

INTRODUCTION

Ensuring the health and safety of children and staff is paramount to BDCS. Our educators need to be aware of the likelihood of children being exposed to an infectious illness whilst in care. Maintaining hygiene practices within the service and teaching children about health and hygiene will assist in the prevention of infectious diseases and providing families with information will further support this process.

OVERALL GOALS – What are we going to do?

BDCS aims to minimise children's exposure to infectious diseases through such means as:

1. Following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases;
2. the promotion of practices that reduce the transmission of infection;
3. the exclusion of sick children and staff;
4. service support for child and staff immunisation; and
5. Implementing effective hand washing procedures.

OVERALL STRATEGIES – How will it be done?**BDCS will:**

1. Ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority
2. Ensure that children are reasonably protected from harm by working with the Nominated Supervisor and Educators on developing, implementing and reviewing policies that will guide health and safety procedures within the service; and
3. Develop an enrolment procedure that captures all required information regarding a child's immunisation status and any medical conditions, then maintain and store appropriately the required enrolment documents and enrolment information of children in the service.
4. Provide all staff with information about and access to immunisation as per the Australian Immunisation Handbook recommendations for people working with children
5. Inform and implement the advice of the health department, or local health unit regarding Infectious Diseases as required.

Directors and Nominated Supervisors will:

Develop and implement procedures for:

1. maintaining a hygienic environment;
2. providing families with relevant infectious diseases, health and hygiene information;
3. guiding children's understanding of health and hygiene throughout the daily program;
4. ensuring staff are aware of relevant immunisation guidelines for children and themselves
5. updating children's enrolment records in regard to immunisations

Involve both educators and families in creating these policies in order to obtain the best outcomes.

Provide opportunities for educators to source relevant and up to date information on the prevention of infectious diseases and maintaining health and hygiene procedures.

Provide relevant sourced materials to families about:

1. the current NSW Immunisation Schedule for children;
2. 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, upon induction at the service;
3. advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected/present in the service; and
4. 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:

1. nature of illness;
2. incubation period; and
3. infectious and exclusion periods.

This information will be sourced from a reliable source (e.g Department of Health)

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 that processes are in place to ensure all educators are aware of individual children's circumstances;

Maintaining confidentiality with regards to children's individual medical circumstances, by putting procedures in place to safeguard children and family's personal information;

Ensure that exclusion guidelines are adhered to in the event of an outbreak of an infectious disease

Staff will:

1. Ensure that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times;
2. Implement appropriate health and safety procedures, when tending to ill children;
3. Ensure that families are aware of the need to collect their children as soon as practicable to ensure the child's comfort;
4. Advise families that they will need to alert the service if their child is diagnosed with an Infectious Illness;
5. Maintain their own immunisation status, and advise their Director or General Manager of any updates to their immunisation status;
6. Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice;
7. Take into consideration the grouping of children to reduce the risk of acquiring an infectious illness when planning the routines/program of the day;
8. Implement the services health and hygiene policy including:
 - hand washing – washing and drying thoroughly, and remembering to include babies when hand washing
 - routine and daily cleaning of the service;

- Nappy changing procedures;
 - wearing gloves (particularly when in direct contact with bodily fluids); and
 - Proper handling and preparation of food.
9. Provide opportunities for staff, children and families to have access to health professionals by organising visits/guest speakers to attend the service to ensure that practices in place at the service are correct; and
 10. Maintain currency with regard to Health and Safety by attending appropriate professional development opportunities.

Families will:

1. Advise the service of their child’s immunisation status, and provide written documentation of this for the service to copy and keep with the child’s records
2. Advise the service when their child’s medical records are updated.

Evaluation

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

Other Sources:

Immunisation Handbook – 9th Edition (2008) Australian Government – Department of Health and Ageing – National Health and Medical Research Council

Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care

Links to National Quality Standard: 2.1.1, 2.1.3, 2.1.4

Education and Care Services National Regulations 2011

Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

Review Date: Jan 2022