

## D-4

# DEALING WITH INFECTIOUS DISEASES



## POLICY STATEMENT

TWOOSH will provide a safe and hygienic environment that will promote the health and wellbeing of the children. We will take all reasonable steps to prevent and manage the spread of infectious diseases through implementing procedures that are consistent with guidelines of NSW Health

This policy should fulfil requirements of the National Quality Framework, Quality area 2, Standard 2.1 (see reference 2).

## REFERENCES AND CONSIDERATIONS

1. Education and Care Services National Regulations 2011 (85-88)
2. National Quality Framework: Quality area 2, Standard 2.1, Australian Children's Education & Care Quality Authority.  
<http://www.acecqa.gov.au/childrens-health-and-safety>
3. Work Health and Safety Act 2011, State Government of New South Wales.
4. Work Health and Safety Regulation 2011, State Government of New South Wales.
5. Staying Healthy, Preventing infectious diseases in early childhood education and care services, National Health and Medical Research Council, Australian Government, Fifth edition, updated June 2013.
6. NSW Health Control Guidelines, <http://www.health.nsw.gov.au/infectious/controlguideline/pages/default.aspx>
7. NSW Health Disease Notification, <http://www.health.nsw.gov.au/infectious/pages/notification.aspx>
8. Disability Discrimination Act 1992, Australian Federal Government.
9. Anti-Discrimination Act 1977, State Government of New South Wales.

## PROCEDURES

### Prevention

- ◆ NSW Health guidelines on infectious diseases (reference 6) will be available at TWOOSH for reference by educators, management and families visiting the NSW Health website.
- ◆ If a child is showing symptoms of an infectious disease whilst at home, families are not permitted to bring the child to TWOOSH. This includes anything from a cold to chickenpox.
- ◆ Children who appear unwell while being signed in to before school care will not be permitted to be left at TWOOSH. Guardians will be advised to take the child home.
- ◆ TWOOSH will ensure there is a Food safety supervisor on site at all times and that all educators are trained food safety & hygiene.

- ◆ Hand washing will be practised by all Educators and children upon entering TWOOSH, before preparing or eating food and after tasks such as toileting, cleaning up any items, wiping a nose, before and after administering first aid, playing outside or handling an animal. In addition, Educators will wash their hands before leaving TWOOSH.
- ◆ TWOOSH will be cleaned daily, and rosters maintained and filed as evidence of the cleaning tasks being undertaken.
- ◆ All toilet facilities will include access to a basin or sink with running cold water and soap and paper towel for washing and drying hands. These are maintained by TWPS.
- ◆ Women and girls will have access to proper feminine hygiene disposal.
- ◆ Soap and paper towel will also be available in the kitchen area.
- ◆ All toilets, hand basins and kitchen facilities used by TWOOSH will be cleaned and disinfected daily. General surfaces will be cleaned with non-hazardous cleaning detergents after each activity. At the end of the day all contaminated surfaces will be cleaned and disinfected.
- ◆ Toys will be washed, cleaned and disinfected throughout the year on a monthly basis following the Morning Cleaning Duties list. Material items such as dress ups and cushion covers will be laundered as required at a minimum of quarterly throughout the year.

## Education

- ◆ Educators will maintain and model appropriate hygiene practices and encourage the children to adopt effective hygiene practices. As part of children taking increasing responsibility for their own health and physical wellbeing, Educators should acknowledge children who are modelling good hygiene practices.
- ◆ Informal education in proper hygiene practices will be conducted on a regular basis, either individually or as a group through conversations, planned experiences, inclusion in routines and reminders. Health and hygiene practices will be highlighted to guardians, and where appropriate information sheets or posters will be used by Educators to support these practices.
- ◆ Educators will aim to provide a non-judgmental approach to differences in hygiene practices and standards between families to support children's developing sense of identity. Where the children's practices differ to the standards expected within TWOOSH, Educators will remind the children that these are practices to be followed at TWOOSH but acknowledge that the practices may be different for them at home.

## Management

- ◆ Children and Educators with infectious diseases will be excluded from TWOOSH for the period recommended by the National Health and Medical Research Council.
- ◆ If a Guardian tells an Educator that their child has had or has an infectious disease, the Educator is responsible for communicating this to the Director.
- ◆ Where there is an outbreak of an infectious disease, each enrolled child's family/emergency contact will be notified within 24 hours under ordinary circumstances via email and signs/notices. TWOOSH will maintain confidentiality when issuing the notification and ensure it is not prejudicial or identify any children.
- ◆ In the event of an outbreak of a vaccine-preventable disease at TWOOSH or TWPS, children who are not immunised will be required to stay at home for the duration of the outbreak, for their own protection.
- ◆ If a child develops symptoms of a possible infectious disease whilst at TWOOSH, their family will be contacted to take the child home. Where they are not available, emergency contacts will be called to ensure the child is removed from TWOOSH promptly.
- ◆ All Educators dealing with open sores, cuts and bodily fluids will wear disposable gloves and practice universal precautions.
- ◆ Educators with cuts, open wounds or skin conditions such as dermatitis should cover their wounds and wear disposable gloves while handling food or administering first aid.

- ◆ Disposable gloves will be properly and safely discarded, and Educators are to wash their hands after doing so.
- ◆ If a child has an open wound, it will be covered with a waterproof dressing and securely attached.
- ◆ If bodily fluids or blood gets on the skin but there is no cut or puncture, wash away with hot soapy water.
- ◆ In the event of exposure through cuts or chapped skin, promptly wash away the fluid, encourage bleeding and wash in cold or tepid soapy water.
- ◆ In the event of exposure to the mouth, promptly spit it out and rinse mouth with water several times.
- ◆ In the event of exposure to the eyes, promptly rinse gently with cold or tepid tap water or sterile saline solution.
- ◆ In the event of having to perform CPR, disposable sterile mouth masks are to be used, or if unavailable, a piece of cloth. Termly first aid kit audits will ensure that a mask is always available in the kits.
- ◆ Any exposure of blood from open wounds, or exposure to saliva or blood by mouth or eyes should be reported to the Director and Management team to ensure proper follow up procedures occur.
- ◆ When assisting children with toileting or soiled clothing, Educators will ensure that they wear gloves and wash their hands afterwards. They will also remind the child to wash their hands.
- ◆ Educators will consider the resources they are using when assisting school age children when toileting to ensure they are age appropriate and ensure privacy for the child and ease of use by Educators.
- ◆ Any soiled clothing will be handled using disposable gloves and be placed in a sealed plastic bag for the parents to take home for laundering. The service will never rinse soiled clothing.
- ◆ Any blood or bodily fluid spills will be cleaned up immediately, using gloves and the area fully disinfected. Cloths used in cleaning will be wrapped in plastic bags and properly disposed of according to current infection control guidelines.
- ◆ The Hornsby Public Health Unit will be notified by phone (1300 066 055) as soon as possible after TWOOSH is made aware that a child enrolled at the school or facility is suffering from one of the following diseases:
  - Diphtheria
  - Mumps
  - Poliomyelitis
  - Haemophilus influenzae Type b (Hib)
  - Meningococcal disease
  - Rubella ("German measles")
  - Measles
  - Pertussis ("whooping cough")
  - Tetanus
  - Other infectious diseases as identified by NSW health/Australian government (e.g. COVID-19 or other infectious disease outbreaks) (as per reference 7).
- ◆ The Director will ensure that Educators are doing their best to always follow the recommendations as outlined in the Staying Healthy document (reference 5).
- ◆ Children and educators with diarrhoea or vomiting will be excluded for 24 hours after the symptoms have disappeared or after a normal stool.
- ◆ A doctor's clearance certificate will be required before a child may return to TWOOSH for all infectious diseases requiring exclusion from childcare as documented in NSW Health Control Guidelines (see diseases in reference 5, sections on Response Procedure, Isolation and restriction for each disease).
- ◆ TWOOSH will keep a log of all notified cases of infectious diseases. This register will be kept for at least 12 months and stored in the first aid folder.

## Management of HIV/AIDS/Hep B and C

- ◆ Under the Disability Discrimination Act and the Anti-discrimination Act (references 8 and 9), there will be no discrimination based on a child's/family/Educator's HIV, AIDS, Hep B or Hep C status.
- ◆ A child with HIV, AIDS, Hep B or Hep C will be treated the same as any other child and will have the same level of physical contact with Educators as other children within TWOOSH.
- ◆ Where Educators are informed of a child, family member or another Educator who has HIV/AIDS or Hep B or C, this information will remain confidential at all times. TWOOSH has no obligation to advise other families attending TWOOSH of a child or educator's HIV status.
- ◆ Proper safe and hygienic practices will always be followed and procedures to prevent cross infection as identified in this policy will be consistently implemented.
- ◆ Educators and families will be encouraged to participate in AIDS and Hepatitis education if deemed necessary.

## Revisions

### Date of next review: July 2025

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<b>Date</b>	<b>Reviewer</b>	<b>Approved by</b>
<b>20.06.16</b>		TWOOSH Management Committee
<b>28.05.18</b>		TWOOSH Management Committee
<b>18.03.19</b>		TWOOSH Management Committee
<b>25.05.20</b>		TWOOSH Management Committee
<b>03.05.21</b>	LL	TWOOSH Management Committee
<b>08.02.24</b>	HBD	TWOOSH Management Committee

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