

Mawson Lakes School OSHC

Dealing with Infectious Diseases Policy & Procedure



POLICY STATEMENT

As a service, Mawson Lakes School OSHC has established this policy in relation to infectious diseases to ensure that all children at our service learn and grow in a healthy environment, free of germs and infectious diseases. All children should have the opportunity to learn, explore and grow within a service that makes their health and safety a top priority through taking preventative measures in infection control. This policy will help all educators to understand, manage, and minimise preventative infectious diseases.

BACKGROUND

This policy is to reflect The Education and Care Services National Regulations and to ensure that our practice as a service reflects our code of ethics and philosophy when dealing with infectious diseases. We aim to create a healthy environment that takes reasonable steps to prevent the spread of infectious disease and notify relevant authorities and families if there happens to be an occurrence of an infectious diseases within our service. We adhere to the Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care resource book, provided to us by the Australian Government.

LEGISLATION

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 SPIKE 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 service must have policies and procedures	The service has policies and procedures that 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 are followed by our educators at all times.
171	Policies and procedures to be kept available	Policies and procedures are kept available to all educators and families and are located in the OSHC office cupboard.
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.

POLICY

Our service is committed to providing a safe and protected environment for children to grow and learn, in which infectious diseases are minimised and managed. All qualified educators at our service are trained in first aid and trained in line with Work, Health, and Safety standards to ensure that the children have a safe atmosphere to play and explore in. When an occurrence of an infectious disease takes place in the service, all families are contacted through text message, or a message using the SPIKE Parent app. Educators and families will have access to current information provided by relevant government authorities on how to minimise health and safety risks to children and educators. Children and educators who are sick with an infectious disease, will be excluded from the service in accordance with current Department for Education instructions and SA Health directives. A medical certificate of clearance is required upon request for a child or adult to be readmitted to the service after contracting any highly contagious disease. If a child is unwell at home or becomes unwell at the school, the family is asked to not send that child to the service, but to make alternative arrangements for their care. The spread of infectious diseases is considered in the planning of excursions and the risk assessments of each excursion location. New educators are made aware at their induction of the policy and procedures surrounding the management of infectious diseases, with these being kept accessible in the office cupboard. Information pertaining to the Work, Healthy, and Safety Act, regulations, and codes of practice are held at the service, or on the school site, and can be made available to staff and families attending the service. Educators are able to access the policies and procedures and are made aware of their obligations in regard to WH&S as part of their induction with a refresher WH&S course taking place every 3 years.

HYGIENE

We believe good hygiene is a vital part of the operation of our service and we equip all educators with the knowledge and skills to deal with infectious diseases, as well as role model good hygiene practices for the children to learn from. Handwashing is the most effective way of controlling infectious diseases within the service, with all children and educators thoroughly washing their hands before food preparation or handling and eating times, as well as after going to the toilet, cleaning up blood or other bodily fluids, or handling animals. We model these positive hygiene behaviours for the children to learn from, whilst providing ample toilets and handwashing facilities for the children to use, encouraging them to use soap when washing their hands, and drying them off with a paper towel. The health and wellbeing of the children is a priority, with our educators acting in accordance with ACECQA's National Quality Area 2 – Children's Health and Safety. Our educators play an important role in supporting the children to take responsibility for their own health and wellbeing. Educators are provided with appropriate Protective Personal Equipment including face masks, gloves and hand sanitiser, and are required to wear disposable gloves when they are coming into contact with any blood or bodily fluids. Educators are required to wash their hands after wearing disposable gloves to protect themselves from any possible infectious diseases. Play surfaces including benches and tables are always cleaned after use; disinfecting these surfaces through using a disinfectant spray or an antibacterial wipe. Educators clean and wash toys and soft play items, such as cushions or blankets, regularly, paying close attention to keeping toys clean and hygienic as to help curb the spread of infectious diseases within the service. We expect all educators to act in ways that protect the children from infectious diseases and promotes their health and safety through setting a good example for all children with safe hygiene practices.

For related policies and procedures, see: Incident, Injury, Trauma, & Illness
The Administration of First Aid
Providing a Child Safe Environment
Nutrition, Food and Beverages Dietary Requirements
Dealing with Medical Conditions in Children

KEY TERMS

Key Term	Meaning
ACECQA	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.
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
Infectious disease	A disease that is designated under 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 of care setting.
Qualified educator	An educator who is actively working towards an approved teaching qualification and has completed at least 50 percent of the qualification or holds an approved education and care diploma
Work, Health & Safety	The management of risks to the health and safety of everyone in your workplace. This includes the health and safety of anyone who does work for you as well as the children and families who visit the service.
PPE	Personal Protective Equipment. Clothing and equipment that is worn or used in order to provide protection against hazardous substances or environments.

MANAGEMENT OF UNWELL CHILDREN

- When a child becomes unwell while at the service, the family are notified and asked to collect the child. The child is made comfortable and separated from the other children until a family member arrives, or until the child is feeling better.
- They can be isolated from the other children in the OSHC office, supervised by educators.
- 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
- Children with infectious diseases will be excluded from the service in accordance with current Departmental Administrative Instructions and Guidelines and National Health and Medical Research Council Guidelines
- 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

CLEANING AND MAINTENANCE OF HIGH-RISK AREAS

- Bathrooms are cleaned after hours by a cleaning service
- 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
- The hats that the children wear are washed daily, so no child needs to wear a hat that has been already worn by another child
- Floors are vacuumed and mopped nightly by educators
- Furniture is wiped over by educators with disinfectant spray or antibacterial wipes to ensure they are clean and free of germs; educators perform this routine every afternoon

COVID-19 PROCEDURE FOR EDUCATORS

- Ensure educators are 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, and separate toilets for boys and girls
- 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

NOTIFICATION OF COVID-19 CASES

When there is a case of COVID-19 at the service, the director follows the protocol outlined by the Department for Education, this includes:

- Make contact with the student or family to obtain relevant information
- Remind the family to complete the Notification form on the SA Health COVID testing page
- Complete and submit the COVID-19 Positive Case Reporting Form
- Determine if the child attended OSHC while infectious

If the child was at OSHC while infectious, the director must:

- Determine the dates when educators or children may have been exposed to this positive case using the attendance register
- Use the testing, isolation, and quarantine for school and OSHC setting to identify children or educators who are classroom or close contacts
- Customise the classroom contact daily update letter template to notify educators and families. Classroom contacts only need to be advised once per day if there is a confirmed case. The letter should not identify the child who is affected by COVID-19. Educators must be notified using the staff classroom contact in OSHC template if they are a classroom contact
- Families of classroom contacts will assess how to respond based on their own or their child's personal circumstances and health risk
- Educators who are classroom contacts will act according to the testing, isolation, and quarantine for school and OSHC setting
- During the school term the director must email a PDF of the positive case reporting form to the site leader
- During school holidays the OSHC director must copy the school principal into the communication with families and educators regarding positive COVID-19 cases

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Director	<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 are notified of the occurrence as soon as practicable and in a manner that is not prejudicial to the rights of any child or educator• Display a notice stating that there has been an occurrence of an infectious disease at the service premises

	<ul style="list-style-type: none"> • 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 • Take reasonable steps to ensure that the educators follow the policy and procedures • Ensure that copies of the policy and procedures are readily accessible to all and available for inspection • Implement the Dealing with Infectious Diseases policy and procedures • Promote hygiene practices with all children and educators • Ensure that notification to the regulatory authority is met in relation to an outbreak of an infectious disease that poses a risk to 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 the 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 • 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
Families	<ul style="list-style-type: none"> • Be familiar with and follow the services Dealing with Infectious Diseases Policy and procedures • Keep their child at home if they are unwell or have an excludable 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

NATIONAL QUALITY STANDARDS

The following quality areas link to Dealing with Infectious Diseases

Quality Area 2 - Children’s Health & Safety

2.1.2 Health practices and procedures

Quality Area 4 - Staffing Arrangements

4.1 Staffing arrangements

4.1.1 Organisation of educators

4.2.2 Professional standards

Quality Area 5 - Relationships with Children

5.1.2 Dignity and rights of the child

Quality Area 6 - Collaborative Partnerships with Families and Communities

6.1 Supporting relationships with families

6.1.3 Families are supported

Quality Area 7 - Governance and Leadership

7.1.2 Management systems

7.1.3 Roles and responsibilities

7.2.1 Continuous improvements

PRINCIPLES

The following principles link to Dealing with Infectious Diseases

Partnership

Equity, inclusion, and high expectations

Critical reflection and ongoing professional learning

Collaborative leadership and teamwork

PRACTICES

The following practices link to Dealing with Infectious Diseases

Collaboration with children and young people

Environments

Continuity and transitions

Assessment and evaluation for wellbeing, learning and development

SOURCE

[ACECQA](#)

[National Law and Regulations | ACECQA](#)

[Dealing with Infectious Diseases Policy Guidelines \(acecqa.gov.au\)](#)

[Search \(education.sa.gov.au\)](#)