluids, secretions and excretions, dried blood, and other body substances
- Washing rubbish bins regularly
- Cough and sneeze etiquette
- Exclusion of children, educators, or staff when they are unwell or displaying symptoms of an infectious disease or virus
- Effective cleaning of the environment, toys, and resources

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2.2. Exclusion of Ill Children, Educators and Staff

In order to prevent the spread of infectious diseases through interpersonal contact, our service will adhere to the exclusion period table, published by the Department of Health. www.nhmrc.gov.au A regularly updated copy of the NSW Department of Health's guidelines on infectious diseases will be kept on the Service's main computer for reference by educators, management, and parents. The Service will also keep a copy of Staying Healthy (5th Ed) on the premises for additional reference

A child or adult will be considered sick if he/she:

- Has a fever over 38⁰ C
- Sleeps at unusual times, or is lethargic
- Is crying constantly from discomfort
- Vomits or has diarrhea
- Is in need of constant one-to-one care
- Displays symptoms of an infectious disease

Parents are not permitted to bring an unwell child into the Service. Children who appear unwell when being signed in by their parent/ guardian will not be allowed to be left at the Service.

If a child becomes ill or develops symptoms at the Service, the parents will be contacted and asked to take the child home.

A child who is ill will be comforted, cared for and placed in a quiet isolated area with adult supervision until the child's parent or other authorised adult takes them home.

In the case of a child having a fever, natural methods will be employed to bring the child's temperature down until the parents arrive or medical assistance is sought. Such methods include removing clothes as required, giving clear fluids, and administering tepid sponges. If a child's temperature is very high and cannot be brought down, written permission (text or email) to give paracetamol can be sought from parents. This will not be in lieu of a parent delaying the collection of the child or not arriving at all.


If a child's temperature is very high and 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 an ambulance will be called.

If a staff member is unwell they should not report to work. Staff should contact the Service as soon as possible to advise of their inability to work. If a staff member becomes ill or develops symptoms while at the Service they must not continue to work with the children. Where possible a suitable staff replacement will be organised.

2.3. Management of Infectious Disease Outbreak

Families will be informed about the occurrence of an infectious disease in the Service as soon as possible, ensuring that the individual rights of educators, staff members or children are not infringed upon. Notification will be sent by email via Chimpmail. Parents must provide a suitable form of contact for this purpose on the Enrolment Form.

Children and adults will be excluded from the Service if they are ill with any contagious illness. This includes diarrhea and conjunctivitis. Children and adults with diarrhea will be excluded for 24 hours after the symptoms have disappeared.

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If a child's immunisation is incomplete, they can be excluded from attending the service if the Department of Health notifies of an outbreak of a vaccine preventable disease. Payment of fees will be required for children during an outbreak of a vaccine preventable disease, unless other arrangements, discussed and agreed to by the Nominated Supervisor, have been made. The period of exclusion will be based on the recommendations outlined by the Department of Health, which are available at the Service for viewing.

The decision to exclude or re-admit a child or adult will be the responsibility of the Nominated Supervisor of the Service. The decision will be based on the symptoms, medical opinion, and Department of Health's guidelines in relation to those who have an infectious disease or who have been exposed to an infectious disease.

A doctor's clearance certificate is required for all infectious diseases such as measles, mumps diphtheria, hepatitis A, poliomyelitis, tuberculosis, typhoid, paratyphoid and Covid-19 before returning to the Service. The Nominated Supervisor (or responsible person present) has the right to refuse access if concerns remain about a child's health.

2.4. Exclusion Periods


The Public Health Unit will be advised as soon as the service is aware that a child or educator has contracted a vaccine-preventable disease and any directions will be followed accordingly.

Any child or educator that is not fully immunised may be excluded for a period of time if there is a case of a vaccine preventable disease at the service, or if the child or educator has been in contact with someone outside the Service who has a vaccine preventable disease. We will consider the Exclusion Periods recommended by the National Health and Medical Research Council and act on any directions provided by Public Health Unit.

It is the responsibility of families to inform the Service that their child has come into contact with someone with a vaccine preventable or infectious disease.


2.5. Educators

All educators and staff are highly recommended and encouraged to maintain their immunity to common childhood diseases, (e.g. whooping cough, tetanus hepatitis A& B) through immunisation with their local health professional. The Parent Management Committee agrees to reimburse educators for their flu vaccination. While employed, all educators will ensure proper hygiene practices are carried out as outlined in the Service's Hygiene and Infection Control Policy.


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3. ROLES AND RESPONSIBILITIES

Roles	Authority/Responsibility For
Nominated Supervisor	<ul style="list-style-type: none"> ➤ Ensuring 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)). ➤ Ensuring that information from the Public Health Unit 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). ➤ Ensuring that the parent/guardian and Public Health Unit are informed immediately of becoming aware that an enrolled child is suffering from: <ul style="list-style-type: none"> ○ Diphtheria ○ Mumps ○ Poliomyelitis ○ Haemophilus influenzae Type b (Hib) ○ Meningococcal disease ○ Rubella ("German measles") ○ Measles ○ Pertussis ("whooping cough") ○ Tetanus ○ Covid 19 ➤ Ensuring that any directions provided by Public Health Unit are followed regarding the possible exclusion of a child or educator who is not immunised against a vaccine preventable disease. ➤ Notifying 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. ➤ Ensuring 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. ➤ Keeping 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. ➤ Notifying a parent/guardian or authorised emergency contact person when a symptom of an excludable infectious illness or disease has been observed.
	<ul style="list-style-type: none"> ➤ Ensuring that a minimum of one staff with current approved first aid qualifications is in attendance and immediately available at all times the service

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	<p>is in operation.</p> <ul style="list-style-type: none"> ➤ Establishing good hygiene and infection control procedures and ensuring that they are adhered to by everyone at the service. ➤ Ensuring the exclusion requirements for infectious diseases are adhered to as per the recommended minimum exclusion periods, notifying the Approved Provider and parents/guardians of any outbreak of infectious disease at the service, and displaying this information in a prominent position. ➤ Advising parents/guardians on enrolment that the recommended minimum exclusion periods will be observed in regard to the outbreak of any infectious diseases or infestations. ➤ Advising the parents/guardians of a child who is not fully immunised on enrolment that they may be required to keep their child at home when an infectious disease is diagnosed at the service, dependent on directions from the Public Health Unit. ➤ 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. ➤ Providing relevant sourced materials to families.
Responsible Person in charge	<ul style="list-style-type: none"> ➤ Contacting the parents/guardians of a child suspected of suffering from an infectious or vaccine- preventable disease, and requesting the child be collected as soon as possible. ➤ Being aware of hygiene and infection control procedures and ensuring that they are adhered to by everyone at the service. ➤ Ensuring that an “Incident, Injury, Trauma and Illness” record is completed as soon as practicable or no later than 24 hours of the illness occurring ➤ Maintaining confidentiality at all times
Educators and support staff	<ul style="list-style-type: none"> ➤ Ensuring that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times. ➤ Implementing appropriate health and safety procedures, when tending to ill children. ➤ Ensuring that families are aware of the need to collect their children as soon as practicable to ensure the child’s comfort. ➤ Maintaining their own immunisation status and advising the Approved Provider/Nominated Supervisor of any updates to their immunisation status.

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	<ul style="list-style-type: none"> ➤ Providing varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice. ➤ Observing signs and symptoms of children who may appear unwell and informing the RPIC or Nominated Supervisor. ➤ Monitoring any symptoms in children that may indicate the presence of an infectious disease. ➤ Maintaining confidentiality at all times
Families	<ul style="list-style-type: none"> ➤ Providing Immunisation documentation upon enrolment. ➤ Keeping their children at home if they are unwell or have an excludable infectious disease. ➤ Keeping 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 if directed to do so by the Public Health Unit. ➤ Informing the service if their child has an infectious disease or has been in contact with a person who has an infectious disease

4. REFERENCES

4.1. Statutory Authority

- Education and Care Services National Law Act 2010 (Regulation 77,85, 86, 87, 88, 90,93)
- National Quality Standard (Standard 2.1,2.1.1,2.1.2,2.2)
- Public Health Act 1991 (NSW)NSW Department of Health, guidelines on infectious diseases <http://www.health.nsw.gov.au/infectious/pages/default.aspx>
- Framework for School Age Care in Australia, “My Time, Our Place” (Outcome 1, 3)
- http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf

4.2. Service Policies

- Coronavirus Policy
- Administration of Medication Policy
- Incident, Injury, Trauma & Illness Policy
- Reporting to NSW Public Health Policy
- Hygiene and Infection Control Policy

4.3. Further References

- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition) <https://www.nhmrc.gov.au/guidelines-publications/ch55>
- www.health.vic.gov.au/edfactsheets/downloads/fever-in-children.pdf
- http://raisingchildren.net.au/articles/fever_a.html