



# Wesley Out of School Hours Care policy

## Infectious disease management

### 1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure the safety and wellbeing of all children, staff members and visitors and that all staff effectively prevent and manage infectious diseases within our centres.

This policy establishes principles and strategies by which Wesley OOSH can meet its legal and compliance obligations of the Education and Care Services National Regulations and National Quality standards for Children's Education and Care Services.

### 2. Scope

This policy applies to the Staff, Educators and Clients of Wesley OOSH as required by the following Regulations and Standards.

#### National Quality Standard

<b>QA2</b>	<b>2.1</b>	Each child's health and physical activity is supported and promoted
<b>QA2</b>	<b>2.2</b>	Each child is protected

#### National Regulations (r)

<b>r12</b>	Meaning of serious incident
<b>r85</b>	Incident, injury, trauma and illness policies and procedures
<b>r86</b>	Notification to parents of incident, injury, trauma and illness
<b>r87</b>	Incident, injury, trauma and illness record
<b>r88</b>	Infectious diseases
<b>r89</b>	First aid kits

#### My Time, Our Place

<b>LO1</b>	Children feel safe, secure and supported
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### 3. Policy statement

Wesley OOSH aims to ensure that children, families, staff and visitors accessing our services are in a safe and hygienic environment that will promote health and wellbeing ("My Time, Our Place" Outcome 3). Wesley OOSH will take all reasonable steps to prevent and



manage the spread of infectious diseases through the implementation of processes that are consistent with Australian and State Health authority guidelines.

Wesley OOSH will minimise the spread of potential infectious diseases between children, other children and staff by excluding any person who may have an infectious disease or are too ill to attend the service. Wesley OOSH will facilitate the prevention and effective management of acute illness in children.

Wesley OOSH will follow the Recommended Exclusion Periods as set out by the NSW Department of Health to exclude children and staff.

All appropriate notifications to the local Public Health Unit are available under the 'Infectious Diseases requiring Notification to the local Public Health Unit' and must occur within 24 hours. The Nominated Supervisor is responsible for notifying the local Public Health Unit.

#### **4. Principals**

The Infectious diseases management policy is committed to the well-being of the children under our care and is guided by the following principles:

- **Follow recommended guidelines set out by the NSW Department of Health**

Wesley OOSH shall ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority. Wesley OOSH staff shall adhere to the guidelines identified in the Illness and Infectious Diseases – Preventative Action work instruction at all times to help prevent infectious diseases from entering the centre.

The principles captured in the above work instruction are from the National Health and Medical Research Council (NHMRC) publication, Staying Healthy: Preventing infectious diseases in early childhood education and care services which represent best practice methodologies to manage and control the spread of infections.

- **Exclusion of ill children and adults**

The decision to exclude a child or staff member who has an infectious disease or who has been exposed to an infectious disease will be the responsibility of the Nominated Supervisor. This decision will be based on the child's or staff member's symptoms, medical opinion and NSW Department of Health guidelines.

Where a child or staff member has been unable to attend the service because of an infectious illness, a medical certificate which specifically states the child/staff member is well enough to return to the service must be provided.

Wesley OOSH is committed to training and equipping all relevant staff, as per their job responsibilities, to know their obligations and best practices for managing and reducing the transmission of infection.

Payment of fees will be required for children during an outbreak of a vaccine preventable disease.

In extreme circumstances of an outbreak within the centre, Wesley OOSH may temporarily close the service to ensure the safety of all children, staff and visitors.

- **Immunisation recommendations for Wesley Out of School Staff**

The National Health and Medical Research Council (NHMRC) recommends that staff should be immunised against



- Hepatitis A
- Measles-Mumps-Rubella (MMR)

Staff members born during or since 1966 who do not have vaccination records of two doses of MMR, or do not have antibodies for rubella, should seek medical advice regarding vaccination for:

- Varicella, if they have not previously been infected with chickenpox
- Pertussis. An adult booster dose is especially important for those educators caring for the youngest children who are not fully vaccinated

Although the risk is low, staff who care for children with intellectual disabilities should seek medical advice about Hepatitis B immunisation if the children are unimmunised.

- **Establishing good hygiene and infection control procedures**

Relevant standard operating procedures shall be developed and implemented to maintain a hygienic environment and avoid cross contamination. The standard operating procedures shall include for the following:

- Regular hand washing and hand sanitising
- Safe food handling practices
- Appropriate use of gloves and other protective equipment
- Effective cleaning practices and evidence of cleaning records

- **Ensuring safety of all clients**

Many illnesses, while not fitting exclusion criteria, can transmit disease to other children in care and many non-exclusion diseases can make a child too ill to participate in normal activities. Hence, Wesley OOSH may at the discretion of Nominated Supervisor choose to exclude a child/staff member where there is perceivable risk to the health and safety of others in the centre.

- **Infectious Diseases requiring Notification to the local Public Health Unit**

Infectious Disease notification shall be directed by telephone to the local Public Health Unit and shall be initiated within twenty-four hours of diagnosis.

NSW Local Public Health unit directory and contact details are available on the NSW Health website.

All infectious disease notification forms are available from Public Health Units and on the NSW Health website.

As outlined in the Public Health Act 2010 (NSW), the Nominated Supervisor of a service is required to notify the Local Public Health Unit of the following infectious disease occurrences at the service:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella (German measles)
- Measles
- Pertussis (Whooping cough)



- Tetanus
  - Other infectious diseases, e.g. gastrointestinal, respiratory illness, communicable diseases
- **Commitment to provide a Confidential and Non-discriminatory service delivery**

Where there is an outbreak of an infectious disease, each enrolled child's family or emergency contact will be notified as soon as practicable or within 24 hours under ordinary circumstances. The service will maintain confidentiality when issuing the notification and ensure it is not prejudicial or identify any children.

All personal information of clients and staff shall be managed as per Wesley Mission's Privacy policy.

### **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 members HIV status
- a child with HIV/AIDS shall be treated as any other child and will have the same level of physical contact with educators as any other children in the centre
- where a staff member is informed of a child, family member or another staff member who has HIV/AIDS or Hep B or C, this information will remain confidential at all times. The service has no obligation to advise other families attending the service of a child's or staff members HIV status

### **5. Responsibility and policy owner**

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care employees shall adhere to this policy.

### **5. Consultation & Approval**

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.