

Lady Gowrie Community Kindergartens

EXCLUSION AND RECORDING OF ILLNESS AND INFECTIOUS DISEASES POLICY

CONSIDERATIONS:

NATIONAL QUALITY STANDARDS	2.1 and 3.1
NATIONAL LAW ACT & NATIONAL REGULATIONS	Law: Section 167 and 174 Regulations: 85 - 89, 136, 168, 177, 181, 183.
OTHER	Public Health Act (2005) Work Health and Safety Act (2011) Work Health and Safety Regulations (2011)

POLICY STATEMENT:

To safeguard the health of children and Educators by implementing isolation and exclusion protocols to limit the spread of infectious diseases. To support the wellbeing of children and Educators at all times and maintain confidentiality in regards to illness.

RELEVANT FORMS/MATERIAL:

- Time Out Exclusion Chart (QLD Government)
- Infection Control Guidelines (Queensland Government)
- Lady Gowrie Qld Administration of Medication Form
- Lady Gowrie Qld Administration of Ongoing Medication Form
- Lady Gowrie Qld Incident, Injury, Trauma and Illness Record
- Lady Gowrie Qld Notification of Infectious Illness Sign
- Lady Gowrie Qld Record of Infectious Illness Register
- Lady Gowrie Community Kindergartens Administration of Medication Policy
- Lady Gowrie Community Kindergartens Children's Immunisation Policy
- Lady Gowrie Community Kindergartens Cleaning and Sanitisation Policy
- Lady Gowrie Community Kindergartens Hand Hygiene and Infection Prevention Policy
- Lady Gowrie Community Kindergartens High Temperature Management Policy
- Lady Gowrie Community Kindergartens Staff Immunisation Policy
- Notification of Serious Incident ACECQA
- Health Posters (Hand Hygiene, Cough Etiquette, Sneeze Etiquette).

SOURCES:

- National Health and Medical Research Council (2012) Staying Healthy in Early Childhood Education and Care: Preventing Infectious Diseases in Early Childhood Education and Care Services (5th Ed, Updated June 2013). Commonwealth of Australia: Canberra
- Qld Government, Queensland Health (2018), Viral or Suspected Viral Gastroenteritis Outbreaks: Information for Directors and Staff of Early Childhood Education and Care Services.
- Population Health Queensland www.health.qld.gov.au
- World Health Organisation www.who.int
- Education and Care Services National Regulations (October 2017)
- Education and Care Services National Law (Queensland) Act 2017 (Accessed 2018)

Reviewed: December 2018

Date to Be Reviewed: June 2020

Lady Gowrie Qld Policies and Procedures Exclusion and Recording of Illness and Infectious Diseases Policy

<h2>IMPLEMENTATION</h2>	
<p>WHAT YOU SHOULD KNOW</p>	<p>Children are more vulnerable than adults to environmental risks because of a number of factors:</p> <ul style="list-style-type: none"> • Children are constantly growing. They breathe more air, consume more food, and drink more water than adults do, in proportion to their weight. • Children’s central nervous, immune, reproductive, and digestive systems are still developing. At certain early stages of development, exposure to environmental toxicants can lead to irreversible damage. • Children behave differently from adults and have different patterns of exposure. Young children crawl on the ground where they can be exposed to dust and chemicals that accumulate on floors and in soils. • Children have little control over their environment. Unlike adults, they may be both unaware of risks and unable to make choices to protect their health. <p>(Source: World Health Organisation 2017)</p>
<p>REMEMBER</p>	<p>Exclusion of sick children and staff is one of the three most important ways of limiting the spread of infection in early childhood education and care services (with handwashing /drying hands and immunisation the other two). Additional strategies to prevent infection include cough and sneeze etiquette, appropriate use of gloves and effective environmental cleaning.</p> <p>If a child is unwell at home, Parents / Guardians will be expected not to bring the child to the Service.</p> <p>If a staff are unwell, he/she will inform the Service Manager / Nominated Supervisor as soon as possible of his/her inability to report for work.</p>
<h2>INFECTIOUS DISEASES</h2>	
<p>BACKGROUND</p>	<p>There are four essential steps to the spread of infections:</p> <ol style="list-style-type: none"> 1. The person with the infection spreads the germ into the environment; 2. The germ must survive in the appropriate environment e.g. air, food, water, on objects and surfaces; 3. Another person then comes in contact with the germ; and 4. This person then becomes infected.



	<p>Infection control is aimed at breaking this chain of infection.</p> <p>As Kindergarten involves many close physical interactions among children and adults each day, it is important that infection controls are in place and supported by all stakeholders of the Service.</p> <ul style="list-style-type: none"> • The risk of infection can be increased through adult lack of awareness in regard to hygiene procedures and exclusion protocol. <p>Staff will undertake all cleaning processes as applicable to the individual case of illness or infectious disease and refer to the Lady Gowrie Community Kindergartens Cleaning and Sanitisation Policy and Hand Hygiene and Infection Prevention Policy.</p> <p>Where there is an outbreak of an illness such as Viral Gastroenteritis, the Service will undertake additional prevention strategies to limit the spread of infection such as how playdough is used in the program, not undertaking cooking experiences in the program and postponing any group functions or excursions.</p> <p>Any directive received from the Local Public Health Unit following notification of an outbreak of an illness, infectious disease or reportable case is to be implemented at the Service.</p>
<p>WHAT YOU SHOULD DO</p> <p>CHILD DEMONSTRATES SYMPTOMS OF AN INFECTIOUS DISEASE WHILE AT THE SERVICE</p>	<p>When a child displays symptoms of an Infectious Disease while in attendance at the Service they will be supported by Staff and as far as possible moved away from other children.</p> <p>The Responsible Person at the Service will be informed that a child is unwell, demonstrating symptoms of an infectious disease and the steps which Staff have undertaken to support the child. The child's Family is to be contacted and request that the child is collected from the Service.</p> <p>While waiting for the Parent/Guardian the Teacher / Educator will support the child to be as comfortable as possible.</p> <p>An Incident, Injury, Trauma and Illness Record will be completed by the Staff member.</p> <p>Children and Teacher/ Educators with Infectious Diseases will be excluded from the Service in accordance with the guidelines from the National Health and Medical Research Council of Australia "<i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i>" (Table 1.1 Recommended minimum exclusion periods) and The Queensland Health Time Out poster will also be used for reference.</p> <p>Exclusion periods are based on the time that a person with a specific condition or disease might be infectious to others.</p> <p>Please note that Diarrhoea and / or vomiting have a 24 hr. exclusion from the last incident (single case, no other cases within three days at same Service).</p> <p>Where Viral Gastroenteritis is diagnosed or suspected and there are two</p>



<p style="text-align: center;">RECORDING OF ILLNESS AND INFECTIOUS DISEASES</p>	<p>or more cases of this at the Service, then this exclusion time is extended to 48 hrs after symptoms cease.</p> <p>After contracting Diphtheria, Hepatitis A, Polio, Tuberculosis, Typhoid and Paratyphoid a medical certificate will be required before a child or Teacher/ Educators can be re-admitted to the Service.</p> <p>All Parents will be notified of any common Infectious Diseases in any of the programs, by notices posted on the parent notice board, through communication from Teacher/ Educators and/or through a regular communication method or newsletter. This notification will include the fact sheet of the relevant illness from <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i>.</p> <p>All Teacher/ Educators will be informed of any common Infectious Diseases in any of the programs by notices posted at the Service. Teacher/ Educators are advised to check with their own medical practitioner if they have any concerns.</p> <p>Notifying all Families of the occurrence of an Infectious Disease should be done in a manner that is not prejudicial to the rights of any child or Teacher / Educators.</p> <p>Record of Infectious Illness Register is completed when a case of an infectious disease or illness occurs at the program. This Register is also updated when a Family or Staff member reports an incident of an infectious disease or illness from home.</p> <p>Children who are not immunised or partially immunised please see Lady Gowrie Community Kindergartens Children's Immunisation Policy regarding exclusion during the occurrence of a vaccine preventable disease. The Service will also refer to the fact sheets in <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i>" (Table 1.1 Recommended minimum exclusion periods) and The Queensland Health Time Out poster in relation to exclusion times for non immunised children.</p> <p>Where a child is not immunised and they have previously had a case of the infectious disease, their family is able to provide documentation from their Medical Practitioner regarding the fact that they have previously had the disease and are now considered immune if applicable to the illness or infectious disease.</p>
<h2>NON-INFECTIOUS CONDITIONS REQUIRING EXCLUSION</h2>	
<p style="text-align: center;">WHAT YOU SHOULD DO</p> <p style="text-align: center;">CHILD DEMONSTRATES SYMPTOMS OF NON-INFECTIOUS ILLNESS or</p>	<p>The Responsible Person at the Service will be informed that a child is unwell and the steps which staff have undertaken to support the child. The Responsible Person will confirm if the child's Family is to be contacted for collection from the Service.</p> <p>Where a child is not demonstrating clear symptoms of being unwell the Responsible Person may choose to contact have their Family contacted with a courtesy call to advise of the symptoms observed and should the</p>



<p>BEING UNWELL WHILE AT THE SERVICE</p>	<p>child's wellbeing continue to deteriorate a second call will be placed requiring the Family to attend the Service and collect the child.</p> <p>The Parent (or Emergency Contact if the Parent is not able to be contacted) will be called and asked to take their child home if a child appears unwell and exhibits any of the following symptoms:</p> <ul style="list-style-type: none"> • Sleeps at unusual times (without reason) • Is not able to participate in the program as he/she would normally • Has a fever consistent with High Temperature Management Policy • Is crying or distressed as a result of discomfort due to illness • Is in need of constant one to one care, or • Is emotionally unsettled, which is out of character for the child. <p>While waiting for the Parent / Guardian the Teacher / Educator will support the child to be as comfortable as possible.</p> <p>An Incident, Injury, Trauma and Illness Record will be completed by the Staff member.</p>
<p>EXCLUSION OR RE-ADMISSION OF A CHILD WHO HAS BEEN SICK</p> <p>WHAT YOU SHOULD DO</p>	<p>The decision to exclude or re-admit a child who has been sick will be the sole responsibility of the Nominated Supervisor / Responsible Person and based on the best interests of the child and in the interests of the other children in the programs.</p> <p>The decision will take into account:</p> <ul style="list-style-type: none"> • Exclusion periods • Medical opinion (from Medical Practitioner or Public Health) • Teacher/ Educators opinion based on the best interests of the child • Diseases prevalent in the program at the time of illness. <p>Any child who has been hospitalised will not return to care for at least 24 hours after being released from hospital.</p>
<p>NOTIFIABLE DISEASE OUTBREAK - PROCEDURE</p>	
<p>BACKGROUND</p>	<p>The health department in each state or territory has public health staff, who are available to advise and assist the community in relation to infectious diseases, infection control practices and other public health matters.</p> <p>All Teacher/ Educators are to be aware of the following procedures and inform the Nominated Supervisor / Responsible Person immediately regarding any infection concerns within the Service.</p>
<p>WHAT YOU SHOULD DO</p>	<p>All Teachers/ Educators should be familiar with the below information and report to the Nominated Supervisor / Responsible Person immediately.</p> <p>The Nominated Supervisor / Responsible Person will then notify the President and collaboratively notify the Public Health Unit of the</p>



	<p>particulars of the notifiable disease outbreak.</p> <p>Nominated Supervisor / Responsible Person is to be advised by the Public Health Unit of appropriate control measures (for example, vaccines, antibiotics, exclusion, education, infection control practices) and then in consultation with the Executive Committee implement them into the Service.</p> <p>Inform Lady Gowrie Qld as the Service Central Governing Body and procedures being taken.</p> <p>Kindergartens should inform the local public health unit of the following conditions:</p> <ul style="list-style-type: none">• Diarrhoea (if two or more children in one group are ill)• Haemophilus influenzae typeB(Hib)• Hepatitis A• Hepatitis B (recent illness only)• Measles;• Meningococcal infection;• Parvovirus B19 (if two or more cases)• Pertussis;• Roseola (if two or more children in one group are ill);• Scarlet Fever;• Tuberculosis (TB) <p>In the occurrence of some infectious illnesses where the child seeks urgent medical attention such as Pertussis / Whooping Cough the Regulatory Authority must be informed. Inform the Regulatory Authority of the incident through your normal representation within 24hrs and completion of a Notification of Serious Incident through NQAITS Portal.</p> <p>Copies of the IITI Record and Notification to the Regulatory Authority in this instance are also sent to Lady Gowrie Qld as the CGB.</p>
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