

4.2 Infectious Diseases Response

Policy Statement

Middle Park State School Outside School Hours Care strives to remove immediate and/or serious risks to the health of the children, from possible cross-infection, by adopting appropriate procedures for dealing with infectious diseases, whilst respecting the rights of individual privacy. Accordingly, all people, including children, educators and parents, with infectious diseases will be excluded from attending Middle Park State School Outside School Hours Care to prevent the diseases spreading to others.

Middle Park State School Outside School Hours Care acknowledges the need for a coordinated approach to dealing with situations of infectious diseases in the community. Middle Park State School Outside School Hours Care may implement a response strategy in accordance with government health guidelines for Infectious Disease Pandemic.

The Approved Provider also recognises their duty to comply with *Education and Care Services National Regulations 168 (2)(c), 12, 85, 88 172(f)(g)(i)*.

Related Policies

- 4.1 – General Health and Safety
- 4.3 – Hygiene, Health & Wellbeing Practices
- 4.4 – Preventative Health and Wellbeing
- 4.14 – Infectious Disease Response Strategy
- 4.18 – Administration of First Aid
- 4.19 – Childhood Immunisation
- 4.20 – Sleep and Rest
- 5.5 – Cleaning and Sanitising
- 6.3 – Workplace Health & Safety
- 8.16 – Employee Immunisation
- 8.17 – Fit for Work
- 9.2 – Enrolment
- 9.3 – Interactions & Communications with Families
- 10.8 - Information Handling (Privacy and Confidentiality)
- 10.9 – Risk Management & Minimisation
- 10.21 – Service Closures
- 10.28 – Record Keeping & Retention
- 10.33 - Managing Notifications
- 10.34 – Administration of Child Care Subsidy (CCS)

Auxiliary Documents

- 4.2.1 QLD Health Time Out Poster

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none"> • Support Middle Park State School Outside School Hours Care to ensure it is guided by sound preventative and reactive measures to control infectious disease. • Support relevant reporting as required.
Nominated Supervisor	<ul style="list-style-type: none"> • Ensure Middle Park State School Outside School Hours Care is guided by sound preventative and reactive measures to control infectious disease. • Provide timely communication to families in response to any confirmed cases of infectious disease including relevant exclusion periods and fact sheets. • Consult with families and the Approved Provider for cases of infectious disease. • Report relevant information to Queensland Health as required. • Establish a culture of good hygiene practices, instructing staff on techniques to reduce the possible spread of infection.
All Staff	<ul style="list-style-type: none"> • Inform the Nominated Supervisor of relevant illness (or infection disease in the immediate household). • Model and supervise good hygiene practices • Monitor children for symptom of infectious disease, report as required.

Procedures

Monitoring

The Nominated Supervisor will ensure they keep up to date with information on infectious diseases within the p through accessing the Commonwealth Government Department of Health (see www.health.gov.au) and Queensland Health (www.health.qld.gov.au).

The current NHMRC resource 'Staying Healthy in Childcare' will be referred to when making decisions in regard to communicable diseases and/or exclusion periods. Fact sheets may also be accessed through Queensland Health website.

Informing Middle Park State School Outside School Hours Care of Infectious Disease

It is the responsibility of parents/guardians to inform the Nominated Supervisor of any infectious disease that their child, or other immediate family members may be suffering. Parents/guardians are advised through the enrolment process and the Family Handbook that children who are ill are not to be brought to Middle Park State School Outside School Hours Care.

It is the responsibility of educators to inform the Nominated Supervisor of any infectious disease that the staff member, or their other immediate family members, may be suffering. The Nominated Supervisor, Approved Provider and staff member will consult on risk and suitable management plans (including exclusion, if necessary).

Notification to Parents

Where Middle Park State School Outside School Hours Care has been informed of an instance of infectious disease being potentially exposed to children attending Middle Park State School Outside School Hours Care, a notice stating this occurrence will be displayed at Middle Park State School Outside School Hours Care in a prominent location. In circumstances where additional information is either necessary or beneficial, the Nominated Supervisor will send an email directly to all parents. No private or confidential information will be contained in any notice.

Responding to Occurrences

Where an infectious disease has been reported to Middle Park State School Outside School Hours Care, the Nominated Supervisor will email to the Approved Provider (P&C President in the first instance) to inform of the occurrence. The Nominated Supervisor will also provide details of Middle Park State School Outside School Hours Care's response including relevant guidelines to prevent the spread of the infectious disease. The Approved Provider will express any additional action to be undertaken to ensure all reasonable steps have been followed.

Reporting

Middle Park State School Outside School Hours Care is responsible for reporting to Queensland Health all notifiable diseases and to report this to parents of other through a notice of an infectious disease being prominently displayed for families at Middle Park State School Outside School Hours Care.

The Nominated Supervisor will notify the Approved Provider when intending to report an infectious disease case to Queensland Health. Additionally, the Nominated Supervisor may be required to follow the *4.5 Incident, Illness, Injury or Trauma* policy and report a notification to the Regulatory Authority.

Records of infectious disease will be compiled by the Nominated Supervisor. These records (see 4.5.2) will include:

- the child's name
- age
- symptoms
- date and time when educators first noticed the illness
- date and time the record was written
- what action was taken
- details of notification to parents

This record will be stored confidentially (see *Policy 10.8 – Information Handling (Privacy and Confidentiality)*).

Exclusion

All people, including children and educators, who are suffering from any infectious diseases need to be excluded from Middle Park State School Outside School Hours Care to prevent others from being introduced to the infection. When any such person is found to be showing signs of any infectious disease:

- For children, their parents/guardians will be asked to immediately collect their child and seek medical advice;
- For educators and staff, they will immediately be released from work in order to seek immediate medical attention and for the period of the infectious disease;
- For parents or other adults, they will be required to leave the premises of Middle Park State School Outside School Hours Care immediately and not re-enter the premises until they are no longer suffering from the infectious disease; and
- If a medical practitioner diagnoses an infectious disease, the child/educator may be excluded for the recommended period (as per NHMRC guidelines).
- For diseases which are published as requiring a doctor’s certificate clearing the child/educator, the doctor’s certificate will be provided before the child/educator is re-admitted to Middle Park State School Outside School Hours Care.

Immunisation

All children must meet the Australian Federal Government’s immunisation requirements or have a valid exemption for the family to be eligible for Child Care Subsidy (CCS). Parents will be asked to verify their child’s immunisation status.

Children and educators will be excluded from Middle Park State School Outside School Hours Care if there is an outbreak of an infectious disease against which they have not been immunised. The period of exclusion will be in accordance with the National Health and Medical Research Council’s recommendations.

Hygiene Practices

Middle Park State School Outside School Hours Care will ensure basic hygiene practices are routine to prevent the spread of infectious disease including routine hand washing, covering any cuts or abrasions with a waterproof dressing, and the use of gloves for touching items/area containing bodily fluid/mucus.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *National Quality Standard, Quality Area 2 – Children’s health and safety*

ECEC Regulation Compliance

- *Education and Care Services National Regulations 168 (2)(c), 12, 85, 88, 172(f)(g)(i).*

Policy Controls			
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