



St Michael's Collegiate

Set for life

Subject: ELC INFECTIOUS DISEASES POLICY	Policy No: ELC 04 – Version 1
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Infected Diseases

Policy

Where there is an occurrence of an infectious disease (as listed in *Staying Healthy 5th Edition*) at Collegiate Early Learning Centre (ELC) and Outside School Hours Care (OSHC), the approved provider must ensure reasonable steps are taken to prevent the spread of the infectious disease at the service and that the parent or an authorised emergency contact of each child being educated and cared for by the service is notified of the occurrence as soon as practicable.

Procedure

In managing and controlling the spread of infectious disease, Collegiate Early Learning Centre will implement the following hygienic procedures to break the chain of the infection, including, but not limited to:

- Breaking the chain of infection

The chain of infection may be broken at any stage. The three steps in the chain of infection are:

1. The chain has a source (bacteria, virus, fungi, protozoa).
2. The germ spreads from the source.
3. The germ infects another person.

- Effective hand hygiene:

One of the most effective ways to break the chain of infection and prevent the transmission of disease is through effective hand washing with both soap and water to ensure both dirt and germs are thoroughly removed; as alcohol based hand wash¹ only reduces the number of germs. Soap alone will not dirt or kill germs; running water is required also.

Where soap and water are unavailable (i.e. during an excursion; in the outdoor environment) alcohol based hand wash may be used. Alcohol based hand wash has been proven to increase hand hygiene and be a convenient and effective way to remove or reduce the number of germs.

Effective hand drying is as important in the prevention of the transmission of disease as effective hand washing procedures. Ineffective hand drying (i.e. damp hands) may transfer up to 1000 times more bacteria than effective procedures. Hands should be thoroughly dried using clean, disposable paper towel.

Hands should be washed before you touch anything that should stay clean and after touching anything that may contaminate your hands. This includes before:

- Putting on gloves;
- Giving medication;
- Eating or handling food;
- Putting on sunscreen or other lotion to a child(ren);

And after:

- Taking off gloves;
- Changing a nappy or helping children use the toilet;
- Using the toilet;
- Wiping a child's (or your own) nose;

- Cleaning up body fluids.

To effectively wash hands:

- Wet hands with running water;
 - Apply soap to hands (including wrists, palms, between fingers and under nails) and lather thoroughly;
 - Rub hands together for a minimum of 15 seconds;
 - Rinse thoroughly under running water.
 - Dry hands thoroughly.
- Exclusion of ill children, educators and other persons:
The aim of exclusion is to minimise the spread of infectious disease. The need for and the length of the exclusion period depend upon:
 - How easily the infection may spread;
 - How long the person may potentially be infectious for;
 - The severity of the disease.
 In determining the exclusion of a child or other person:
 - Verify if the symptoms or diagnosed disease has a minimum exclusion period;
 - Verify the child or other person's immunisation status;
 - Confirm when the child or other person is able to return to the service.
 - Where verification is required in regard to exclusion periods (or returning after an exclusion period) the Public Health Unit (DHHS) should be contacted.

Note: Even when a condition does not have a prescribed minimum exclusion period, unwell persons are encouraged to not attend the service until such time as they are fully recovered. (Also refer to Collegiate ELC and OSHC Incident, Injury, Trauma and Illness Policy and Procedure)

- Immunisation:
On enrolment, parents will be requested to supply the service with a copy of their child's immunisation record to verify that the child has received all the vaccinations recommended for their age group. The immunisation status of each child will be reviewed and updated annually. Where a child has not medically vaccinated (immunised), parents will be made aware that their child, even if well themselves, will be excluded from the service during outbreaks of some infectious diseases; such as measles or pertussis. (Further information is available at humanservices.gov.au)
- Cough and sneeze etiquette:
When an infected person coughs or sneezes, the infected droplets may spread up to 2 meters away to be breathed in directly by another person or contaminate nearby surfaces. To prevent this, cover your mouth and nose with the inner elbow, or use a tissue. All tissues are to be placed in a bin straight away and hands cleaned with either soap and water or an alcohol based wash.
- Appropriate use of gloves:
Wearing gloves does not replace the need for effective hand washing. Disposable (single use) gloves should only be used. Gloves should be worn where an educator may come into contact with body fluids or excretions (e.g. changing soiled nappies/clothing or cleaning up vomit or blood).
- Effective environmental cleaning includes:
Cleaning surfaces (then if required disinfect)

The service will notify the parent of each child being educated and cared for by the service of the occurrence of an infectious disease as soon as practicable via

- Phone call or text message; or
- Email; or
- Newsletter; or

- Notice displayed at the service; or
- By other means.

Relevant Policies and Procedures

- Administration of First Aid Policy and Procedure
- Incident, Injury, Illness and Trauma Policy and Procedure
- Medical Conditions Policy and Procedure
- Sustainability Policy and Procedure

Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations* (88; 168)
- National Quality Standard (2)

Review due June 2017

¹ Alcohol based hand wash must be stored so as not to be accessible to children and only used with adult supervision.