

Our Lady of Hope Greenwith Campus Outside School Hours Care



POLICY DOCUMENT

DEALING WITH INFECTIOUS DISEASES

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POLICY STATEMENT

As part of our approach to prioritising health and safety, we implement effective hygiene practices and work to prevent and effectively deal with any infectious disease in line with the Education and Care Services National Regulations and the advice of health experts.

BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to dealing with infectious diseases. Infectious diseases can spread rapidly in education and care services. As noted in the National Health and Medical Research Council's Staying healthy: Preventing infectious diseases in early childhood education and care services, when children – especially younger children – are in close contact with others, they often put objects in their mouths, and they may not always cover their coughs or sneezes. As some bacteria and viruses can survive on surfaces, children may touch a contaminated surface, then put their hands in their mouth and become infected. Additionally, if a child has an ill family member at home, they could be incubating the illness, and risk bringing germs from home into the service. It is for this reason that it is especially important for our service to have effective policies and procedures in place that can promote awareness of infectious diseases and safe hygiene practices, that help to prevent any infectious disease from occurring and outline the processes to manage any outbreak.

PROCEDURE

The service will use the recommended minimum periods of exclusion as stated by National Health and Medical Research Council's Staying healthy: Preventing infectious diseases in early childhood education and care services to exclude children and educators and inform parents of exclusion and non-exclusion periods for infectious diseases. We will minimise the spread of potential infectious diseases between children, other children and educators by excluding children who may have an infectious disease or are too ill to attend the service and facilitating the prevention and effective management of acute illness in children.

Notification of the child's parents or nominated contacts will occur as soon as practicable. If required notification will be made to the Communicable Disease Control Branch, all infections should be reported within 3 days of suspecting or confirmation.

Children might be brought to care with symptoms or signs of illness or while in care suddenly develop an illness that has not been diagnosed by a doctor, and that might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for the service to decide whether to accept or exclude the child from the service. If we suspect a child may have an infectious disease, we will exclude the child until we receive a medical certificate stating the child is not contagious and is okay to attend the Service

Hygiene

1. Hand Hygiene

- Handwashing is recognised as the most effective method to reduce the transmission of infectious diseases.
- Educators and children must wash their hands:
 - Before preparing, serving, or eating food;
 - After toileting;
 - After handling animals;
 - After contact with bodily fluids, including blood, vomit, and mucus;
 - After removing gloves or handling waste.
- Educators will model correct handwashing techniques using soap and water and promote regular handwashing among children.
- Handwashing facilities with soap, water, and paper towels are provided and maintained throughout the service.

2. Personal Protective Equipment (PPE)

- All educators have access to appropriate PPE, including gloves, face masks, and hand sanitiser.
- Disposable gloves must be worn when in contact with blood, bodily fluids, open wounds, or when cleaning contaminated surfaces.
- Hands must be washed after removing gloves to ensure continued hygiene.

3. Environmental Cleaning

- All surfaces used for eating, play, or general use (e.g., tables, benches) must be cleaned and disinfected after use using appropriate cleaning products (e.g., antibacterial wipes or disinfectant spray).
- Shared equipment, including toys, cushions, and soft furnishings, will be cleaned regularly.
- Soiled or contaminated materials will be cleaned or discarded in a safe and hygienic manner.

4. Educator Responsibilities

Educators are responsible for:

- Modelling and promoting effective hygiene practices to children;
- Assisting children in developing independent self-care and hygiene routines;
- Monitoring the cleanliness of the environment;
- Reporting any signs of illness or hygiene concerns to the Nominated Supervisor;
- Participating in ongoing training related to infection control and hygiene.

5. Children's Learning

Educators will incorporate hygiene education into the program to help children understand the importance of:

- Handwashing;
- Using tissues and covering coughs/sneezes;
- Keeping shared spaces clean;
- Recognising when they are unwell and informing an educator.

Management of unwell children

- When a child becomes unwell and displays symptoms of an infectious disease while at the service, the child will be isolated from the other children in the OSHC office, made comfortable and supervised by an educator. The educator will refer to [Staying Healthy](#) for details on symptoms the child is presenting with (but will not officially make a diagnosis but can however present the symptoms to the family).
- Contact the child's parents or nominated emergency contact. If the child's parents are unavailable we will contact the next nominated person. We will inform the contact of the child's condition and ask for a parent or other authorised person to pick the child up as quickly as possible. Any person picking the child up from the service must be approved by the child's parents and be able to show identification
- If a child has a fever, a temperature greater than 37 degrees Celsius, the child will be cared for, made comfortable and the family will be called.
- Educators will wash their hands with anti-bacterial soap after interaction with the child, and any materials will be Washed.
- Ensure all bedding, towels and clothing which has been used by the child is disinfected. These items will be washed separately and if possible, air dried in the sun.
- Ensure all toys used by the child are disinfected
- Ensure all eating utensils used by the child are separated and sterilised
- Children with infectious diseases will be excluded from the service outlined in the current edition of [Staying Healthy](#).
- A medical clearance is required for a child to be re-admitted to the service after contracting a serious infectious disease
- In the case of a serious ill health or hospitalisation, a child will require a medical clearance from their medical practitioner or specialist, verifying that they are sufficiently recovered to return to the service
- In an event where the child does not have to be collected immediately, precautions as described in [Staying Healthy](#) will be implemented.

A child with an infectious disease has attended the service

the person responsible will:

- Ensure that the families of children in attendance that day, or any other previous day the child has attended and may have been infectious, are notified as soon as practicable. Confidentiality will be maintained and only the name and nature of the infectious disease will be disclosed (see Confidentiality Policy).
- Ensure that information regarding the infectious disease is available to families.
- Ensure information regarding the occurrence and nature of the infectious disease is prominently displayed next to the day sheet.
- Ensure that documentation regarding the infectious disease and the actions taken by the service comply with Regulations.

Cleaning and maintenance of high-risk areas

- Bathrooms are cleaned after hours by cleaners.
- Floors are vacuumed and mopped nightly by cleaners.
- High-use toys are cleaned daily by educators to ensure they are sanitised and safe for use.
- Soft play is cleaned quarterly and not used at all during high-risk times.
- Furniture is wiped over by educators with disinfectant spray or antibacterial wipes to ensure they are clean and free of germs.

COVID-19 procedure for educators

- Encourage educators to be immunised against infectious diseases as recommended by recognised authorities
 - Promote and demonstrate regular hand washing and good hygiene practices
 - Ensure soap and water is available at hand washing stations
 - Have hand sanitisers easily accessible for all children, educators, and families
 - Ensure there are adequate, clean toilets
 - Clean and disinfect touch surfaces such as hand railings, door handles, tables, and toys
 - Increase airflow in the service when weather allows, this could include having open doors and windows, and using air conditioners
 - Use signs to encourage good hand and respiratory hygiene practices
 - Ensure that rubbish is disposed of safely
 - Extra educators may be put onto a shift to account for additional cleaning and open play spaces
 - Whilst in highly contagious periods, excursions and incursions will be cancelled
- (Please refer to COVID-19 Policy)**

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
CESA (Provider)	<ul style="list-style-type: none"> • ensure that obligations under the Education and Care Services National Law and National Regulations are met • ensure that reasonable steps are taken to prevent the spread of any infectious disease at the service • ensure that families or an authorised emergency contact of the children attending are notified of the occurrence as soon as practicable and in a manner that is not prejudicial to the rights of any child, educator or staff member • display a notice stating that there has been an occurrence of an infectious disease at the service premises, FDC residence or approved venue • meet jurisdictional requirements relating to the enrolment or attendance of children who are not up-to-date with their scheduled vaccinations • implement exclusion periods consistent with current information from a relevant recognised authority • ensure that notification requirements to the regulatory authority are met in relation to an outbreak of an infectious disease that poses a risk to the health, safety or wellbeing of children attending the service • ensure the premises, furniture and equipment are kept safe, clean and well maintained, including high risk areas (e.g. bathroom, toilet, nappy change area, sandpit), furniture (e.g. cots), clothing, linen, and equipment (e.g. toys, carpets, mats) • take reasonable steps to ensure that the nominated supervisor, educators and staff follow the policy and procedures • ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> • affect the fees charged or the way they are collected or • significantly impact the service’s education and care of children or • significantly impact the family’s ability to utilise the service.
Principal (Nominated supervisor) Director/Person Responsible	<ul style="list-style-type: none"> • implement the Dealing with infectious diseases policy and procedures • ensure that reasonable steps are taken to prevent the spread of any infectious disease at the service • ensure that families or an authorised emergency contact of children attending are notified of the occurrence as soon as practicable and in a manner that is not prejudicial to the rights of any child, educator or staff member • display a notice stating that there has been an occurrence of an infectious disease at the premises, FDC residence or approved venue • meet jurisdictional requirements relating to the enrolment or attendance of children who are not up-to-date with their scheduled vaccinations

	<ul style="list-style-type: none"> • implement exclusion periods consistent with current information from a relevant recognised authority • ensure premises, furniture and equipment are kept safe, clean and well maintained • promote hygiene practices with all children, families, educators and staff • ensure that notification requirements to the regulatory authority are met in relation to an outbreak of an infectious disease that poses a risk to the health, safety or wellbeing of children attending the service.
Educators	<ul style="list-style-type: none"> • implement the Dealing with infectious diseases policy and procedures • monitor children’s health, safety and wellbeing on a daily basis and manage accordingly • be immunised against infectious diseases as recommended by recognised authorities • stay at home if unwell or have an excludable infectious disease • employ and role model good hygiene practices for cleaning hands, nappy changing, toileting and food handling • integrate infection control awareness, hygiene and protective practices into educational programming and planning • communicate with families about infectious diseases in general and specific expectations within the service (e.g. exclusion periods).
Families	<ul style="list-style-type: none"> • be familiar with and follow the service’s Dealing with infectious diseases policy and procedures • provide immunisation documentation upon enrolment and as immunisations are administered • keep their child at home if they are unwell or have an excludable infectious disease • keep their child at home if there is an infectious disease at the service and their child is not fully immunised against it • inform the service if their child has an infectious disease or has been in contact with a person who has an infectious disease.
Cook and kitchen staff	<ul style="list-style-type: none"> • Ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are followed

CONTINUOUS IMPROVEMENT/REFLECTION

Our ‘Dealing with Infectious Diseases’ Policy will have a reviewed every 5 years in consultation with children, families, staff, educators, and management. The policy will be reviewed earlier if required.

RELATED POLICIES

<ul style="list-style-type: none"> • Incident, injury, trauma and illness • Child safe environment • Dealing with Medical Conditions in Children • First Aid • Governance and management • Safe delivery, arrival and collection 	<ul style="list-style-type: none"> • Health hygiene and safe food practices procedure • Sick child • Coronavirus (COVID 19) management • Facilities and equipment • Enrolment and orientation
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LEGISLATIVE REQUIREMENTS

EDUCATION AND CARE SERVICES NATIONAL LAW	
Sec. 172	Offence to fail to display prescribed information
Sec. 174	Offence to fail to notify certain information to Regulatory Authority

Regulation	Description	Implementation
85	Incident, injury, trauma and illness policies and procedures	There are appropriate policies and procedures in place for incident, injury, trauma and illness
86	Notification to parents of incidents, injury, trauma, and illness	Educators and Director notify families of children who have been involved with an incident, injury, trauma or illness.
87	Incident, injury, trauma, and illness record	All educators record any incidents, injuries, trauma and illnesses that occur at the service in the 'Accident and Injury' folder. These records are counter signed by the family of the child when notifying them.
88	Infectious diseases	We take appropriate steps to minimise the risk of children coming into contact with infectious diseases. We use the EXPLOR app to notify families of the occurrence of an infectious disease at the service.
103	Premises, furniture, and equipment to be safe, clean and in good repair	The premises, furniture and equipment are checked by educators to ensure that it is safe, clean and in good repair. If something is found to be in disrepair, the equipment or furniture is fixed or removed from the premises.
168	Education and care services must have policies and procedures	The service has policies and procedures in reflect the needs of the service. These are reviewed as necessary.
170	Policies and procedures to be followed	Policies and procedures created by the service and are always followed by our educators.
171	Policies and procedures to be kept available	Policies and procedures are kept available to all educators and families and are in the OSHC educator cupboard and on our website.
172	Notification of change to policies or procedures	Appropriate authorities and governing bodies are notified of any change to policies and procedures.
173	Prescribed information to be displayed	Relevant information is displayed at the service on the information wall.
175	Prescribed information to be notified to Regulatory Authority	The regulatory authority is advised of relevant information

RELATED LEGISLATION

- Education and Care Services National Law, Act, 2010 (Cth)
- Education and Early Childhood Services (Registration and Standards) Act 2011 (SA).
- Children and Young People (Safety) Act 2017 (SA)
- Education and Children's Services Act 2019 (SA)

KEY TERMS

Key term	Meaning	Source
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	aceqa.gov.au
Exclusion period	Families keeping their children at home in the event of illness or disease within the service. The aim is to reduce the spread of infectious diseases in the service, as the less contact there is between people who have an infectious disease and people who are at risk of catching the disease, the less chance the disease has of spreading.	Staying healthy: Preventing infectious diseases in early childhood education and care services (Exclusion periods explained – information for families) nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services#blockviews-block-file-attachments-content-block-1
Immunisation	Immunisation can prevent some infections. It works by giving a person a vaccine – often a dead or modified version of the germ – against a particular disease. This makes the person’s immune system respond in a similar way to how it would respond if they actually had the disease, but with less severe symptoms. If the person comes in contact with that germ in the future, their immune system can rapidly respond and prevent the person becoming ill. Immunisation also protects other people who are not immunised, such as children who are too young to be immunised, or people whose immune systems did not respond to the vaccine. This is because the more people who are immunised against a disease, the lower the chance that a person will ever come into contact with someone who has the disease (also known as herd immunity). For families to receive the Child Care Subsidy and Family Tax Benefit (FTB) Part A, their child must meet the immunisation requirements. Jurisdictional requirements may also prevent children who are not immunised from attending a service.	Staying healthy: Preventing infectious diseases in early childhood education and care services (1.3.3 Immunisation) nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services#blockviews-block-file-attachments-content-block-1 servicesaustralia.gov.au/individuals/topics/what-are-immunisation-requirements/35396 health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule
Infectious disease	A disease that is designated under a law of a relevant jurisdiction or by a health authority as a disease that would require a person with the disease to be excluded from an education and care service	National Regulations (Definitions)

NATIONAL QUALITY STANDARDS

The following quality areas link to Dealing with Infectious Disease Policy:

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY		
Concept		Descriptor
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.2	Dignity and rights of the child	Effective partnerships support children's access, inclusion and participation in the program.
QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supporting relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and wellbeing.
QUALITY AREA 6: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and support effective decision-making and operation of the service.

SUPPORTING INFORMATION

It is suggested that staff read noted policies and other recommended guidelines within this policy to better understand how they work together. Other documents that may support staff understanding include:

Staying Healthy – Preventing Infectious Diseases in Early Childhood Education and Care Services. Australian Government National Health and Medical Research Council, 5th Edition at [Staying Healthy—Preventing Infectious Diseases in Early Childhood Education and Care Services. Australian Government National Health and Medical Research Council, 5th Edition at \[www.nhmrc.gov.au/guidelines/publications/ch43\]\(https://www.nhmrc.gov.au/guidelines/publications/ch43\)](https://www.nhmrc.gov.au/guidelines/publications/ch43)

ACECQA (www.acecqa.gov.au)

ACECQA [Guide-to-the-NQF-web.pdf \(acecqa.gov.au\)](https://www.acecqa.gov.au/guidelines/publications/ch43)

ACECQA [Risk Assessment and Management Tool](#), 2023

[Australian Society of Clinical Immunology and Allergy \(ASCIA\)](#)

[ASCIA Guidelines – Acute Management of Anaphylaxis \(https://www.allergy.org.au/\)](https://www.allergy.org.au/)

[Asthma and anaphylaxis - Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#)

[Asthma Australia https://asthma.org.au/](https://asthma.org.au/)

Department for Education SA [Medication management procedure \(education.sa.gov.au\)](https://www.education.sa.gov.au/)

Government of South Australia SA Health (2024) [Exclusion from childcare, preschool, school and work | SA Health](#)

Kids Health Information (2023) Head injury fact sheet [Kids Health Information: Head injury – general advice \(rch.org.au\)](https://www.kidshealth.org.au/) (recommended by ESB sourced from [Head injuries and children \(esb.sa.gov.au\)](https://www.esb.sa.gov.au/))

[The National Child Traumatic Stress Network](#)

Raising Children Network [Traumatic events, children, first response | Raising Children Network](#)

[Safework Australia mcop-first-aid-in-workplace-v1.pdf \(safeworkaustralia.gov.au\)](#)

RECORD HISTORY

This policy and procedure are approved and in place until the review date, unless during that time the Principal of Our Lady of Hope instructs a revision.

You can only amend the customised content within this procedure.

Families of children enrolled at the service must be notified at least 14 days before making any change that may have a significant impact on:

- a) The service provision of education and care to any child enrolled at the service
- b) The family's ability to utilise the service.

If you consider the notice period would significantly pose a risk to the health and safety and wellbeing of children, then families can be notified of the change as soon as practicable. (Regulation 172)

Last Review Date: Sept 2025

Next review date: Sept 2030

Revision record: 1

(Chairperson)

(Date Reviewed)

(Principal)

(Date Reviewed)