

NSK and NCC OSHC Infectious Disease Policy

Purpose:	The purpose of this policy is to help effectively prevent and manage any occurrence of an infectious disease 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 Infectious Diseases Policy and NCC Infectious Diseases 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 88, 168(2)(c), 170, 171, 172, 173, 181, 183, 184 • <u><i>Public Health Act 2005 (Qld)</i></u> • <u><i>Public Health Regulations 2005 (Qld)</i></u> • <u><i>Australian Privacy Principles</i></u> • <u><i>National Quality Standard</i></u>: Quality Area 2.1.4 • <u><i>Staying Healthy (5th ed.)</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 ensuring the health and safety of children and employees at the service by taking reasonable steps to break the chain of any infection and stopping the spread of disease.

In line with the *Education and Care Services National Regulations 2011*, the National Health and Medical Research Council's exclusion guidelines and *Staying Healthy* (5th ed), including its disease fact sheets and table of Recommended Minimum Exclusions Periods (see Appendix 1), it is the policy of NSK and NCC OSHC to take reasonable steps to prevent the spread of an infectious disease at the service by:

- Excluding children and employees with an infectious disease from the service until the recommended minimum exclusion period has passed and/or they are medically cleared to attend, according to the specific disease;
- Ensuring that parents understand that they are required keep children away from the service if they have an infectious disease, and are to inform the service of such;
- Ensuring that employees understand that they are required to not report for work, if they have an infectious disease, and are to inform the service of such;
- Excluding from the service children and employees who are not medically vaccinated against a vaccine-preventable infectious disease for which there is an occurrence at the service until they are medically cleared to attend;
- Potentially requiring employees who are not medically vaccinated against a vaccine-preventable infectious disease for which there is an occurrence at the service to take antibiotics, even if the employee is not ill, and dependent upon professional advice;
- Excluding "contacts" of children and employees with an infectious disease from the service until the recommended minimum exclusion period has passed and/or they are medically cleared to attend, according to the specific disease;
- Ensuring that special care and consideration are given in the event of an occurrence of an infectious disease at the service whilst an employee is pregnant;
- Ensuring that the NSK and NCC OSHC Illness Policy and NSK Illness Procedure and NNC OSHC Illness Procedure are applied if there is an occurrence of an infectious disease at the service;
- Ensuring that appropriate health and hygiene practices are followed in line with the NSK and NCC OSHC Infectious Disease Procedures, particularly regarding:
 - Effective hand hygiene;
 - Cough and sneeze etiquette;
 - Appropriate use of gloves; and
 - Effective environmental cleaning;
- Promoting medical immunisation in line with the NSK and NCC OSHC Immunisation Policy;
- Informing the Public Health Unit of Queensland Health of the occurrence of a notifiable disease, in line with fact sheet for the particular disease;
- Responding to any information requests from Queensland Health in accordance with the *Public Health Act 2005*; and

Definitions

Contact: a person who has had the opportunity to catch a disease from someone while that person was infectious. The exact definition of a contact varies depending on how the disease spreads (e.g. airborne droplets, faecal–oral route, blood), see the disease fact sheet

Contagious condition: means a contagious medical condition prescribed under the *Public Health Regulation 2005*, Schedule 2A, Part 1 as a contagious condition

Disease fact sheet: means the fact sheets that form part of *Staying Healthy (5th ed)*

Notifiable disease: a disease that must be reported to the Public Health Unit, see the fact sheet for the specific disease

Outbreak: a sudden increase in the number of people who have a particular disease

Public Health Unit: part of the Queensland Health Department that investigates and provide advice on infectious diseases, including outbreak management, immunisation and other public health matters. Your local public health unit may be in your local area or in Brisbane

Responsibilities

Next Steps Kindy and Northside Christian College Outside School Hours Care

NSK and NCC OSHC has the following role and responsibilities:

- Exclude children, employees and contacts from the service as appropriate to the disease;
- Manage any occurrence of infectious disease according to the NSK and NCC OSHC Illness Policy;
- Ensure effective hand hygiene, cough and sneeze etiquette, appropriate use of gloves and effective environmental cleaning in accordance with the NSK and NCC OSHC Infectious Disease Procedures;
- Promote medical immunisation in accordance with the NSK and NCC OSHC Immunisation Policy;
- Notify the Public Health Unit of Queensland Health of an occurrence of a notifiable disease; and
- Comply with information requests by Queensland Health under the *Public Health Act 2005*
- Notify parents of each child at the service of an occurrence of an infectious disease 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's Infectious Diseases Policy and NSK and NCC OSHC Infectious Diseases Procedures;
- Not report for work if they have an infectious disease, and inform the service of this as soon as practicable;
- Accept and act upon decisions by NSK and NCC OSHC to take appropriate action to protect employees who are not medically immunised from vaccine-preventable infectious diseases; and

- Accept and act upon decisions by NSK and NCC OSHC to exclude employees during outbreaks of some vaccine-preventable infectious diseases if they are not medically vaccinated against the disease.

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's Infectious Diseases Policy and NSK and NCC OSHC's Infectious Diseases Procedures;
- Keep children away from the service if they have an infectious disease, and inform the service of this as soon as practicable; and
- Accept and act upon decisions by NSK and NCC OSHC to exclude children during outbreaks of some vaccine-preventable infectious diseases if they are not medically vaccinated against the disease.

Implementation

In practice, NSK and NCC OSHC's commitment to effectively prevent and managing the spread of infectious diseases means that it will implement the following measures:

- Awareness - regularly raise awareness of the importance of preventing the spread of infectious diseases, including by the development and implementation of this Policy and the related Procedures, taking all reasonable steps to encourage children and employees to be vaccinated and via the clear support and promotion of this Policy;
- Training – providing employees with appropriate training in hygiene and infection control; and
- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on infectious diseases within the service.

Compliance and Monitoring

NSK and NCC OSHC will:

- Collate and monitor reports of infectious diseases at the service using the Contagious Diseases and Illnesses Register.
- Notify the Public Health Unit of Queensland Health of an occurrence of a notifiable disease; and
- Comply with information requests by Queensland Health under the *Public Health Act 2005*
- Notify parents of each child at the service of an occurrence of an infectious disease at the service.

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.

Appendices

Appendix 1 – Table of Recommended Minimum Exclusion Periods

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Table 1.1 Recommended minimum exclusion periods

Condition	Exclusion of case	Exclusion of contacts ^a
<i>Campylobacter</i> infection	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
<i>Cryptosporidium</i>	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head lice (pediculosis)	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	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded

Condition	Exclusion of case	Exclusion of contacts^a
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours ^b	Not excluded
Rubella (German measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded

Condition	Exclusion of case	Exclusion of contacts^a
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	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	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Worms	Exclude if loose bowel motions are occurring Exclusion is not necessary if treatment has occurred	Not excluded

a The definition of 'contacts' will vary according to the disease—refer to the specific fact sheet for more information.

b If the cause is unknown, possible exclusion for 48 hours until the cause is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours. Adapted from SA Health Communicable Disease Control Branch <http://www.dh.sa.gov.au/pehs/ygw/index.htm>. Note that exclusion advice is consistent with the Communicable Diseases Network Australia Series of National Guidelines (SoNGs), where available.

Source: *Staying Healthy* (5th ed.)