

NSK and NCC OSHC Illness Policy

Purpose:	The purpose of this policy is help provide a safe and healthy environment at Next Steps Kindy and Northside Christian College Outside School Hours Care by appropriately responding to any illness of a child or employee at the service	
Scope:	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: NSK Incident, Injury, Trauma and Illness Policy and NCC OSHC Illness and Injury Policy
Authorised by:	NSK and NCC OSHC Board	Date of Authorisation: 13 Jun 2018
References:	<ul style="list-style-type: none"> • <u><i>Education and Care Services National Law Act 2010</i></u> • <u><i>Education and Care Services National Regulations 2011</i></u>: Regulations 85, 86, 87, 88, 168(2)(b), 170, 171, 172, 177, 181, 183, 184 • <u><i>National Quality Standard</i></u>: Quality Area 2.1.4 • <u><i>Staying Healthy</i></u> (5th ed.) • <u><i>Australian Privacy Principles</i></u> 	
Review Date:	Every 2 years	Next Review Date: 2020
Policy Owner:	Emma Thomas and Rachel Moore	

Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to the health and safety of children attending and employees working at the service. The service will appropriately respond to the needs of an ill child or employee at the service.

In accordance with the *Education and Care Services National Regulations 2011*, the service will:

- Require parents not to bring ill children to the service, and to inform the service of the child's non-attendance due to illness as soon as practicable after the onset of the illness;
- Notify parents as soon as practicable, but at least within 24 hours, if their child becomes ill whilst at the service;
- Require parents to collect their child if an illness becomes apparent in the child whilst at the service;
- Require employees not to report for work, and to inform the service of their inability to report to work due to illness as soon as practicable after the onset of the illness;
- Develop step-by-step procedures on how to manage an illness that becomes apparent at the service. If the illness is an infectious disease, the NSK and NCC OSHC Infectious Disease Policy will also apply;
- Keep an illness record in accordance with section 87 of the Regulation and in line with NSK and NCC OSHC Privacy and Records Retention Policies using either the:
 - NSK Illness Record
 - NCC Injury, Illness, First Aid Report”;

Definitions

Definitions relevant to this policy include:

Illness: can include many conditions, diseases or infections. See the NSK and NCC OSCH Illness Procedure for examples.

Responsibilities

Next Steps Kindy and Northside Christian College Outside Hours School Care

NSK and NCC OSHC has the following role and responsibilities:

- Require ill children and employees not to attend the service;
- Notify parents as soon as practicable, but at least within 24 hours, if their child becomes ill whilst at the service;
- Require parents to collect their child if an illness becomes apparent in the child whilst at the service;
- Develop appropriate procedures on how to manage an illness that becomes apparent at the service; and
- Keep an illness record for any child if an illness becomes apparent whilst the child is at the service.

Employees

Employees of NSK and NCC OSHC have the following role and responsibilities:

- Be aware of and act in accordance with NSK and NCC OSHC Illness Policy and the NSK and NCC OSHC Illness Procedures;
- Not report for work if they have an illness, and inform the service of this as soon as practicable; and
- Accept and act upon decisions by NSK and NCC OSHC to respond appropriately if an illness becomes apparent at the service.

Families

Families of NSK and NCC OSHC have the following role and responsibilities:

- Be aware of and act in accordance with NSK and NCC OSHC Illness Policy and NSK and NCC OSHC Procedures;
- Keep children away from the service if they have an illness, and inform the service of this as soon as practicable; and
- Accept and act upon decisions by NSK and NCC OSHC to respond appropriately if an illness becomes apparent at the service, including by collecting their child promptly if requested to do so by the service due to an illness.

Implementation

In practice, NSK and NCC OSHC's commitment to appropriately respond to an illness at the service means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of appropriately responding to illness, including by the development and implementation of this Policy and the related procedures;
- Training – providing employees with appropriate training in first aid, hygiene and infection control; and
- Record keeping, monitoring, reporting – keeping appropriate records, monitoring and reporting on illness within the service in line with the service's Privacy and Record Retention Policies.

Compliance and Monitoring

NSK and NCC OSHC will ensure that the NSK and NCC OSHC Illness Procedure is followed.

In line with the *Education and Care Service National Regulations 2011*, NSK and NCC OSHC will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.