



## INFECTIOUS DISEASES POLICY

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Responsible person	Nicole Crook	Scheduled review date	Feb 2019

### INTRODUCTION

The primary objective of this document is to set the policy and procedures to minimise cross infection amongst children and staff at Patersonia by maintaining a clean, safe and healthy environment for children, staff, families and members of the community.

### PURPOSE

Patersonia 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 the implementation of procedures that are consistent with government guidelines.

### POLICY

#### Prevention

- Universal precautions will be consistently applied across Patersonia to ensure prevention of the spread of infections is effective.
- The most recent Department of Health guidelines on infectious diseases will be used at Patersonia for reference by staff and families.
- The publication “Staying Healthy – Preventing Infectious Diseases in early childhood education and care services – 5<sup>th</sup> Edition – National Health and Medical Research Council” is also available as a reference tool for the centre.
- If a child is showing symptoms of an infectious disease whilst at home, families are not permitted to bring the child to Patersonia. Children who appear unwell when being signed in by their family will not be permitted to attend.
- Hand washing will be practised by all staff and children upon entering Patersonia, 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 staff will wash their hands before leaving.

- The facilities will be cleaned daily and rosters maintained as evidence of the cleaning tasks being undertaken. Cleaners will be provided with adequate and appropriate supplies and educated as to specific practices. A staff member will be allocated to ensure incidental cleaning of toilets and bathrooms is carried out.
- All toilets, hand basins and kitchen facilities used will be cleaned and disinfected daily. General surfaces will be cleaned with detergent after each activity and at the end of the day and all contaminated surfaces will be disinfected.
- All toilet facilities will have access to a basin or sink with running hot and cold water and soap and paper towel for washing and drying hands.
- Females will have access to proper feminine hygiene disposal.
- Guidelines for safe food handling are provided and will be followed. Soap and paper towel will also be available in the kitchen area.
- Toys and equipment will be washed, cleaned and disinfected on a regular basis with fabrics laundered on a regular basis.
- Staff 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, staff should 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 routines and reminders. Health and hygiene practices will be highlighted to parents, and where appropriate information sheets or posters will be used to support these practices.
- Staff 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 Patersonia children will be reminded that these are practices to be followed in Patersonia but they may be different from at home.
- All staff will be advised upon appointment to maintain their immunity to common childhood diseases, tetanus and Hepatitis B through immunisation with their local health professional.
- Information regarding sharps handling and needle stick injury procedure will be easily accessible. A sharps container will be available at each facility and changed when necessary.
- First Aid kits should include disposable gloves, masks, aprons, and mouth pieces, and antiseptic wipes or spray.

## **Management**

- Children and staff with infectious diseases will be excluded for the period recommended by the National Health and Medical Research Council. Exclusion

periods are minimum periods based on National Health and Medical Research Council recommendations. If children are well and a medical certificate can be produced showing earlier recovery, children should be allowed to return to care.

- Children who have been unwell will not return until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced. In cases of doubt, or for guidance in cases of conditions not listed, advice should be sought from the appropriate clinic or family doctor.
- 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. Confidentiality will be maintained when issuing the notification to ensure it is not prejudicial or identifying any children.
- In the event of an outbreak of vaccine-preventable disease, 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, 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 Patersonia promptly.
- All staff dealing with open sores, cuts and bodily fluids shall wear disposable gloves and practice universal precautions.
- Staff 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 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 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.
- In the event of a needle stick injury, keep the needle as it may be required for testing;
  - express blood from the site and cleanse with antiseptic or disinfectant;
  - the parent must be immediately notified;
  - an incident form must be completed

- Any exposure should be reported to management to ensure proper follow up procedures occur.
- When assisting children with toileting, staff will ensure that they wear gloves and wash their hands afterwards. They will also encourage the child to wash their hands.
- If it is necessary to change nappies, the procedure outlined in Table 3.3 of Staying Healthy in Childcare 5<sup>th</sup> Edition which details procedures for preparation, changing and cleaning. These procedures start and end with hand washing.
- 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. Patersonia 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.
- DHHS will be notified if any child or staff member is suspected to have gastroenteritis.
- 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 management committee, have been made.
- The decision to exclude or re-admit a child or staff member will be the responsibility of the person in charge based on the child's symptoms, medical opinion and Department of Health guidelines for children who have an infectious disease or who have been exposed to an infectious disease.
- Staff members have the right to refuse access if concerned about the child's health.
- Children and staff 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.

### **Management of HIV/AIDS/Hep B and C**

- Under the Federal Disability Act and the Equal Opportunity Act, there will be no discrimination based on a child's/family/staff HIV status.
- A child with AIDS shall be treated as any other child and will have the same level of physical contact with staff as other children.
- Where staff 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. Patersonia has no obligation to advise other families of a child's or staff members HIV status.

- Proper safe and hygienic practices will be followed at all times and implementation of procedures to prevent cross infection as identified in this policy will be consistently implemented.
- Staff will be encouraged to participate in AIDS and Hepatitis education.

## **RESPONSIBILITIES**

### 1. The Board will:

- Regularly review this policy in line with the Policy Review Schedule and any relevant change in legislation or standard practice.

### 2. The Business Manager will:

- Ensure that the induction process includes training in this policy.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Board, as appropriate, on the effectiveness of the management systems.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

### 3. All staff and volunteers at all levels will:

- Ensure that they are aware of the organisation's policy and undertake actions consistent with it both on and off site.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to improve the policy.

## **RELATED DOCUMENTS**

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010 and 2014 Update (r85, 86, 87, 88)

National Quality Standard (2.1)

Work Health and Safety Act 2011

Parent Handbook

Enrolment and Orientation Policy

Providing a Child Safe Environment Policy

Incident, Injury, Illness and Trauma Policy

Administration of First Aid Policy

Nutrition and Food Handling Policy

Staying Healthy – Preventing Infectious Diseases in early childhood education and care services – 5<sup>th</sup> Edition – National Health and Medical Research Council