

D-4 Dealing with infectious diseases

PRINCIPLES

TWOOSH will provide a safe and hygienic environment that will promote the health and wellbeing of the children. We will take all reasonable steps to prevent and manage the spread of infectious diseases through implementing procedures that are consistent with guidelines of NSW Department of Health.

This policy should fulfil requirements of the National Quality Framework, Quality area 2, Standard 2.1 (see reference 2).

REFERENCES

- (1) Education and Care Services National Regulations 2011 (85-88)
- (2) National Quality Framework: Quality area 2, Standard 2.1, Australian Children's Education & Care Quality Authority. <http://www.acecqa.gov.au/childrens-health-and-safety>
- (3) Work Health and Safety Act 2011, State Government of New South Wales.
- (4) Work Health and Safety Regulation 2011, State Government of New South Wales.
- (5) Staying Healthy, Preventing infectious diseases in early childhood education and care services, National Health and Medical Research Council, Australian Government, Fifth edition, updated June 2013.
- (6) NSW Health Control Guidelines, <http://www.health.nsw.gov.au/infectious/controlguideline/pages/default.aspx>, (last accessed 30-Jun-2016).
- (7) NSW Health Disease Notification, <http://www.health.nsw.gov.au/infectious/pages/notification.aspx>, (last accessed 30-Jun-2016).
- (8) Disability Discrimination Act 1992, Australian Federal Government.
- (9) Anti-Discrimination Act 1977, State Government of New South Wales.

POLICY

- This policy applies during a regular period (no infectious disease outbreaks). Additional procedures will be put in place in the event an infectious disease is being transmitted within the community. Advice will be followed from NSW health in this instance and hygiene procedures will be increased.
- General precautions such as cleanliness, handwashing, exclusion of infected people, and use of personal protective wear will be consistently applied across TWOOSH service practices to prevent the spread of infection. TWOOSH will make available personal protective equipment and facilities for educators to keep safe and healthy when dealing with infectious diseases (as per Health and Safety requirements, references 3 and 4).
- The TWOOSH premises will be cleaned between each day of service.

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- Toys will be washed, cleaned and disinfected at least once per month. Material items will be laundered as required at least once per three months.
- Standard toilet, cleaning and hygiene facilities will be made available.
- The NSW Health Control Guidelines (reference 6) lists diseases where exclusion from childcare is recommended (e.g. pertussis). Any child showing symptoms of an infection where exclusion from childcare is recommended by NSW Health (reference 6) will not be permitted to access the TWOOSH service. A doctor's clearance certificate is required before a child may return to TWOOSH.
- The decision to exclude or re-admit a child or staff is the responsibility of the nominated supervisor. The decision will be based on the child's symptoms, medical opinion and NSW Health guidelines (see reference 6) for children who have an infectious disease or who have been exposed to an infectious disease.
- The nominated supervisor or delegate on duty has the right to refuse access to the TWOOSH service if they believe the child's health will adversely affect the quality of service delivered or if the educators do not have resources to manage the child's special health needs.
- Payment of fees will not be waived or refunded for children absent during an outbreak of a vaccine-preventable disease, unless agreed to by the management committee.
- Upon their appointment, all educators will be recommended to be immunised/maintain immunisation to pertussis, measles-mumps-rubella, varicella, and hepatitis A (as per reference 5, section 4.2) via their local health professional. Educators without immunisation are recommended to stay away from work at TWOOSH during outbreaks of vaccine-preventable diseases.
- TWOOSH will comply with infectious disease notification requirements (as per reference 7) and will keep a record of notified cases for at least 12 months.
- TWOOSH will comply with the Disability Discrimination Act and the Anti-discrimination Act (references 8 and 9). There will be no discrimination based on the HIV/AIDS or Hep B or C status of a child, child's family, or educator.

PROCEDURE

These procedures are owned by the nominated supervisor.

a) Prevention

- Department of Health guidelines on infectious diseases (reference 6) will be available at the service for reference by staff, management and families by visiting the Health NSW website.

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- If a child is showing symptoms of an infectious disease whilst at home, families are not permitted to bring the child to the service. This includes anything from a cold to chickenpox.
- Children who appear unwell while being signed in to before school care will not be permitted to be left at the centre. Parents or carers will be advised to take the child home.
- 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 and filed as evidence of the cleaning tasks being undertaken.
- All toilet facilities will include access to a basin or sink with running cold water and soap and paper towel for washing and drying hands. These are maintained by TWPS.
- 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 disinfected daily. General surfaces will be cleaned with non-hazardous cleaning detergents after each activity and at the end of the day and all contaminated surfaces will be disinfected.
- Toys will be washed, cleaned and disinfected throughout the year on a monthly basis following the Morning Cleaning Duties list. Material items such as dress ups and cushion covers will be laundered as required at a minimum of quarterly throughout the year.

b) Education

- 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 should acknowledge children who are modelling good 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 the children's practices differ to the standards expected in the service, educators will remind the children that these are practices to be followed in the service but acknowledge that the practices may be different for them at home.

c) Management

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- Children and staff with infectious diseases will be excluded from the service for the period recommended by the National Health and Medical Research Council.
- If a parent tells an educator that their child has had or has an infectious disease, the educator is responsible for communicating this to the director.
- Where there is an outbreak of an infectious disease, each enrolled child's family/emergency contact will be notified within 24 hours under ordinary circumstances via email and signs and notices. 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 a vaccine-preventable disease at the service or school, children who are 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.
- All staff dealing with open sores, cuts and bodily fluids will wear disposable gloves and practice universal precautions.
- Staff with cuts, open wounds or skin conditions such as dermatitis should cover their wounds and wear disposable gloves while handling food or administering first aid.
- Disposable gloves will be properly and safely discarded, and staff 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 sterile saline solution.
- In the event of having to perform CPR, disposable sterile mouth masks are to be used, or if unavailable, a piece of cloth. The staff person in charge of the first aid kit will ensure that a mask is available in the kit at all times.
- Any exposure of blood from open wounds, or exposure to saliva or blood by mouth or eyes should be reported to the Director (Nominated Supervisor) and management to ensure proper follow up procedures occur.
- When assisting children with toileting or soiled clothing, staff will ensure that they wear gloves and wash their hands afterwards. They will also remind the child to wash their hands.
- Staff will consider the resources they are using when assisting school age children when toileting to ensure they are age appropriate and ensure privacy for the child and ease of use by staff.

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- Any soiled clothing will 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 the area fully disinfected. Cloths used in cleaning will be wrapped in plastic bags and properly disposed of according to current infection control guidelines.
- The Hornsby Public Health Unit will be notified by phone (1300 066 055) as soon as possible after TWOOSH is made aware that a child enrolled at the school or facility is suffering from one of the following diseases:
 - Diphtheria
 - Mumps
 - Poliomyelitis
 - Haemophilus influenzae Type b (Hib)
 - Meningococcal disease
 - Rubella ("German measles")
 - Measles
 - Pertussis ("whooping cough")
 - Tetanus
 - Other infectious diseases as identified by NSW health/Australian government (e.g. COVID-19 or other infectious disease outbreaks)

(as per reference 7).

- The nominated supervisor will ensure that educators are doing their best to follow the recommendations as outlined in the Staying Healthy document (reference 5) at all times.
- Children and educators with diarrhoea or vomiting will be excluded for 24 hours after the symptoms have disappeared or after a normal stool.
- A doctor's clearance certificate will be required before a child may return to TWOOSH for all infectious diseases requiring exclusion from child care as documented in NSW Health Control Guidelines (see diseases in reference 5, sections on Response Procedure, Isolation and restriction for each disease).
- The centre will keep a log of all notified cases of infectious diseases. This register will be kept for at least 12 months and stored in the first aid folder.

d) Management of HIV/AIDS/Hep B and C

- Under the Disability Discrimination Act and the Anti-discrimination Act (references 8 and 9), there will be no discrimination based on a child's/family/educator's HIV, AIDS, Hep B or Hep C status.
- A child with HIV, AIDS, Hep B or Hep C will be treated the same as any other child and will have the same level of physical contact with educators as other children in the centre.
- Where educators are informed of a child, family member or another educator who has HIV/AIDS or Hep B or C, this information will remain confidential at all times. The

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service has no obligation to advise other families attending the service of a child or educator's HIV status.

- Proper safe and hygienic practices will always be followed and procedures to prevent cross infection as identified in this policy will be consistently implemented.
- Educators and families will be encouraged to participate in AIDS and Hepatitis education if deemed necessary.

REVISIONS

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