

Dealing with Infectious Disease

OSHC Policy & Procedure

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Approver: Melissa Cofre	Effective Date: 11/12/2025	Review Date: 11/12/2028
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1. Policy

1.1 Policy Statement

The National Quality Standard requires education and care services implement specific strategies to minimise the spread of infectious illness and maintain a healthy environment for all children, staff, educators and families. The spread of infections in the education and care environment is facilitated by microbial contamination of the environment, as well as the greater exposure to young children who are still developing hygienic behaviours and habits. Our Out of School Hours Care (OSHC) Service will minimise children's and staff's exposure to infectious diseases by adhering to all recommended guidelines from relevant authorities regarding the prevention of infectious diseases, promoting practices that reduce the transmission of infection, ensuring the exclusion of sick children and educators, supporting child immunisation, and implementing effective hygiene practices.

Our Service will provide up-to-date information and advice to parents, families and educators sourced from the Australian Government Department of Health, Australian Health Protection Principal Committee (AHPPC) and state Ministry of Health about infectious diseases as required. Recommendations from the Health Department will be strictly adhered to at all times.

1.2 Purpose

Children encounter many other children and adults within the OSHC Service environment which can result in the contraction of infectious illnesses. Our Service has a duty of care to ensure that children families, educators, and visitors of the Service are provided with a high level of protection during the hours of the Service's operation. We aim to minimise cross contamination and the spread of infectious illnesses by implementing best practice and high standards of personal hygiene within our Service.

This policy communicates clear directions and guidance about protocols and actions to be followed to avoid adversely affecting the safety and health of children, other staff members and visitors to the service. A simple, safe and effective way of protecting individuals and others within the community against harmful diseases is immunisation.

1.3 Background

Under the Education and Care Services National Regulations, the approved provider must ensure policies and procedures are in place in relation to dealing with infectious diseases. (ACECQA, August 2021).

1.4 Scope

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor and visitors of the OSHC Service.

1.5 Legislation & Standards

QUALITY AREA 2: Children's Health and Safety

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Section 172	Offence to fail to display prescribed information
Section.174(2)(a)	Serious incident- any emergency for which emergency services attended
12	Meaning of serious incident
77	Health, hygiene and safe food practices
83	Staff members and family day care educators not to be affected by alcohol or drugs
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious Diseases
89	First aid kits
90	Medical conditions policy
92	Medication record
93	Administration of medication
162	Health information to be kept in enrolment record
168	Education and care Service must have policies and procedures
170	Policies and procedures to be followed
173	Prescribed information to be displayed
175 (2)(c)	Prescribed information to be notified to regulatory authority (2) any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service

EDUCATION AND CARE SERVICES NATIONAL LAW

172	Offence to fail to display prescribed information
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1.6 Key Terms

Term	Meaning	Source

2 Procedure

Our Service is committed to minimise the spread of infectious diseases and viruses by implementing recommendations as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council and advice provided from the Australian Health Protection Principal Committee (AHPPC).

We are guided by decisions regarding exclusion periods and notification of infectious diseases by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction as per the Public Health Act. Recommendations for managing positive cases of COVID-19 in early education and care is provided by [Department of Health Victoria](#).

This policy must be read in conjunction with our other Quality Area 2 policies:

- Immunisation Policy
- Incident, Illness, Accident and Trauma Policy and
- Medical Conditions Policy and
- Handwashing Policy

DEFINITION OF AN INFECTIOUS DISEASE

In relation to a participating jurisdiction, means an infectious disease that is designated under a law of that jurisdiction or by a health authority (however described) as a disease that would require a person with the disease to be excluded from an education and care service (Definitions- National Regulations).

PREVENTING INFECTIOUS DISEASES

Children often enter school and education and care services when their immune systems are still developing. They have not been exposed to many common germs and therefore are susceptible to bacteria that may cause infections. Given the close physical contact children have with other children in OSHC it is very easy for infectious diseases and illnesses to spread through normal daily activities as germs can be picked up directly from an infected person or from the environment. It is important to understand that an infected person may not show any signs or symptoms of illness.

Our OSHC Service implements rigorous hygienic practices to limit the spread of illness and infectious diseases including:

- effective hand washing hygiene
- respiratory hygiene-cough and sneeze etiquette
- appropriate use of gloves and other PPE
- exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus
- effective environmental cleaning including toys and resources
- requesting parents and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the OSHC Service
- encouraging use of the outdoors environment

- ensuring adequate ventilation
- encouraging children, educators or staff to seek medical attention and get tested if they show symptoms of an infectious disease or virus, including COVID-19.

IMMUNISATION REQUIREMENTS

Immunisation is a reliable way to prevent many childhood infectious diseases. When enrolling a child in an Out of School Hours Care Service, parents will be asked to provide an Immunisation History Statement. Should a child not be fully immunised according to the National Immunisation Program Schedule, they will not be prevented from enrolling.

Only parents of children who are fully immunised or are on a recognised catch-up schedule or have an approved medical exemption recorded on the Australian Immunisation Register (AIR) can receive Child Care Subsidy (CCS).

Educators and other staff at our OSHC Service are highly recommended to keep up to date with all immunisations including yearly influenza vaccinations. These include vaccinations recommended by the National Health and Medical Research Council (NHMRC). Our OSHC Service recommends educators and children keep up to date with vaccinations for COVID -19.

Vaccination is important as not only can staff members catch a potentially serious infection such as measles or whooping cough, but they could also then inadvertently pass it onto children in their care who are too young to have had their vaccinations or to women who may be pregnant.

EXCLUDING CHILDREN FROM THE OSHC SERVICE

'Excluding children, staff and parents who are at risk of transmitting infection to others limits the spread of infection in education and care services.' (Staying healthy, 2024, p. 75)

The need for exclusion and the length of time a person is excluded from the Service depends on:

- the type of infection
- if symptoms are present and how severe they are
- how easily the infection or disease can spread
- how long the person is likely to be infectious

When a child or adult has symptoms or has been diagnosed with an illness or infectious disease, the Service will refer to information about recommended exclusion periods from the Public Health Unit (PHU) and Staying healthy: Preventing infectious diseases in early childhood education and care services.

Minimum periods for exclusion from childcare services.

Although some illnesses will state 'not excluded', any child or staff member displaying symptoms of an illness or condition are encouraged to stay at home and/or seek medical advice for any concerning symptoms or if symptoms continue.

Exclusion for common or concerning conditions

- When an infectious disease has been diagnosed or suspected, the OSHC Service will display appropriate documentation and alert families including information on the illness/disease, symptoms, infectious period and the exclusion period. (This information can be obtained from Staying healthy: Preventing infectious diseases in early childhood education and care and Public Health Unit, or Department of Health).

- If a vaccine preventable disease occurs in the Service, children who have not been fully immunised will be excluded from care; staff who are not vaccinated will be notified and should be excluded from the workplace
 - Management will check all children's Immunisation records and alert parents as required
- Staff and children that have had diarrhoea and/or vomiting will be excluded from the Service until there has not been any diarrhoea or vomiting for at least 24 hours. If the diarrhoea or vomiting are confirmed to be norovirus, they will be excluded until there has not been any diarrhoea or vomiting for at least 48 hours. Staff who handle food will be excluded from the Service for up to 48 hours after they have stopped vomiting or having diarrhoea. [Staying healthy, 2024.]

REPORTING OUTBREAKS TO THE PUBLIC HEALTH UNIT AND REGULATORY AUTHORITY (Reg. 175 (2) (c))

Outbreaks of communicable diseases and contagious viruses represent a threat to public health. To help prevent outbreaks, the Department of Health monitors the number of people who contract certain infectious diseases and their characteristics, the recent travel or attendance of infected people in a public place or on public transport, and works with health specialists and doctors to help prevent the transmission of diseases to other people.

The Public Health Act 2010 lawfully requires and authorises doctors, hospitals, laboratories, school principals and childcare centre directors to confidentially notify the Public Health Unit of patients with certain conditions, and to provide the required information on the notification forms. Specialist trained public health staff review this information and if necessary, contact the patient's doctor, and sometimes the patient, to provide advice about disease control and to complete the collection of information.

All information is held confidentially in order to protect the patient's privacy. Under the Commonwealth Privacy Acts, patient information is only released/disclosed where it is lawfully required or authorised.

Management is required to notify the local Public Health Unit (PHU) by phone call **1300 651 160** as soon as possible after they are made aware that a child enrolled at the Service is suffering from one of the following vaccine preventable diseases:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ('German measles')
- Measles
- Pertussis ('whooping cough')
- Tetanus

Notification is also required for:

- an outbreak of 2 or more people with gastrointestinal or respiratory illness in a two-day period

Management will closely monitor health alerts and guidelines from Public Health Units and the Australian Government- Department of Health for any advice and emergency health management in the event of a contagious illness outbreak that poses a risk to health, safety and wellbeing of children. Services in NSW - A notification must be lodged through the NQA-ITS if there is an outbreak of COVID-19 in the service (5 cases or more within a 7-day period)

2.1 Roles and Responsibilities

Role	Responsibilities
<p>Approved Provider / Nominated Supervisor / Manager</p>	<ul style="list-style-type: none"> • that obligations under the Education and Care Services National Law and National Regulations are met <ul style="list-style-type: none"> • •educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure • •all new employees are provided with a copy of this policy as part of their induction process • •families are aware of this Dealing with Infectious Diseases Policy upon enrolment • •children are protected from harm by ensuring relevant policies and procedures are followed regarding health and safety within the OSHC Service • •an Immunisation History Statement for each child is requested on enrolment regarding the child's immunisation status (AIR) and any medical conditions • •the OSHC Service implements recommendations from Staying healthy: Preventing infectious diseases in early childhood education and care services. to maintain a healthy environment • that all information regarding the prevention of infectious diseases is sourced from a recognised health authority Australian Government Department of Health • exclusion periods for people with infectious diseases recommended by Government Authorities are implemented for all staff, children, parents, families and visitors • the Public Health Unit is notified as soon as possible after they are made aware that a child enrolled has a vaccinated preventable disease • the Public Health Unit is notified in the event of an outbreak of viral gastroenteritis. Management must document the number of cases, dates of onset, duration of symptoms. An outbreak is when two or more children or staff have a sudden onset of diarrhoea or vomiting in a 2-day period. (NSW Government - Health 2019) • after confirmation that a child is suffering from an infectious disease, and as soon as practical, the family of each child enrolled in the Service must be notified whilst maintaining the privacy of the ill/infectious child. Communication may be: <ul style="list-style-type: none"> • verbal • through a letter from the educator or approved provider • via electronic message- text message or email • notice clearly displayed at the OSHC Service • families are advised that they are requested to alert the Service if their child is diagnosed with an infectious illness, including COVID-19 • daily attendance records for staff, children and visitors are up to date at all times • safe health and hygiene practices are implemented at all times • educators and staff routinely role model hand washing, hand drying, cough and sneeze etiquette • effective environmental cleaning policies and procedures are adhered to all times

	<ul style="list-style-type: none"> • children are supported in their understanding of health and hygiene practices throughout the daily program and routine (hand washing, hand drying, cough and sneeze etiquette) • families are provided with relevant sourced materials and information on infectious diseases, health, and hygiene including: <ul style="list-style-type: none"> • o the current National Immunisation Schedule • o exclusion guidelines in the event of a vaccine preventable illness at the Service for children that are not immunised or have not yet received all their immunisations • o advice and information regarding any infectious diseases in general and information regarding any specific infectious illnesses that are suspected/present in the Service. • all educators are mindful and maintain confidentiality of individual children's medical circumstances • that opportunities for educators to source pertinent up to date information from trusted sources on the prevention of infectious diseases and maintaining health and hygiene are provided • families are advised to keep children at home if they are unwell. If a child has been sick, they must be well for 24hrs before returning to the OSHC Service. If the illness is related to gastroenteritis the child is not to return to the Service for up to 48 hours (see: exclusion periods) • to complete the register of Incident, Injury, Trauma or Illness and/or document incidents of infectious diseases no later than 24 hours of an illness or infectious disease occurring in the Service • a review of practices is conducted following an outbreak of illness or infectious diseases at the OSHC Service, including an assessment of areas for improvement • educators or staff who have diarrhoea or an infectious disease do not handle food for others and are not to return to work until they have been symptom free for 48 hours • any risk to a child or adult with complex medical needs is minimised in the event of an outbreak of an infectious disease or virus. This may require a risk assessment and decision-making regarding the suitability of attendance of the child or staff member during this time.
Educators	<ul style="list-style-type: none"> • that any child suspected of having an infectious illness is responded to and their health and emotional needs supported at all times • any child suspected of having an infectious illness is separated from other children and supervised whilst waiting for collection by parents or guardian or emergency contact person • that appropriate health and safety procedures are implemented when treating ill children- wear disposable gloves, face mask or other PPE if needed • families are aware of the need to collect their unwell child/ children as soon as practicable from the OSHC Service • after confirmation that a child is suffering from an infectious disease, and as soon as practical, the family of each child must be notified whilst maintaining the privacy of the ill/infectious child. Communication may be: <ul style="list-style-type: none"> • verbally • through a letter from the educator or Approved Provider • posting a note or sign at the entry of the residence • via electronic message - text message or email

- all resources or items touched by a child with a suspected illness are thoroughly cleaned and disinfected (cushions, pillows, toys)
- their own immunisation status is maintained, and the Approved Provider/Nominated Supervisor is advised of any updates to their immunisation status
- opportunities are provided for children to participate in hygiene practices, including routine • opportunities, and intentional practice such as hand washing, sneezing and cough etiquette
- consideration is given to the combination of children to decrease the risk of attaining an infectious illness when planning the routines/program of the day
- they adhere to the OSHC Service's health and hygiene policy including:
 - hand washing
 - daily cleaning of the service
 - wearing gloves (particularly when in direct contact with bodily fluids)
 - appropriate and hygienic handling and preparation of food
 - wear face masks (optional)
 - providing adequate ventilation to reduce the transmission of diseases that are airborne
- they maintain up-to-date knowledge regarding best practice principles and high standards of hygiene to reduce the spread of infectious disease and promote good health and safety

PREVENTION STRATEGIES FOR MINIMISING THE SPREAD OF DISEASE WITHIN OUR SERVICE STAFF AND EDUCATORS WILL ENSURE:

- a healthy environment is provided through adherence to the [Staying Healthy cleaning guidelines](#)
- utility gloves are worn and washed and dried between uses
- surfaces are cleaned first with detergent and water before using disinfectants. (Disinfectants cannot kill germs unless areas are clean)
- that a daily clean is carried out on other surfaces that may transmit germs such as high touch objects including doorknobs, tables, remotes, light switches, low shelving, etc. This will be increased, if an outbreak has been recorded in the Service or to minimise the risk of transmission of a virus such as COVID-19
- that if a child has a toileting accident, the items are placed in a plastic bag with the child's name on it.
- toys and equipment (that are difficult to wash) will be washed with detergent (or soap and water) and air-dried in sunlight
- washable toys and equipment will be washed in **detergent and hot water or the dishwasher** and aired to dry (toys will not be washed in the dishwasher at the same time as dishes.
- floor surfaces will be cleaned on a daily basis at the end of each day by school cleaners
- toilets/bathrooms will be cleaned at the end of the day by school cleaners
- when cleaning up spills of faeces, vomit or urine off floors, bathrooms etc. educators will use disinfectant on the surface after cleaning it with detergent and warm water. Emergency clean will be

	<p>requested by school cleaners</p> <ul style="list-style-type: none"> pregnant staff members should not assist in toileting or cleaning up toileting accidents to prevent unexpected cross contamination and risk of contracting Cytomegalovirus (CMV). (see <i>Pregnancy in Early Childhood Policy</i>) <i>The occupational risks of CMV infection must be discussed with management of the OSHC Service.</i>
Families	<ul style="list-style-type: none"> adhere to the OSHC Service's policies regarding <i>Dealing with Infectious Diseases, Immunisation</i> and Incident, Injury, Trauma and Illness and adhere to exclusion requirements adhere to the Service's restrictions of entry into the Service in the event of an outbreak of an infectious disease or virus adhere to the Service's policy regarding <i>Hand Washing</i> exclude their child from care if they display symptoms of an infectious illness or disease or in the event of a vaccine preventable disease occurs in the OSHC Service and their child is not immunised fully alert the Service if their child is diagnosed with an infectious illness, including COVID-19 advise the OSHC Service of their child's immunisation status, by providing approved written documentation for the Service to copy and place in the child's file advise the OSHC Service when their child's immunisation/medical condition is updated to ensure that immunisation and medical records are up to date adhere to the Service's risk minimisation strategies if their child has complex medical needs in the event of an outbreak of an infectious disease or virus.
Children	

2.2 References & Resources

Gastro Pack NSW Health

Common cold fact sheet

Exclusion for common or concerning conditions

[Minimum periods of exclusion may be different in each state or territory. Check your own jurisdiction and include a link for parents to access.]

NSW Health Stopping the spread of childhood infections factsheet.

Pregnancy Birth and Baby. Cytomegalovirus (CMV) during pregnancy.

RSV Fact Sheet

Time Out Keeping your child and other kids healthy! (Queensland Government)

Time Out Brochure Why do I need to keep my child at home?

2.3 Related Policies and Procedures

<p>Administration of Medication Policy Child Safe Environment Policy Code of Conduct Policy Enrolment Policy Family Communication Policy Governance Policy Health and Safety Policy</p>	<p>Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Privacy and Confidentiality Policy Rest Time Policy Work Health and Safety Policy</p>
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3 Policy & Procedure Review

In order to assess whether the values and purposes of the policy and procedure have been achieved, Yooralla will:

- Regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required.
- Notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2)).

The ongoing monitoring and compliance to this policy and procedure will be overseen by the OSHC Manager, Nominated Supervisor and Yooralla Quality, Risk and Safeguarding team.

All Yooralla OSHC policies and procedures will be reviewed every 12 months.

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