



## DEALING WITH INFECTIOUS DISEASES POLICY (ELC)

### 1 PURPOSE

Minaret College Early Learning Centres will take reasonable steps to minimise the risk of infectious diseases, and deal effectively with the spread of infectious diseases and infestations.

### 2 SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities at Minaret College Early Learning Centres.

### 3 PROCEDURES

The Approved Provider and Persons with Management or Control are responsible for:

- ensuring that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease (Regulation 88(1))
- ensuring that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable (Regulation 88(2))
- ensuring that information from the Department of Health about the recommended minimum exclusion periods is displayed at the service and is available to all stakeholders including staff, parents/guardians, students and volunteers
- contacting the parent/guardian and Communicable Disease Prevention and Control Unit within 24 hours if on reasonable grounds, the Approved Provider believes that a child enrolled at the service is suffering from a vaccine-preventable disease being:
  - a) Pertussis, or
  - b) Poliomyelitis, or
  - c) Measles, or
  - d) Mumps, or
  - e) Rubella, or
  - f) Meningococcal C, as required under Regulation 84(2) of the Public Health and Wellbeing Regulations 2009
- ensuring that a child is excluded from the service in accordance with the recommended minimum exclusion periods when informed that the child is infected with an infectious disease
- ensuring that a minimum of one educator with current approved first aid qualifications is in attendance and immediately available at all times the service is in operation (refer to Administration of First Aid Policy)

- establishing good hygiene and infection control procedures, and ensuring that they are adhered to by everyone at the ELC
- ensuring the exclusion requirements for infectious diseases are adhered to as per the recommended minimum exclusion periods, notifying the Approved Provider and parents/guardians of any outbreak of infectious disease at the service, and displaying this information in a prominent position
- advising the parents/guardians of a child who is not fully immunised on enrolment that they will be required to keep their child at home when an infectious disease is diagnosed at the service, and until there are no more occurrences of that disease and the exclusion period has ceased
- requesting that parents/guardians notify the service if their child has, or is suspected of having, an infectious disease or infestation
- providing information and resources to parents/guardians to assist in the identification and management of infectious diseases and infestations (refer to: <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>)
- conducting regular head lice inspections, at least once per term and whenever an infestation is suspected, which involves visually checking children's hair and notifying the Approved Provider and parents/guardians of the child if an infestation of head lice is suspected
- providing a Head lice action form to the parents/guardians of a child suspected of having head lice
- providing a head lice notification letter to all parents/guardians when an infestation of head lice has been detected at the service
- maintaining confidentiality at all times (refer to Privacy Policy).

All other educators are responsible for:

- encouraging parents/guardians to notify the service if their child has an infectious disease or infestation observing signs and symptoms of children who may appear unwell, and informing the Nominated Supervisor
- providing access to information and resources for parents/guardians to assist in the identification and management of infectious diseases and infestations
- monitoring that all parents/guardians have completed a Consent form to conduct head lice inspections on enrolment
- monitoring any symptoms in children that may indicate the presence of an infectious disease and taking appropriate measures to minimise cross-infection
- complying with the Hygiene Policy of the service and the procedures for infection control relating to blood-borne viruses
- maintaining confidentiality at all times (refer to Privacy Policy).

Approved Provider PR-00002074

Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

## **DOCUMENT CONTROL**

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