



Woolooware Outside School Hours Care

(02) 9523 9971
34 Wills Road, Woolooware, 2230
info@woshc.com
accounts@woshc.com

ILLNESS & INFECTIOUS DISEASE POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims to provide a safe and hygienic environment that will promote the health and wellbeing of our children ("My Time, Our place" Outcome 3.) We will all reasonable steps to prevent the spread of infectious diseases through the implementation of procedures that are consistent with guidelines of State Health Authorities. All children and adults in the service will be considered as infectious upon onset of an illness/disease and these procedures must be consistently applied across the centre.

Children with infectious diseases will be excluded from the service for the period recommended by the Health Department.

Where there is an outbreak of an infectious disease each enrolled child's parent/ emergency contact will be notified within 24 hours under ordinary circumstances. The service will take care when issuing the notification to ensure it is not done in a manner that is prejudicial or names any particular child ("My Time, Our Place" Outcome 1)

Parents / carers are advised upon enrolment and in regular reminders not to bring sick children to the service and to arrange prompt collection of children who are unwell. The care needs of a sick child cannot be met without dramatically reducing the level of supervision of the other children, or risking other children's health.

Where a child takes 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.

CONSIDERATIONS

- National Regulation 85 "Incident, Injury and illness policies and procedures".
- National Regulation 86 "Notification to parents of incident, injury, trauma and illness".
- Incident 87 "Incident, injury, trauma and illness record".
- National Regulation 88 "Infectious diseases".
- National Standard 2; Element 2.1.4 ("Steps are taken to control the spread of infectious diseases and to manage illness and injuries in accordance with recognised guidelines")
- NSW Department of Health guidelines.
- Disability Discrimination Act 1975.
- NSW Anti-discrimination Act 1977.
- Work Health and Safety Act 2011.
- Staying Healthy in Child Care (5th edition)
- Service "Hygiene" Policy.

PROCEDURES

Parents will be informed about the illness and infectious diseases policy on enrolment. A regularly updated copy of the Department of Health guidelines on infectious diseases from the NSW Dept of Health website (<http://www.health.nsw.gov.au/publichealth/infectious/a-z.asp>).



Woolooware Outside School Hours Care

(02) 9523 9971
34 Wills Road, Woolooware, 2230
info@woshc.com
accounts@woshc.com

Will be kept attached to the illness and infectious diseases policy for reference by staff, management and made available to parents on request.

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

- sleeps at unusual times, is lethargic.
- has a fever over 38.
- is crying constantly from discomfort.
- vomits or has diarrhoea.
- is in need of one to one care.
- Symptoms of an infectious disease.

If a child is unwell at home parents are not permitted to bring the child to the centre. Children who appear unwell when being signed in by their parent/ carer will not be permitted to be left at the centre.

If a child becomes ill or develops symptoms at the centre the parents will be contacted to take the child home. Where the parents are not available emergency contacts will be called to ensure the child is removed from the centre promptly.

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

During a fever, natural methods will be employed to bring the child's temperature down until the parents arrive or help is sought. Such methods include: clothes removed as required, clear fluids given, tepid sponges/ ice packs administered.

If a child's temperature is very high, cannot be brought down and parents cannot be contacted, the child's doctor will be contacted and permission sought to administer paracetamol. If the situation becomes serious the child will be taken to the doctor or an ambulance called.

If a staff member becomes ill or develops symptoms at the centre they can return home if able or organise for someone to take them home. The Co-ordinator will organise a suitable staff replacement as soon as possible.

INFECTION CONTROL PROCEDURES:

All staff dealing with open sores, cuts and bodily fluids with any child or adult shall wear disposable gloves.

Staff with cuts, open wounds or skin disease 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, securely attached.

If bodily fluids or blood gets on the skin but there is no cut or puncture, wash away with hot soapy water.

If the event of exposure through cuts or chapped skin promptly washes away the fluid, encourage bleeding and wash in cold or tepid soapy water.



Woolooware Outside School Hours Care

(02) 9523 9971
34 Wills Road, Woolooware, 2230
info@woshc.com
accounts@woshc.com

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 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 at all times.

Any exposure should be reported to the Co-ordinator and management to ensure proper follow up procedures occur.

NOTE: Hot water may coagulate the blood and protect any virus from the soap or disinfectant. It is best to use cold or tepid water temperatures in all cleaning processes.

Any soiled clothing shall be handled using disposable gloves, soaked in disinfectant or hot soapy water. Clothing will be placed and sealed in a plastic bag for the parents to take home.

Any blood or bodily fluids will be cleaned up immediately, using gloves and the area fully disinfected. Clothes used in cleaning will be wrapped in plastic bags and properly disposed of according to current infection control guidelines.

MANAGEMENT OF HIV/AIDS/ HEP B AND C:

Under the Federal Disability Act and the Equal Opportunity Act, no discrimination will take place based on a child's/parent's/Educators HIV status.

Discrimination in regards to access to the centre is unlawful. A child with HIV or Hepatitis B or C has the right to obtain a position in the centre should a position become available and an educator the right to equal opportunity of employment. The service has no obligation to advise other families attending the service of a child's or educators HIV status.

A child with AIDS shall be treated as any other child, as HIV is not transmitted through casual contact. The child shall have the same level of physical contact with educators as other children in the centre.

Where educators are informed of a child, parent or another educator who has HIV/AIDS or Hep B or C, this information will remain confidential at all times. A breach of this confidentiality will be considered a breach of discipline.

Educators will ensure that no discussion is made other than insuring proper care of all children is maintained.

Proper safe and hygienic practices will be followed at all times and implementation of procedures to prevent cross infection as identified in this policy (See also Hygiene Policy for details) will be implemented.

Educators and parents will be encouraged to participate in AIDS and Hepatitis education.

MANAGEMENT OF INFECTIOUS DISEASE OUTBREAK:

Children and staff will be excluded from the service if they are ill with any contagious illness. This includes diarrhoea and conjunctivitis. In the event of an outbreak of vaccine-preventable disease at the service or school attended by children at the service, parents of children not immunised will be required to stay at home for the duration of the outbreak, for their own protection.



Woolooware Outside School Hours Care

(02) 9523 9971
34 Wills Road, Woolooware, 2230
info@woshc.com
accounts@woshc.com

The Public Health Unit will be notified if any child contracts a vaccine-preventable disease.

Payment of fees will be required for children during an outbreak of a vaccine-preventable disease, unless other arrangements are discussed and agreed to by the management committee.

The period of exclusion will be based on the recommendations outlined by the Department Of Health.

The service Co-ordinator will at all times follow the recommendations as outlined in the Health Department document.

The decision to exclude or re-admit a child or staff member will be the responsibility of the Co-ordinator based on the child's symptoms, medical opinion and Department of Health guidelines for children who have been exposed to an infectious disease.

The Co-ordinator or 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 mumps, diphtheria, hepatitis A, polio, tuberculosis, typhoid and paratyphoid before returning to the service.

Parents will be informed about the occurrence of an infectious disease in the service ensuring that the individual rights of staff or children are not infringed upon.

All educators will ensure proper hygiene practices are carried out as outlined in the Hygiene Policy.

All educators will be advised upon appointment to the position to maintain their immunity to common childhood diseases, tetanus and Hepatitis B through immunisation with their local health professional.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023