

## DEALING WITH INFECTIOUS DISEASES Policies and Procedures

Links to Regulations: 88, 109, 112, 136, 168 (2) (c), 176, 181, 183 Links to quality areas, standards or elements: 2, 4, 6, 7.1, 7.3

### Rationale:

By working closely with you, the child's parents and guardians, we aim to promote your child's wellbeing, resulting in a happy, healthy time at the Centre. Children who are unwell should not attend the Centre until they have recovered and can fully participate in the learning and care program offered.

If Educators are concerned about your child's wellbeing, they will contact you or an emergency contact person named in the child's enrolment record to discuss a plan of action. This may include simple courtesy calls when children's behaviour and routines change.

Exclusion of sick children and staff will be based on information from the guidelines 'Staying Healthy in Childcare', a recommended reference or through information obtained from the SA Health Communicable Disease Control Branch (1300 232 272). In the event of a pandemic information will be in line with the Australian and South Australian Government protocols.

Procedures we have in place to support the minimisation of infections include:

- Kitchen Cleaning Procedure
- Pest Control
- Disinfecting Procedure
- Laundry Routine
- Exclusion periods
- Bathroom Cleaning Procedure
- Meal/Food/Bottle Preparation
- Handwashing and hand sanitising

### High Fever:

**NB:** Normal Temperature Range for a child is up to but not including 38°C

If a child has an elevated temperature of above 37.5°C, staff will take appropriate action to reduce it naturally i.e. through the removal of clothing (short of the child feeling cold) and offering sips of water to remain hydrated (even if the child has been vomiting). The child will continue to be closely monitored, and the temperature retaken after 10 minutes. If the temperature remains above 37.5°C and the child has other symptoms, parents or guardians will be notified.

If the child's temperature is at 38°C even if the child has no other symptoms, parents or guardians will be notified and are required to make arrangements for the collection of their child as soon as possible. The parent or guardian will need to take the child to a doctor or other appropriate professional and review why the temperature is raised and inform the Centre as soon as possible.

### Communication is vital:

**Parents are obligated to contact the Centre if their child has a contagious infection or disease.**

When illnesses are reported to the Centre, staff will display an illness notice at the Centre entrances doors and send out on Skoolbag. When required illness information sheets will also be put in every Family's Pocket and/or notification sent out via Skoolbag. This information details symptoms, treatment and whether medical attention or exclusion from the Centre is necessary.

The Centre will inform the SA Health - Communicable Disease Control Branch of the following conditions:

- Diarrhea (several cases)
- Haemophilus influenza type B (Hib)
- Hepatitis A
- Hepatitis B
- Measles
- Meningococcal infection
- Parvovirus B19 (2 or more cases)
- Pertussis
- Roseola (2 or more cases)
- Scarlet fever
- TB
- Vomiting (several Cases)
- Hand, Foot and Mouth
- Covid 19

BCCC uses recommended guidelines from Staying Healthy in Childcare (not limited to):

Condition	Exclusion from Centre
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis
Covid 19	Excluded until a negative test is returned. Government protocols will apply.
<b>Diarrhoea and Vomiting</b>	<b>Exclude children and staff until there has not been a loose bowel motion or vomit for 48 hours</b>
Hand, Foot and Mouth	Exclude until all blisters have dried
Haemophilus influenza type B (HIB)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days
Head lice	Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected
Hepatitis A	Excluded until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice.
Hepatitis B & C	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a water tight dressing.
Influenza and influenza-like illnesses	Exclude until person is well.
Measles	Exclude for 4 days after the onset of the rash
Meningococcal	Exclude until appropriate antibiotic treatment has been completed.
Pertussis (Whooping Cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing
Rotavirus Infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours.
Rubella (German Measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash.
Scabies	Exclude until the day after starting appropriate treatment
Varicella (Chicken Pox)	Exclude until all blisters have dried – this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children
Worms	Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred.

In the case where medical attention is sought, or other incidents occur resulting in death, injury, trauma or illness, the Responsible Person (or delegate) will notify the Regulatory Authority (ACECQA) within 24 hours; contact the Gawler 2 Portfolio Office and lodge a report on the Department for Education *Incident Management System* within 12 hours.

If IMS access is not immediately available, then:

- in the event of an injury an ED155 can be completed, noting that this is an interim record only and that the online report must still be entered on IMS
- in the event of a critical incident contact School Care on 8463 6564 or [Education.IncidentReportManagementUnit@sa.gov.au](mailto:Education.IncidentReportManagementUnit@sa.gov.au)

### **Immunisation:**

- An early childhood service must not enrol a child if all immunisation requirements are not met.
- A child cannot attend, or continue to attend, an early childhood service if all immunisation requirements are not met.

- Early childhood services must keep a current copy of an approved immunisation record for each child enrolled in, or attending that service.
- Approved immunisation records must be supplied by parents/guardians to the early childhood service at specified times.
- Educators at the Centre are encouraged to have all childhood immunisations. It is recommended that Primary Caregiving educators for children less than 2 years of age should be immunised with Hepatitis A vaccine.
- Staff records will be kept in their personal files and staff will be encouraged to update this information regularly.

### **Handling Bodily Fluids Procedure:**

Universal precautions are followed to prevent cross infection of blood borne diseases:

- all cuts/breaks in the skin need to be covered as body fluids can carry viruses
- it is not safe to handle someone else's blood, however it is safe to handle your own, therefore where appropriate, injured people will be encouraged to put their own hand over their own blood spill and children will be encouraged to apply their own band-aids
- disposable gloves must be worn when providing first aid to another person who has a cut/blood spill or when handling other body fluids (urine, faeces, vomit)
- depending on the size of the spill, use paper towel/kitty litter to clean up blood or body fluids with gloves still on
- fresh gloves will be used for each situation
- place contaminated material, including gloves in a plastic bag, place in a second bag, seal and dispose of in the general waste bin (wheelie bin)
- wash hands with soap and running water after all first aid treatment and changing of soiled underwear/clothing. Children and staff routinely wash their hands after toileting, before and after preparing or eating food, after blowing their nose and when they return from outside play. Staff are required to wash their hands on arrival at work and prior to departure and before and after a meal break
- Soiled surfaces must be cleaned first with detergent and warm water. Ideally disinfectant should be in contact with the surface for at least half an hour

Please refer to the cleaning procedures for more details.

Staff will treat children who have had a toilet accident with respect and compassion. Staff understand that toileting progress may regress but under no circumstances will children be punished or treated unfairly for toilet accidents. For children who have several toilet accidents in a short period of time, staff will use their discretion to determine when it is appropriate for the child to be changed into a nappy or pull up or contact the family.

### **Nappy Changing Procedures:**

- The Centre recognises that both routines and play experiences can be used as learning experiences for all children, and nappy changing and toileting is a great opportunity for not only developing a wide range of skills, but also developing healthy relationships.
- nappy changing and toileting is to be a safe and positive experience, with strict procedures to ensure the health and safety of all staff and children.
- children's nappies will be checked approximately every 2 hours and changed according to the individual child's needs throughout the day.
- parents are to supply enough disposable nappies or pull-ups for their child's session in care/Kindy. 7 are recommended for a full day in Childcare. If there are insufficient nappies/pull-ups provided, staff will use the Centres' supply and the nappy fee will be charged to the parents or guardians account.
- parents are to supply nappy rash cream (including a written authorisation) and several clean changes of clothing for children who are toilet training.

Educators check to make sure that the supplies needed are ready, including:

- sheet of paper
- pre-moistened towelettes
- disposable gloves
- a fresh nappy
- clothes
- rubbish bin lined with a plastic bag
- nappy cream (where appropriate written authorisation has been received)

Encourage a walking child to walk to the change area. Steps are available to the nappy change area so that the child can reach the change mat.

- follow the manual handling procedures to lift and carry children
  - never leave a child unsupervised or unattended when on the change bench
  - wear gloves when changing nappies
  - place paper on the part of the change mat where the child's bottom will be in contact
  - put the child's bottom on the paper
  - remove the child's nappy and any soiled clothes
  - clean the child's bottom with a pre-moistened disposable towelette before applying/reapplying any nappy cream if provided by parent. Dispose of towelette in the bin provided
  - the nappy bin will be sealed and the liner and contents emptied frequently into the garbage bin in the utility area
  - remove gloves by peeling them back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Dispose of gloves in the bin provided
  - put a new nappy or pull up on child, then redress them and assist them to walk down the stairs
  - help or supervise the child wash their hands
  - take the child away from the bathroom and assist them to rejoin play
  - place rinsed soiled clothes in a plastic bag
  - clean the change table by spraying with disinfectant and wiping with a paper towel. Mattresses and covers used on the nappy change table need to be smooth as germs can survive in cracks, holes, creases, pleats, folds and seams
  - Educators wash their hands
  - Record time, state of nappy and staff initials on nappy chart in childcare.
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|----|---------------|
| NS | Soiled        |
| NW | Wet           |
| ND | Dry           |
| ⊗  | Diarrhoea     |
| C  | Cream applied |
| LB | Loose Bowel   |

### **TOILETING Procedures: Childcare**

- help the child use the toilet and use correct toileting terminology
- if the child has soiled clothing, assist them to change their clothes
- remove excess faeces (if necessary and easily achieved) in the toilet
- place rinsed soiled clothes in a plastic bag for parents to take home at the end of the day
- supervise or assist the child to wash their hands
- wash your hands
- record time, movement and staff initials on nappy chart as per the above symbols

### **TOILETING Procedures: Preschool**

- offer the child help as required i.e. to either change their nappy or pull up or assist the child in the use of the toilet. Follow the above *Nappy Change Procedures* as required.
- use correct toileting terminology e.g. have you flushed the toilet, have you wiped your bottom, have you washed your hands?
- if the child has soiled clothing, assist them to change as required
- assist the child or place rinsed/soiled clothes in a plastic bag and place or assist child to place it into their Kindy bag
- supervise or assist the child to wash their hands and re-join the other children and Educators
- if the Nappy Change Table was used, disinfect and dispose of towelettes in a plastic bag with the soiled Nappy/Pull Up. Dispose of bag in the outside wheelie bin
- wash your hands
- record time, movement and staff initials on soiled clothes chart.

Staff will ensure that the bathroom is cleaned and disinfected a minimum of 3 times a day or as required to reduce the spread of germs. The Bathroom Cleaning Record must be signed off and includes the disinfecting of toilet bowl, hand basins, dispensers, door handles and bins.

#### **Supporting Resources:**

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- DFE [www.chess.sa.edu.au](http://www.chess.sa.edu.au)
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure
- BCCC current list showing children with known medical conditions- confidential and accessible to staff
- Enrolment Forms contain Immunisation Records, Health and Additional Needs information as well as current family contact details
- BCCC Incident, Injury, Trauma, Illness Record Incident
- BCCC Child Safe Environments Policy and Procedures
- POISON INFO. CENTRE 131 126
- Wash, Wipe, Cover...Don't Infect another! [www.health.sa.gov.au/infectioncontrol](http://www.health.sa.gov.au/infectioncontrol)

#### **Sources:**

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- DFE: Health Resources for DFE
- First Aid Training HLTAID004- Provide an emergency first aid response in an education and care setting
- Australian Children's Education & Care Quality Authority, February 2018, National Quality Framework Resource Kit
- Australian Government National Health and Medical Research Council: Staying Healthy in Childcare- Preventing Infectious Diseases in Childcare
- SA Health Communicable Disease Control Branch (1300 232 272)

**Policy last reviewed: Term 3 2020**

**Policy review due: Term 3 2021**

**Approval Signature:**