



POLICY:

2B.11

INFECTION CONTROL, HEALTH & HYGIENE PRACTICES, INFECTIOUS DISEASES

1. Policy Objective:

To minimise immediate and/or serious risks to the health of the children, from possible cross-infection, by adopting appropriate procedures for dealing with infectious diseases*, whilst respecting the rights of individual privacy.

* When *infectious disease* is referred to in these policies and procedures, it means communicable diseases and notifiable diseases.

2. Explanation:

Children, staff, educators and visitors who enter the Service must be well enough to fully participate in the activities of the day. Sick children and staff/educators need to be excluded from the Service until well. As a risk minimisation strategy, staff/educators will perform all tasks as if they were dealing with infectious material in order to prevent the spread of infection.

Infections are spread in the following way:

- Airborne droplets (coughing and sneezing)
- Throat and nose discharge
- Faecal – hand – mouth
- Skin contact
- Urine
- Blood and body secretions

3. Implementation:

3.1. *Standard/Universal Precautions* will be followed:

- 3.1.1. Regular, effective hand washing (staff, educators, visitors and children)
- 3.1.2. Hand washing instructions will be placed near all hand washing basins (children and staff/educators)
- 3.1.3. Staff/educators, visitors and children will be instructed in correct hand washing process (training for staff/educators will be documented)
- 3.1.4. Wearing gloves when handling bodily fluids (nappy changing, handling breast milk, administering first aid, cleaning blood/fluid spills, toileting accidents)
- 3.1.5. Gloves will be provided at nappy change areas, in bathrooms, in kitchen for food handling, with tissues for wiping noses and with the First Aid Kit.
- 3.1.6. Using a mask when giving CPR - resuscitation masks will be contained in the First Aid Kit and staff will be instructed in how to use this effectively.
- 3.1.7. Covering cuts and abrasions (particularly on hands) with a waterproof bandaid or appropriate dressing at all times (blue bandaids for staff who handle/prepare food).
- 3.1.8. Regular cleaning of the premises and surfaces
- 3.1.9. When cleaning up after a spill of body fluid/ blood/ faeces/ urine, wear gloves, place a paper towel over the spill. Carefully mop up the spill. Place the paper towels in a plastic bag, seal the bag and place in the rubbish bin. Clean area with warm water and detergent, disinfect area with freshly diluted bleach (use 1-part bleach to 9 parts of water – 1 cup of bleach to 9 cups of water). Dilute bleach on the day, if possible – leave for half an hour before wiping dry. Remove gloves hygienically, place in plastic bag and discard in rubbish bin. Wash hands thoroughly with soap and warm water. Ensure the safety of other children/staff/educators.
- 3.1.10. If blood or body fluid is splashed in eyes – rinse with running water for several minutes. If it comes into contact with an open wound or broken skin, wash the area thoroughly with soap and water. Report to the Service Leader/Responsible Person.

- 3.1.11. *Toileting, Toilet training and Nappy Changing Instructions* will be followed (see Policy 2B.20)
- 3.1.12. Staff/educators to implement efficient cleaning of toys and equipment, washroom, floors and surfaces, clothing and sandpit.
- 3.1.13. Staff/educators to ensure that an unwell child is noticed and cared for swiftly and that appropriate action is taken to prevent the spread of infection.
- 3.1.14. Staff/educators to ensure that at all times they are aware of the infection control policies and practices of the service.
- 3.1.15. Staff/educators will take all precautions to protect themselves and children from risks from chemical products used in our centre.
- 3.1.16. The service will have regular pest control treatments.
- 3.1.17. The sandpits will be covered when not in use and raked daily.
- 3.1.18. All Staff/educators will strictly follow the highest hygiene practices.

3.2. *Monitoring:*

The Service can access up to date information via the Commonwealth Government Department of Health and State Health Departments on infectious diseases within the community.

3.3. *Reporting:*

- 3.3.1. It is the responsibility of parents/guardians to inform the Service Leader of any infectious disease that their child or other immediate family members may be suffering.
- 3.3.2. Parents/guardians will be advised through the enrolment procedures (see Policy 6.3) and the Parent Handbook that children who are ill are not to be brought to the Service.
- 3.3.3. It is the responsibility of staff/educators to inform the Service Leader of any infectious disease that the staff member/educator, or their other immediate family members, may be suffering.
- 3.3.4. The Service is responsible for reporting to the State Health Authorities all **notifiable diseases** (as per requirements of the Commonwealth Government Department of Health).
- 3.3.5. The Service Leader will notify the Children's Services Manager (CSM) when notification has been made to the Department of Health.
- 3.3.6. The information will be communicated to parents/families/staff/educators through a notice in the foyer and/or in each room, plus through verbal conversations, having regard to the privacy of individuals concerned (e.g. A notice giving reference to an outbreak of a disease without mentioning a child's name)
- 3.3.7. Records in regard to infectious disease will be maintained by the Service Leader. These records will include the child's name, age, symptoms, date and time staff first noticed the illness and any action taken. This record will not be available to other parents/guardians in view of the sensitive nature of a child's health information (see Policy 7.01).
- 3.3.8. The rights of individual privacy will be respected at all times, and in particular the Privacy Policy of the Service (see Policy 7.01) will be observed by all staff implementing these procedures relating to infectious diseases.

3.4. *Exclusion:*

- 3.4.1. All people, including children and staff/educators, who are suffering from any infectious disease need to be excluded from the Service to prevent others from being introduced to the infection. When any such person is found to be showing signs of any infectious disease: -
 - For children, their parents/guardians will be asked to immediately collect their child and seek medical advice;
 - For staff/educators, they will be immediately released from work in order to seek immediate medical attention and excluded for the period of the infectious disease;
 - For parents or other adults, they will be required to leave the premises of the Service immediately and not re-enter the premises until they are no longer suffering from the infectious disease.
- 3.4.2. If a duly qualified and registered medical practitioner diagnoses an infectious disease, the child/staff/educator shall be excluded for the recommended period (as per Commonwealth Government Department of Health requirements).
- 3.4.3. For diseases which are from time to time published as requiring a doctor's certificate clearing the child/staff/educator, the doctor's certificate will be required before the child/staff is re-admitted to the Service.

3.5. General Cleaning:

- 3.5.1. Each room to follow their Cleaning Schedules and sign that items are completed
- 3.5.2. All rooms to have their own broom, dustpan and brush (preferably long handled) and rubbish bin (lined and emptied at least daily). Brooms to be hung on hooks out of the main traffic areas.
- 3.5.3. Rooms to be swept at least twice per day – after lunch to remove food scraps and at the end of the day.
- 3.5.4. Bathrooms to be cleaned during the day (after lunch during quiet time is often the most suitable time).
- 3.5.5. Rooms must be clean and safe at all times.
- 3.5.6. Encourage children to assist with packing up and tidying of indoor and outdoor areas to develop responsible attitudes and self-help skills.
- 3.5.7. Sweep or use 'blower' to tidy outside areas, in the morning.
- 3.5.8. Sandpits to be raked daily and covered at the end of each day.
- 3.5.9. Toys that children mouth are to be washed before going back into general use.
- 3.5.10. Room linen – pillow cases, dress up clothes – to be washed weekly. Rooms may have a designated 'washing' day.
- 3.5.11. Cleaning products to be correctly labelled and stored out of reach of children, preferably in a locked cupboard.
- 3.5.12. Colour code the cleaning cloths to denote uses, e.g. **green for kitchen and eating tables**, **red for bathrooms** and **blue for general areas/art and craft**.
- 3.5.13. Staff to be rostered to clean the general areas of the building, such as, art and craft room, staff room, kitchen, laundry.
- 3.5.14. All services will be cleaned thoroughly on a daily basis.

Evaluation:

This policy will be reviewed and updated (if needed), at least every two years, by the Early Childhood Team, following input from all stakeholders.

Associated Documents:

All associated documents can be found in the Work Health and Safety section of the QLECS Forms and Documents

Related Policies:

- 2B.20: Toileting and Nappy Changing
- 3.03: Hazard Identification and Risk Management
- 3.07: Toxic Chemicals, Environmental Issues
- 6.03: Enrolment and Orientation
- 7.01: Confidentiality and Record Keeping

References:

Legislation:

- Education and Care Services National Law 2011:
- Education and Care Services National Regulations 2014: Regulation 4, 77, 88,168 (2) (c)
- Work Health and Safety Act 2011
- Workers' Compensation and Rehabilitation Act 2003 and Regulation 2014
- Work Health and Safety Act 2011

Books/Journals:

Staying healthy in child care: Preventing infectious disease in child care (current ed.) Canberra

Websites:

- Commonwealth Government Department of Health www.health.gov.au
- National Health and Medical Research Council - www.nhmrc.gov.au
- Queensland Health www.health.qld.gov.au
- NSW Health www.health.nsw.gov.au
- Health Victoria www.health.vic.gov.au