

Last reviewed: July 2019  
Nillumbik Playhouse Policy

## Dealing with infectious disease

### POLICY STATEMENT

Nillumbik Playhouses are committed to providing a safe and healthy environment for all children, staff and visitors to Playhouse. The Parent/Guardian of every child enrolled at Playhouse provides a copy of an up-to-date Immunisation History Statement from the Australian Immunisation Register. Playhouse staff respond to the health care needs of any child or adult with symptoms of an infectious disease and maintains effective hygiene practices to minimise the risk of the spread of infections and diseases. The Playhouse complies with current exclusion schedules and guidelines set by the Department of Health and provides families and staff with information and resources to protect children and effectively manage infectious diseases.

### SCOPE

This policy applies to the Primary Nominee, Approved Nominee, Accepted Nominees, educators, staff, students on placement, contractors, volunteers, parents/guardians, children and others attending the programs and activities of the Playhouse, including during offsite excursions and activities, and any other individual involved in this organisation.

### LEGISLATION

**Children's Services Regulations 2009 (v10)**

Regulation 31; 33(a); 34(e,h)

Regulation 36(3); 41(h)

Regulation 63(a); 68(a); 75(a)

Regulation 78(1-2); 88-89(1)

Regulation 90-91; 101-102

**Children's Services Act 1996 (Vic)**

Section 26; 27;29

**Child Safe Standards**

Standard 1; 3; 7

**Education and Care Services National Regulations**

Regulation 88; 168

**Public Health and Wellbeing Act 2008**

Section 111

**National Quality Standard**

Standard 2.1-2.2; 6.2-6.3

**Education and Care Services National Law Act 2010**

Regulation 165; 167; 172; 173; 175

Public Health and Wellbeing Act 2008

### **GOALS / What we are going to do**

- Support educators, families and children to maintain effective health and hygiene practices whilst at Playhouse.
- Uphold the No Jab, No Play law and support families to help them meet the requirements.
- Uphold the Department of Health’s exclusion schedules and guidelines.
- Maintain confidentiality at all times.

### **EVALUATION**

To ensure continuous improvement, the Primary Nominee will:

- Take feedback from everyone affected by the policy regarding its effectiveness, including children, families and staff.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Notify Parents/Guardians when making any changes to this policy or its procedures.
- Make updates to the policy as part of the service’s policy review cycle, or in response to current legislation, research, policy and best practice updates, or as otherwise required.

### **RELATED DOCUMENTS**

Relevant service policies such as:

Enrolment and orientation	Emergency and evacuation	Interactions with children
Staffing	Health and safety	Delivery and collection of children

### **RESOURCES**

Department of Education and Training- First aid, immunisation and general health

[www.education.vic.gov.au](http://www.education.vic.gov.au)

Better Health Channel- health information and health services guide  
[www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

Vic Health  
Disease information and advice  
The blue book- guidelines for the control of infectious diseases  
Immunisation schedule April 2019  
[www2.health.vic.gov.au](http://www2.health.vic.gov.au)

The Department of Health- Infection control in child care settings  
[www.health.gov.au](http://www.health.gov.au)

Early Childhood Research Hub- Health, Hygiene and Infection Control  
[www.ecrh.edu.au](http://www.ecrh.edu.au)

**AUTHORISATION**

This policy was adopted on 7 August 2019.

**REVIEW DATE**

This policy shall be reviewed in December 2020

## **PROCEDURES/ How it will be done**

### **The Primary Nominee will:**

- Request an Immunisation History Statement from the Australian Immunisation Register and assess if the document provided meets the requirements for enrolment.
- Enrol only those children who provide an Immunisation History Statement from the Australian Immunisation Register that shows the child is fully vaccinated for their age, who qualify for the 16-week grace period, or has a medical condition preventing them from being fully vaccinated.
- If a child commences at Playhouse under the 16-week grace period, take reasonable steps to obtain the required documentation during the 16 weeks from the first day the child attends Playhouse.
- Inform Parents/Guardians of their obligation to provide a new Immunisation History Statement when their child receives vaccinations while attending Playhouse and take reasonable steps to ensure the current immunisation information is recorded with each child's enrolment record.
- When needed, provide Parents/Guardians with information to help them meet the No Jab No Play requirements.
- Establish good hygiene and infection control procedures, and ensure all relevant staff adhere to procedures at all times.
- Take reasonable steps to prevent the spread of that infectious diseases (NR 88(1)) and ensure Parents/Guardians of each child enrolled at the service is notified of the occurrence of an infectious disease as soon as practicable (CSR 89(1); NR 88(2)).
- Ensure the Department of Health's minimum exclusion period schedule is displayed at Playhouse and is adhered to in the event of an outbreak of an infectious disease.
- Request Parents/Guardians inform Playhouse if their child has, or is suspected of having, an infectious disease or infestation (including head lice).

- Take reasonable steps to ensure children not fully immunised against that infectious disease are excluded from Playhouse until there are not more occurrence of that disease and the exclusion period has ceased.
- Notify the Relevant Authority with 24 hours of a serious incident related to infectious disease.
- Ensure the Incident, Injury, Trauma and Illness record is completed no later than 24 hours of the illness occurring.
- Provide relevant staff with appropriate resources and current information regarding the identification and management of infectious diseases, blood-borne viruses and infestations.
- Ensure each educator has completed at least every three years the first aid training set out in the Children’s Services Regulations 2009 (Vic.) (63(1)).

**The educators will:**

- Maintain their own immunisations status, not attend Playhouse if they suspect they have an infectious illness and notify the Primary Nominee as soon as practicable.
- Not accept a child into care who are sick.
- Ensure that any child suspected of having an infectious illness is responded to and their health and emotional needs are supported at all times. Observe the signs and symptoms of the child feeling unwell and inform the Primary Nominee as soon as practicable. Ensure that families are contacted as soon as practicable to collect their child from Playhouse.
- Implement appropriate health and safety procedures when tending to ill children (see guidelines below).
- Provide varied opportunities for children to engage in hygiene practices (see guidelines below).
- Maintain confidentiality at all times.

### **The Parent/Guardians will:**

- Within the two months prior to the child starting at the Playhouse, provide a current Immunisation History Statement from the Australian Immunisation Register (documents produced by GPs or other immunisation providers are no longer acceptable as proof of immunisation). This statement must show that the child:
  - is up to date with all vaccinations that are due for their age or
  - is on a recognised vaccine catch-up schedule or
  - has a medical condition preventing them from being fully vaccinated.

A grace period of 16 weeks from the first day of the child's attendance at Playhouse may apply to children from families experiencing vulnerability and disadvantage. After 16 weeks, if the child is still not immunised, the child will no longer be able to attend the Playhouse until they can provide one of the above forms of documentation.

- Provide Playhouse with a new Immunisation History Statement whenever their child receives or was due to receive immunisations.
- Keep children at home if they are unwell or have an excludable infectious disease.
- Keep children at home when an infectious disease has been diagnosed at Playhouse and their child is not fully immunised against that infectious disease, until there are not more occurrence of that disease and the exclusion period has ceased. A 'clearance certificate' by a medical practitioner may be required prior to commencing care.
- Inform Playhouse if their child has an infectious disease or have been in contact with a person who has an infectious disease.

## Health and Safety Guidelines

### General hygiene

- Floors should be swept and washed with detergent and water. Carpeted areas must be vacuumed daily, and spills of body fluids dealt with immediately as per guidelines below.
- Each child will have their own bedding, face cloths and towels which are laundered at least weekly or when soiled. Linen and bedding must be kept clean and maintained in good order.
- Toilets are cleaned after each session or as required. Potties are thoroughly cleaned and disinfected after each use.
- Toys used by children will be kept safe and clean. Toys used/mouthed by young infants are washed in warm soapy water at regular intervals.
- Sand pits must be kept cleaned and covered when not in use to protect from animals.

### Hand Washing

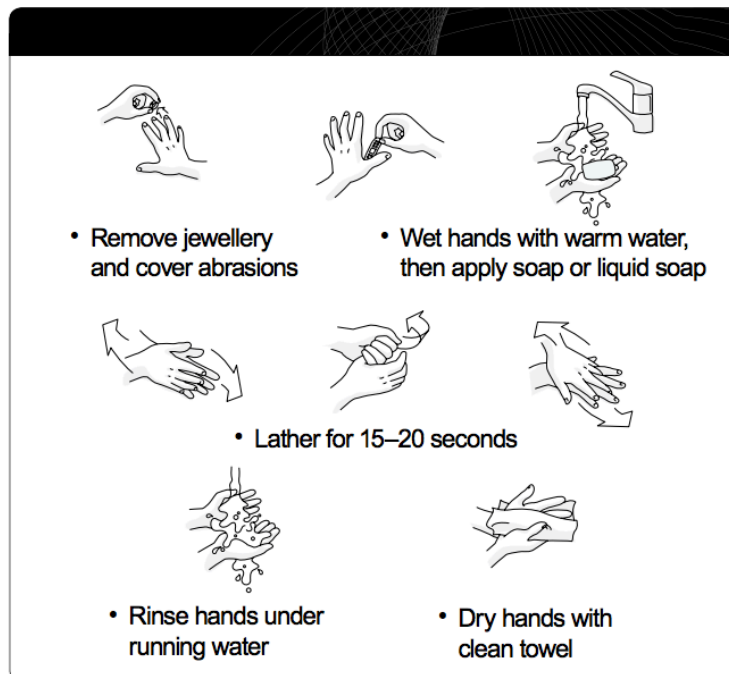
Hand washing is considered to be the most effective infection control measure. Babies and young children who developmentally cannot reach the tap are supported to use wet wipes or a wet soapy face washer. Hands must be dried on individual hand towels or disposable paper towel. Communal hand towels must not be used.

Hand washing should be routinely performed:

- Before, during and after preparing food
- Before and after eating
- After using the toilet
- After coughing, sneezing or blowing noses
- After touching animals or pets
- Before and after treating a wound or cut or contact with any bodily fluids or treating a child with an illness

- After handling garbage
- When hands are visibly soiled
- Following the removal of gloves after cleaning up spills of blood and other bodily fluids.

## How to wash and dry hands with soap and water



During the lather, pay particular attention to the backs of hands and fingers, fingernails, fingertips and the webbing between fingers.

Hand hygiene is crucial in reducing transmission of infections. It includes both hand washing with plain or antimicrobial soap and water, and use of alcohol-based products (gels, rinses, foams) containing an emollient that do not require the use of water.

If hands are visibly soiled or contaminated with respiratory secretions, wash hands with soap (either non-antimicrobial or antimicrobial) and water.

In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection may be used. Ensure you have facilities for hand washing (i.e. sinks with warm and cold running water, plain or antimicrobial soap, and disposable paper towels) and hand disinfection (i.e. alcohol-based products) readily accessible.



Australian Government  
Department of Health and Ageing



## **Cleaning up spills of blood or other body fluids**

Disposable gloves (disposable latex or vinyl) must be worn at all times when contact with body fluids is unavoidable such as dealing with blood, body fluids such as vomit and changing a soiled or saturated nappy or clothing.

In consultation with Parent/Guardian and the Primary Nominee, it may be agreed that bathing may occur to clean children impacted by spills of blood or other body fluids, and this will occur under special conditions in line with the Child Safe Environment and Interactions with Children policies. Children requiring bathing will be bathed using a washcloth and warm water rather than immersed in a bath.

### Procedure:

- Use gloves
- For spills of blood or bodily fluids in high traffic areas, the spill should be mopped up immediately, the area washed with detergent and hot water, and then mopped up with 0.05% sodium hypochlorite solution/bleach and allowed to dry.
- Saturate disposable towels in sodium hypochlorite solution/bleach.
- Cover spill.
- Leave to soak for 10 minutes.
- Remove into disposable bag.
- Wash area with hot water and detergent.
- Remove gloves and dispose of these in bag.
- Seal bag and dispose.
- Wash hands under warm, running water with soap.
- Linen contaminated with blood should be directly placed directly into bags that are leak proof. No change to normal washing practice is necessary. Gloves should always be worn when handling a contaminated item.