



Policy introduction

Weldon Children's Services as the approved provider and ALL of our staff consider ensuring the health and safety of children, and staff, and supporting children's ongoing wellbeing, is a core focus of the delivery of an Education and Care Service. Educators in services need to be aware of the likelihood of children being exposed to an infectious whilst attending our programs. Maintaining hygiene practices within the service and teaching children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely and current information will further support this process.

Our policy in action

We will:

- Minimise children's exposure to infectious diseases by:
 - our programs following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases
 - promotion of practices that reduce the transmission of infection
 - the exclusion of sick children and staff
 - program support for child immunisation
 - the implementation of effective hand washing procedures

Statutory legislation and considerations

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011

Strategies for policy implementation

As the Approved Provider we will:

- Ensure that all information regarding the prevention of infectious diseases is sourced from a recognised authority, such as: *Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)*, National Health and Medical Research Council (2013) and the NSW Ministry of Health, or NSW public hospitals websites
- Implement the recommendations from *Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)* to prevent the spread of infectious diseases at our programs
- Ensure that children are reasonably protected from harm by working with the nominated supervisor and educators on developing, implementing and reviewing policy that will guide health and safety procedures within the programs
- Collect, maintain, and store appropriately the required enrolment documents and enrolment information of children attending the programs



Our nominated supervisors, certified supervisors, responsible persons in charge will:

- Develop procedures for:
 - maintaining a hygienic environment
 - providing families with relevant infectious diseases, health and hygiene information
 - guiding children's understanding of health and hygiene throughout the daily program
 - ensuring staff are aware of the relevant immunisation guidelines for children and themselves
 - maintaining relevant records regarding the current status of the immunisation of staff and children at the programs, as well as any relevant medical conditions of children at the program
- Develop an enrolment procedure that captures all required information regarding the children's immunisation status, and any medical conditions.
- Provide relevant sourced materials to families about:
 - the current *Australian Immunisation* schedule for children
 - exclusion guidelines for children that are not immunised or have not yet received all of their immunisations in the event of an infectious illness at the service
 - advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected/present in the programs
 - providing information on illnesses (as soon as practicable after the occurrence of an infectious disease)
- Provide information to families as soon as practicable of the occurrence of an infectious disease that describe the:
 - nature of illness
 - incubation period
 - infectious and exclusion periods
- Ensure infectious disease information is sourced from a reliable source such as, *Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)*, National Health and Medical Research Council (2013).
- Ensure that an *incident, injury, trauma and illness record* is completed as soon as practicable or no later than 24 hours of the illness occurring;
- Ensure communication processes are in place to make educators aware of individual children's circumstances
- Maintain confidentiality with regards to children's individual medical circumstances, by putting procedures in place to safeguard children and families information
- Devise a routine written process for updating children's enrolment records with regards with regard to immunisation, ensuring this occurs at least twice a year
- Advise staff of the recommended immunisations for people working with children as per the *Immunisation Handbook – 10th Edition 2013*
- Maintain current records of staff immunisation status and ensuring educators familiarity with written procedures for exclusion of educators as well as children in the event of an infectious illness



- Provide opportunities for educators to source relevant up to date information on the prevention of infectious diseases, and maintaining health and hygiene from recognised sources.
- Ensure there are opportunities for educators and families to be involved in the review of the policies and procedures regarding children's health and safety
- Inform and implement the advice of the health department, or local health unit regarding infectious diseases as required.

Our educators will:

- Ensure that any children suspected of having an infectious illness are responded to and their health and emotional needs are supported at all times
- Implement appropriate health and safety procedures, when tending to ill children
- Ensure that families are aware of the need to collect their children as soon as practicable to ensure the child's comfort
- Advise families that they will need to alert the program if their child is diagnosed with an infectious illness
- Maintain their own immunisation status, and advise the us (the approved provider) or the nominated supervisor of any updates to their immunisation status
- Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice
- Take into consideration the grouping of children to reduce the risk of acquiring an infectious illness when planning the routines/program of the day
- Implement appropriate health and hygiene practices including:
 - hand washing – washing and drying thoroughly, ensuring participation by everyone in the program
 - routine and daily cleaning of the program physical environment
 - nappy changing procedures
 - wearing gloves when advisable
 - proper handling and preparation of food
- Provide opportunities for staff, children and families to have access to health professionals by organising visits/guest speakers to attend the program to ensure that practices in place at the program are correct
- Maintain currency with regard to Health and Safety by attending appropriate professional development opportunities

Our families will:

- Advise the program of their child's immunisation status, and provide written documentation of this for the program to copy and include with the child's enrolment records
- Advise the program when their child's immunisation/medical condition alters and ensure that the information provided ensures that the child's records are up to date at all times
- Provide input into the review and effectiveness of policies and procedures of the program



Policy availability

- This policy will be readily accessible to educators/staff, families and visitors and ongoing feedback on this policy is invited

Review

- Management and staff will monitor and review the effectiveness of this policy regularly. Update information will be incorporated as required

Evaluation

- Infection control is effectively managed at the program to ensure children remain healthy and transmission of infectious diseases are minimised

Procedures

The following list of procedures supports the implementation of this policy.

- Enrolment procedure
- Hand washing
- Incident, injury, trauma and illness record
- Medication
- Communication

Links to other policies

The following policies may be linked to this policy:

- Medical Conditions

The National Quality Framework

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011: [88,168 \(2\) \(b\)](#),

National Quality Standard for Early Childhood Education and Care and School Age Care:

QA 2-Standard [2.1](#): Element [2.1.2](#), [2.1.3](#)

Early Years Learning Framework

Framework for School Age Care: [My Time Our Place](#)

Sources

- Department of Education, Employment and Workplace Relations
- Community Child Care Cooperative NSW – NQF Policies in a Box
- PSC National Alliance – IPSP Online Library – policies
- Staying Healthy: Preventing infectious diseases in early childhood education and care services 5th Edition (2013)
- National Health and Medical Research Council – www.nhmrc.gov.au/
- NSW Ministry of Health
- Immunisation Handbook – 10th Edition (2013) Australian Government – Department of Health and Ageing – National Health and Medical Research Council

Quality Area Two: Children's Health and Safety

Infectious Diseases

Date for next review: February 2019



Kids@Weldon

Policy Details

Review Date: February 2018

Date for next Review: February 2019