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# INFECTIOUS DISEASE POLICY

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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**National Quality Standard (NQS)**

Quality Area 2: Children's Health and Safety		
2.1.1	<b>Wellbeing and comfort</b>	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	<b>Health practices and procedures</b>	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	<b>Safety</b>	Each child is protected

**Education and Care Services National Regulations**

Children (Education and Care Services) National Law	
<b>77</b>	Health, hygiene and safe food practices
<b>85</b>	Incident, injury trauma and illness policies and procedures
<b>86</b>	Notification to parents of incident, injury, trauma and illness
<b>87</b>	Incident, injury, trauma and illness record
<b>88</b>	Infectious diseases
<b>90</b>	Medical conditions policy
<b>162</b>	Health information to be kept in enrolment record

"Maintaining hygiene practices within the service and teaching young children about health and hygiene will assist in the prevention of infectious disease". – Community Co-operative

## Introduction

Ensuring the health and safety of children and educators, and supporting children's ongoing wellbeing, is a core focus at Woden Early Childhood Centre (WECC). WECC educators need to be aware of the likelihood of young children being exposed to an infectious illness whilst in care.

Maintaining hygiene practices within WECC and teaching young children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely and current information, and expecting their adherence to hygiene and health policies, will further support this process.

## Scope

This policy applies to children, families, staff, management and visitors of the Service.

## Goals – What are we going to do?

Children's exposure to infectious diseases will be minimised by:

- WECC following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases
- promoting practices that reduce the transmission of infection
- the exclusion of sick children and educators
- service support for child and educator immunisation
- implementing and adhering to effective hand washing procedures

## Strategies – How will it be done?

The Nominated Supervisor or Director and Educational Leader will:

- ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority, such as: *Staying Healthy – Preventing infectious disease in early childhood education and care services – 5<sup>th</sup> Edition (2012)*, *National Health and Medical Research Council (2006)*, and the NSW Ministry of Health or ACT public hospitals websites
- implement the recommendations from *Staying Healthy – Preventing infectious disease in early childhood education and care services – 5<sup>th</sup> Edition (2012)* to prevent the spread of infectious diseases
- ensure that children are reasonably protected from harm by working with the educators on developing, implementing and reviewing policies that will guide health and safety procedures within WECC
- information is collected, maintained and stored appropriately on enrolment regarding each child's immunisation status, and any medical conditions of children in WECC
- ensure cloths are colour coded so that a separate cloth is used for floors, bathrooms, art and craft and meal surfaces
- develop procedures for:
  - maintaining a hygienic environment
  - providing educators and families with relevant infectious diseases, health and hygiene information
- expecting families to comply with health and safety practices
- ensuring opportunities for educators and families to be involved in the review of the policies and procedure regarding children's health and safety
- inform and implement the advice of the health department, or local health unit regarding infectious diseases as required
- including health and safety as a core element of an educator's induction into WECC, and their

probationary period. Mentoring during the probationary period will instil a comprehensive understanding of WECC hygiene and health practices and policies

- updating children's enrolment records
- with regards to immunisation, ensuring that this occurs as required (i.e. as children reach age milestones for immunisations), or at least twice a year
- ensure knowledge is shared with all Room Leaders so that they are aware of individual children's circumstances
- guiding children's understanding of health and hygiene throughout the daily program
- ensuring educators are aware of relevant immunisations guidelines for children and themselves
- advising educators of the recommended immunisations for people working with children as per the Immunisation Handbook – 9<sup>th</sup> Edition (2008)<sup>1</sup>
- maintaining current records of educator immunisation status
- ensuring educators are familiar with written procedures for exclusion of employees as well as children in the event of an infectious illness
- providing opportunities for educators to source relevant up to date information on the prevention of infectious diseases, and maintaining health and hygiene from trusted sources
- providing access to the WECC funded immunisation service
- provide relevant sourced materials to families about:
  - the current ACT immunisations schedule for children
  - immunisation requirements/criteria for Child Care Subsidy (CCS)
  - exclusion guidelines for children that are not immunised or have not yet received all of their immunisations in the event of an infectious illness at the service, upon induction at the service
  - advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses (as soon as practicable after the occurrence of an infectious disease)
- provide information to families as soon as practicable of the occurrence of an infectious disease that describe the:
  - nature of the illness
  - incubation period
  - infectious and exclusion periods

This information will be sourced from a reliable source such as *Staying Healthy – Preventing infectious disease in early childhood education and care services – 5<sup>th</sup> Edition (2012)*, National Health and Medical Research Council (2006). Notification of infectious disease occurrence will be placed on the door of the appropriate room/s in WECC.

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<sup>1</sup> The National Health and Medical Research Council (NHMRC) recommend that childcare staff should be immunised against:

- Hepatitis A
- Measles – mumps – rubella (MMR) (persons born during or since 1966 who have only received one dose of the MMR vaccine should have a second dose)
- Chicken pox (if not previously infected)
- Pertussis (whooping cough) (an adult booster dose)
- Influenza (annual vaccination)

Information to be displayed at the service:

Information	Website	Contact Details
<b>The National Immunisation Program (NIP) Service</b>	<a href="http://www.immunisehealth.gov.au/internet/immunise/publishing.nsf/Content/national-immunisation-program-schedule">http://www.immunisehealth.gov.au/internet/immunise/publishing.nsf/Content/national-immunisation-program-schedule</a>	1800 671 811
The ACT Immunisation Schedule and Immunisation Information	<a href="http://www.health.act.gov.au/our-services/immunisation/babies-and-children">http://www.health.act.gov.au/our-services/immunisation/babies-and-children</a>	(02) 6205 2300 <a href="mailto:Immunisation@act.gov.au">Immunisation@act.gov.au</a>
ACT Immunisation Requirements Parent Handbook	<a href="http://www.health.act.gov.au/sites/default/files//Publications/Requirements%20for%20entry%20to%20school%2C%20preschool%20and%20childcare%20%E2%80%93%20Parent%20Handbook%202017.pdf">http://www.health.act.gov.au/sites/default/files//Publications/Requirements%20for%20entry%20to%20school%2C%20preschool%20and%20childcare%20%E2%80%93%20Parent%20Handbook%202017.pdf</a>	

Educators will:

- ensure they attend to any children suspected of having an infectious illness, and their health and emotional needs at all times
- ensure that an 'Incident, Injury, Trauma and Illness' record is completed as soon as practicable or no later than 24 hours of the illness occurring
- implement appropriate health and safety procedures when tending to ill children
- ensure that families are requested to collect their children as soon as practicable to ensure the child's comfort
- advise families that they need to alert WECC if their child is diagnosed with an infectious illness
- be responsible for their own immunisation status, and advise the Nominated Supervisor or Director of any updates to their immunisation status
- provide varied opportunities for children to engage in hygiene practices, including routine opportunities and intentional practice
- complete the illness register as a way to document incidents of infectious disease. Some diseases require the state authority to be notified
- take into consideration the grouping of children to reduce the risk of acquiring an infectious illness when planning the routines/program of the day
- ensure toys and equipment that are absorbent and hard to clean will be aired in sunlight
- ensure washable toys and equipment will be washed in detergent and hot water or the dishwasher and aired to dry
- ensure individual dummy containers are labelled with child's name and stored in fridge to reduce the risk of cross contamination
- ensure all dummies are sterilised and stored appropriately after each use
- ensure that toilets/bathrooms are cleaned in the middle of the day and whenever needed throughout the day
- disposable paper towel and disinfectant are used to clean bodily fluids off beds, floors, bathrooms, etc.
- ensure that any toy that is mouthed by a child is to be immediately out of circulation and to be washed with warm soapy water at the end of the day
- ensure all playdough is to be made fresh every week. If there is an outbreak of any contagious communicable disease, playdough is to be discarded at the end of each day and a new batch made during this time. Children are to wash their hands before and after using playdough

- ensure that children will rest 'head to toe' to avoid cross infection while resting or sleeping
- ensure that children are not to share beds at the same time
- implement WECC's health and hygiene policy, including:
  - hand washing – washing and drying thoroughly, and remembering to include babies when hand washing
  - routine and daily cleaning of the service
  - nappy changing procedures
  - wearing gloves (particularly when in direct contact with bodily fluids)
  - proper handling and preparation of food
- ensure that mops used for toilet accidents are soaked in disinfectant in a bucket in the laundry sink
- ensure a weekly clean will be carried out on other surfaces that may transmit germs such as doorknobs, low shelving, etc. This will be increased if an outbreak has been recorded in the Service
- ensure that if a child has a toileting accident, the items will be placed in a plastic bag with the child's name on it
- provide opportunities for educators, children and families to have access to health professionals by organising visits/guest speakers to attend the service to ensure that practices in place at the service are correct
- maintain currency with regard to health and safety by attending appropriate professional development opportunities

Families will:

- ensure children do not attend the Service if they are unwell. If a child has been sick, they must be well for 24 hours before returning to the Service. The Director if in doubt that the child has returned to full health may request a doctor's certificate
- advise WECC of their child's immunisation status, and provide written documentation of this for WECC to copy and keep with the child's enrolment records
- advise WECC when their child's immunisation/medical condition is updated and provide this information to WECC to ensure that enrolment records are up to date
- provide sufficient spare clothing, particularly if the child is toilet training

## Evaluation

- Infection control is effectively managed at the service to ensure children remain healthy transmission of infectious disease are minimised
- WECC to monitor educator and child illnesses

## Related policies /documents

- *Hygiene and infection control*
- *Medication and health statement*

## Statutory legislation and considerations

- Education and Care Services National Law Act 2015
- Education and Care Services National Regulations 2015

## Sources and references

- Guide to the National Quality Standard (3) ACECQA (2014)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2018

- ECA Code of Ethics
- Department of Human Resources: National Immunisation Program Schedule NHMRC
- Staying Healthy: preventing infectious diseases in early childhood education and care services 5<sup>th</sup> edition (2012)
- Medicare Australia
- Revised National Quality Standards
- Public Health Regulation 2012
- EYLF – Belonging Being Becoming 2009
- Health and Safety in Children's Services Model Policies and Practices – 2<sup>nd</sup> Edition revised (2003)
- NSW Ministry of Health: [www.health.nsw.gov.au](http://www.health.nsw.gov.au)
- Immunisation Handbook (2017): Australian Department of Health - <http://www.health.act.gov.au/sites/default/files//Publications/Requirements%20for%20entry%20to%20school%2C%20preschool%20and%20childcare%20%E2%80%93%20Parent%20Handbook%202017.pdf>
- Exclusion periods: Page 17 (Table 1.1) Part 1 – [http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition.pdf](http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition.pdf)

## Authorisation

John Rothwell  
President  
2017-18 WECC Management Committee