



# Wesley Out of School Hours Care policy

## Infectious disease management

### 1. Purpose

Wesley Out of School Hours Care (WOOSH) 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 Out of School Hours Care can meet its legal and compliance obligations of the Education and Care Services National regulations 2011 4.2.2 regulation 88 and National Quality standards for Children's Education and Care Services.

### 2. Scope

This policy applies to the Staff, Educators and Clients of WOOSH 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 Out of School Hours Care (WOOSH) aims to ensure that children, parents, 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). We shall take all reasonable steps



to prevent and manage the spread of infectious diseases through the implementation of processes that are consistent with guidelines of State Health Authorities.

We 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 and facilitate the prevention and effective management of acute illness in children.

WOOSH will use the Recommended Minimum Periods of Exclusion as provided on the NSW Health website to exclude children and staff and inform parents of exclusion and non-exclusion periods for infectious diseases.

Notification of the child's parents or nominated contacts will occur immediately.

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 guided by the following principles:

- **Following all recommended guidelines from Health NSW regarding the prevention of infectious diseases.**

WOOSH shall ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority. Our staff shall adhere to the guidelines identified in 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 or re-admit a child or staff member will be the responsibility of Nominated Supervisor in consultation with the Centre Coordinator and based on the child or staff's symptoms, medical opinion and department of health guidelines for children and/or staff who have an infectious disease or who have been exposed to an infectious disease.

Where a child or staff member has been unable to attend the service because of an infectious illness the person must provide a doctor's certificate which specifically states the child/staff member is well enough to return to the service.

WOOSH is committed to training and equipping all relevant staff, as dictated by 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.

- **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:

- Hand washing
- Food handling
- 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 care activities. Hence, we may at the discretion of Nominated Supervisor choose to exclude staff /child, 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 under Section 42D, Public Health Act 1991 (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
- Measles
- Mumps
- Pertussis (Whooping cough)
- Poliomyelitis
- Rubella (German measles)
- Tetanus

- **Commitment to provide a Confidential and Non-discriminatory service delivery**



Where there is an outbreak of an infectious disease, each enrolled child's family/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 AIDS shall be treated as any other child and will have the same level of physical contact with educators as 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.

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

This policy has been developed in consultation with the Senior Coordinator, Wesley Out of School Hours Care, Area Coordinator/s, Wesley Out of School Hours Care, Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

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