

POLICY/PROCEDURE NAME & REVIEW PROCESS	DEALING WITH INFECTIOUS DISEASE POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY 2.1 Health 2.1.2 Health practices and procedures 2.1.3 Healthy lifestyle
NATIONAL LAW AND REGULATIONS	85- Incident, injury, trauma and illness policies and procedures 86- Notification to parents of incident, injury, trauma, and illness 87- Incident, injury, trauma, and illness record 88- Infectious diseases 168-Education and care service must have policies and procedure 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Bucket usage poster. ▪ Illness and infectious disease record ▪ Illness observation record ▪ Incident Injury trauma and Illness record ▪ Infectious disease notice ▪ Nappy change and toileting policy ▪ Nappy change procedure
SCOPE OF POLICY	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding how we deal with an outbreak of infectious disease. Our aim is to limit the spread of infection for all children, educators, staff and stakeholders who attend our service. Our aim is to provide a policy, implement the policy, support practices of the policy, train regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	The way that children interact with each other and with adults in education and care services means that diseases can quickly spread in a variety of ways, through the following manner: <ul style="list-style-type: none"> ▪ Airborne ▪ Contact ▪ Droplets Germs are spread through coughing or sneezing, breathing contaminated air, direct contact with someone who is ill, animals and food. Whilst it is not possible to prevent the spread of all infections and diseases, minimising the risk is enhanced through the following: Personal Strategies safely dealing with wounds and body fluids – taking care with animals – protecting pregnant staff and visitors <ul style="list-style-type: none"> ▪ Effective hand hygiene. ▪ Immunisation. ▪ Use of gloves and masks-correct cleaning methods with wounds and body fluids. ▪ Cough and sneeze hygiene. ▪ Nappy changing and toileting. ▪ Protection of pregnant staff ▪ Dealing with animals. Environment Strategies <ul style="list-style-type: none"> ▪ Cleaning and Disinfection ▪ Proper ventilation ▪ Food safety practices.

Policy Name	DEALING with INFECTIOUS DISEASE POLICY			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	February 2019	Last review date	February 2025	Next review date	February 2026
Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

PERSONAL STRATEGIES

EFFECTIVE HAND WASHING

Our service will promote handwashing practices for the following reasons:

There are 3 steps in the chain of Infection, and it can be broken at any stage:

- The germ has a source.
- The germ spreads from the source
- The germ infects another person.

One of the best methods of breaking the chain is effective **Hand Hygiene or Hand Washing** and our staff are expected to wash hands according to the following:

- When washing hands will use running water and soap (both are required to be effective).
- Can use alcohol-based rubs but remember they aren't a substitute for hand washing with soap and running water. Alcohol based rubs will minimise the germs on hands but will not remove dirt, they are effective in the service to allow us to minimise germs.
- Hand drying is just as important as handwashing. Damp or wet hands can pick up 1000 times more bacteria than dry hands. The best method for drying hands is disposable paper towel.
- Posters will be displayed throughout the service regarding correct practice when handwashing, there will also be signage indicating **handwashing only sinks**.

We expect the following practices of handwashing for all staff:

- On arrival and departure at the service.
- When hands are visibly dirty.
- After going to the toilet.
- Before and after helping a child go to the toilet or changing a nappy.
- After handling rubbish, household or garden chemicals, or anything that could be contaminated.
- Before you prepare or eat food or handle a baby's bottle.
- Before and after touching raw meat.
- After wiping/blowing your nose or sneezing.
- After touching an animal.
- After cleaning up or touching sores, a wound/cut, blood, vomit or other body fluids or faeces.
- Before and after giving medication.
- After playing outside.

IMMUNISATION

Nationally

Immunisation is a powerful method for preventing certain infections. It involves using a vaccine—typically a weakened or inactivated form of the germ—to stimulate the body's immune response against a specific disease.

This process prepares the immune system to react similarly to how it would if exposed to the disease, but without causing severe symptoms. In the future, if the individual encounters the same germ, their immune system can respond swiftly, helping to prevent illness.

Children must meet immunisation requirements to be applicable to receive Family Tax Benefit (FTB) Part A or childcare fee assistance. A current immunisation history statement from the Australian Immunisation Register (AIR), and the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive. Our service will request a copy of Immunisation records for all children on enrolment.

NO JAB NO PLAY

QLD	Not enforced- May refuse an enrolment but if the service allows attendance if an outbreak occurs unimmunised children will be excluded.
NSW	Enforced – NO JAB NO PLAY
VIC	Enforced- NO JAB NO PLAY
SA	Enforced- NO JAB NO PLAY
TAS	Not Enforced - Can attend the service but if an outbreak occurs unimmunised children will be excluded
WA	Enforced – NO JAB NO PLAY
ACT	Not Enforced- Can attend the service but if an outbreak occurs unimmunised children will be excluded
NT	Children do not need to be immunised to attend a service.

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GLOVES

All staff will adhere to the use of gloves as per the below procedures:

- Hands must be washed before putting on gloves and after taking them off. Wearing gloves does not replace handwashing.
- Gloves need to be put on both hands especially when changing nappies.
- When changing nappies- it's important that hands are washed prior to putting on gloves so that hands are clean once they are removed to dress the child.
- When coming into contact with body fluids, including faeces, urine, saliva, vomit, or blood.
- Hands must be washed before putting on gloves.
- Hands must be washed after disposing of gloves.
- Masks can hinder or hide facial expressions for children and are no longer recommended in childcare unless mandated due to an outbreak of an infectious disease.

COUGH AND SNEEZE HYGIENE

Harmful germs can spread through the air when coughing and sneezing. Covering your mouth and nose when coughing or sneezing helps limit how far germs travel, reducing the risk of infecting others and contaminating surfaces.

Previously, people were advised to use their hands to cover coughs and sneezes. However, if hands aren't cleaned immediately, germs can remain and be transferred to surfaces or other people.

The proper method is to cough or sneeze into your inner elbow or use a tissue to cover your nose and mouth. Dispose of used tissues in a bin right away and clean your hands thoroughly with soap and water or hand sanitiser.

NAPPY CHANGING AND TOILETING.

Faeces (and occasionally urine) can contain billions of harmful germs, including bacteria and viruses. Practicing proper hygiene during nappy changing and toileting is essential to prevent these germs from spreading to staff and other children.

Staff are expected to Change nappies promptly when they contain faeces and at regular intervals throughout the day. This helps reduce the time urine and faeces remain in contact with the child's skin.

Staff should wash their hands:

- Before preparing the nappy-changing area
- After completing the nappy change
- After cleaning the nappy-changing area

Staff must follow Nappy change procedure and Nappy change and toileting policy to ensure compliance with service practices and guidelines of 6th Edition Staying Healthy.

PROTECTION OF PREGNANT STAFF

Educators, staff members, and visitors who are pregnant should be aware of how certain infections can affect an unborn child. If a staff member is pregnant, they must alert the nominated supervisor immediately and be given a copy of the **parental leave policy**.

The diseases listed in Table 2.3 6th edition Staying Health page 46-48 can pose risks during pregnancy and may be present in the service settings. The level of risk varies depending on the specific disease.

For most infections, maintaining proper handwashing and cough and sneeze hygiene is the primary prevention method, and using gloves and masks may be helpful in certain situations.

Immunisation is also an effective and recommended way to protect against some diseases. In some cases, pregnant staff or visitors may need to avoid exposure.

If any of these diseases are detected within the service nominated supervisor will inform pregnant staff and visitors so they can take the necessary precautions.

DEALING WITH ANIMALS

- Safe practices must be followed when dealing with animals at the service.
- Children should wash and dry hands prior to handling animals and immediately after. Animals should receive regular veterinary checks.
- Children should not be involved in cleaning up animal faeces, staff should wear gloves when cleaning animal enclosures.
- Animals should not roam around the playground especially not in sand pits or vegetable gardens.

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- Supervise children at all times when handling animals ensuring they are not too close to animals or not eating at the same time.
- Cleaning of fish tanks require gloves, and staff must ensure that they are not cleaned anywhere near food preparation areas in the service.
- Some animals are not advised for childcare and careful consideration should be given to the choice of pet such as ferrets, snakes, turtles, parrots.
- Pregnant staff must avoid contact with cat faeces to minimise their risk of toxoplasmosis.

ENVIRONMENT STRATEGIES

CLEANING

- Regular cleaning of the service will occur with special consideration given to the children's bathrooms and nappy change areas.
- Correct usage of buckets and mops will be adhered to in order to avoid cross contamination.
- Bathrooms will be cleaned twice daily but if they have become visibly dirty or pose a risk to children then staff will complete further cleans throughout the day.
- Nappy change mats must be cleaned after each nappy change with warm soapy detergent and dried with paper towel and change mats must be thoroughly cleaned at the end of each day. Place mats in sun to dry at any opportunity.
- Toys must be cleaned daily especially in the younger rooms where they tend to be in children's mouths a lot. A mouthed toys bucket or container will be used for this purpose.
- Toys need to be washed in warm soapy water and dried in the sun. They can be washed in dishwasher but on a separate wash on their own, not with dishes.

Cleaning of the service recommendation – 6th edition Staying Healthy National Health and Medical Research Council

Surface or area	Daily -plus when visibly dirty	Weekly -plus when visibly dirty
Bathrooms—wash tap handles, toilet seats, toilet handles and doorknobs. Check the bathroom during the day and clean if visibly dirty	✓	
Toys and objects put in the mouth.	✓	
Surfaces that children have frequent contact with (e.g., bench tops, taps, cots, and tables)	✓	
Beds, stretchers, linen and mattress covers (if children do not use the same mattress cover every day)	✓	
Doorknobs	✓	
Floors.	✓	
Sofas, soft chairs, cushions, bean bags.		✓
Carpets and mats – Vacuum daily steam clean at least every 6 months.	✓	
Low shelves.		✓
Other surfaces not often touched by children		✓

SAFE FOOD PRACTICES

- Always wash and dry hands thoroughly before handling food – there is no need for gloves if hands are clean and dry.
- Prior to children eating, all surfaces- tables must be cleaned.
- Children must wash and dry hands prior to eating.
- Staff must take care to ensure that children are using tongs if sharing platters of food.
- Ensure that children are not sharing food, drink bottles, utensils or taking food from each other,
- When feeding babies staff must wash and dry hands prior to feeding, use separate spoons for each child.
- When feeding a baby, a bottle, wash, and dry hands thoroughly prior to feeding and only heat the bottle once.
- **Cooking** experiences with children must commence with children having clean and dry hands. Best practice is to ensure that food prepared be cooked as cooking will eradicate germs. Cooking kills bacteria.
- **Play dough** – ensure that salt is a key ingredient in playdough as it helps to stop germs from growing.
- All children should wash and dry hands prior to using the playdough.
- Play dough should not be kept more than a week, if there has been any illness in the room playdough should be avoided or only used once.

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- **Birthdays**- in order to prevent germs spreading at children's birthdays it is recommended that an individual cupcake be given to the child to blow out.

VENTILATION

There are 3 ways to provide ventilation in a childcare setting

- **Natural Ventilation:** Allowing fresh air to flow by opening windows and doors.
- **Mechanical Ventilation:** Using systems such as air conditioning and heating to bring in fresh outside air (note that air-conditioning systems that only recirculate indoor air without introducing outside air do not qualify as mechanical ventilation).
- **Augmented Ventilation:** Enhancing air quality by using air purifiers equipped with HEPA (high-efficiency particulate air) filters to clean the air.

Continuous Improvement

We are dedicated to the ongoing improvement of our practices and procedures through the following actions:

- Conducting regular reviews and updates of this policy with all stakeholders.
- Actively seeking feedback from children, families, and staff members.
- Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will provide the nominated supervisor and staff of the service clear processes to ensure reasonable steps are taken to prevent the spread of any infectious disease.
- Will ensure nominated supervisor has a process to alert families and emergency contacts of an outbreak at the service keeping in mind privacy and confidentiality of children or staff who are unwell.
- Will ensure once there has been an outbreak that the nominated supervisor will display a notice to all stakeholders which will advise of the outbreak and will contain information from 6th edition Staying Healthy if applicable.
- Will ensure that the nominated supervisor alerts all families regarding any outbreak of an infectious disease. Parents/ guardians of children who are unimmunised in Queensland, ACT, NT, and Tasmania will be notified to remove children from the service until it is safe for their return.
- Will ensure that the nominated supervisor is aware and will adhere to exclusion periods as advised by 6th edition Staying healthy or as advised from public health.
- Will ensure that if an infectious disease is deemed to be an outbreak depending on the number of cases and the disease that is occurring (refer 6th edition Staying healthy or call public health) The nominated supervisor will report any outbreaks to the regulatory authority and alert the approved provider immediately.
- Will ensure that they provide nominated supervisor and staff the equipment and records to ensure the premises, furniture and equipment are kept safe, clean, and well maintained, including high risk areas.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

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- Will monitor staff practices to ensure that they are adhering to and taking reasonable steps to prevent the spread of infectious disease, will guide staff practices through role modelling, induction and ongoing training and revision at staff meetings.
- In the event of an outbreak nominated supervisor will advise approved provider, staff and stakeholders as soon as is possible via notifications around the service, email or through online portals that families have access to. These notifications will include 6th edition Staying Healthy guidelines and exclusion periods.
- In Queensland ACT, NT and Tasmania families who have children unimmunised will be advised immediately and the children will need to be collected from the service.
- Nominated supervisor will follow the guidelines regarding an outbreak from 6th edition Staying Healthy and report to public health and regulatory authority if required.
- The nominated supervisor will guide all staff to conduct a rigorous clean of areas or rooms that have been affected according to the advice of public health.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.
- Conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Must maintain their immunisation status at all times.
- Role model safe practices according to the guidelines outlined in this policy and corresponding policies – adhere to healthy practices – hand washing, wearing gloves, toileting with children, correct nappy changing.
- They will clean furniture and equipment on a daily basis to ensure hygiene standards are adhered to.
- Will educate children regarding healthy practices when using the bathrooms, hand washing, art mealtimes.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

Families

- Will advise the nominated supervisor of any infectious disease that their child may contract or if their child has been in close contact with an infectious disease- sibling, family member etc.
- Will provide immunisation documentation upon enrolment and maintain updates with the nominated supervisor.
- Ensure that children are not brought into the service if they are unwell especially if they have a suspected case of an infectious disease.

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	<ul style="list-style-type: none"> Adhere to the guidelines that if there is an outbreak and your child is unimmunised, they must not be brought into the service or must be picked up- this only applies in Queensland ACT, NT, and Tasmania
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 85- Incident, injury, trauma and illness policies and procedures and 86- Notification to parents of incident, injury, trauma, and illness and 87- Incident, injury, trauma, and illness record.	<p>Approved Provider, Nominated supervisor and staff will.</p> <p>In the event of an illness or an outbreak of an infectious disease. The following procedure will be adhered to:</p> <ul style="list-style-type: none"> Will adhere to the guidelines and procedures of the policy. Nominated supervisor will inform the approved provider. Nominated supervisor will ensure all paperwork and procedures are completed. Staff will complete an illness observation record and have families sign at pick up. Once there is a confirmed infectious illness nominated supervisor will inform all families and staff of the presence of an infectious disease in the service by placing an Infectious disease notice in the service in prominent areas, send emails, notices on display throughout the service, alerts on software apps, and in some cases phone calls to stakeholders. This must be completed no later than 24 hours preferably as soon as possible and include information pertaining to the infectious disease as per NHRMC Staying Healthy 6th edition exclusion periods, as well as a copy of this policy. Nominated supervisor will complete an illness and infectious disease record for record keeping purposes and in the event that public health needs advising. This record will be kept for all children and staff.
In regard to regulation 88 infectious disease	<p>The purpose of exclusion is to minimise the spread of infectious diseases. Reducing contact between individuals with an infectious illness and others decreases the likelihood of transmission. Excluding children, staff, and parents who may pose a risk of spreading infection helps limit the spread within the childcare service.</p> <p>The decision to exclude individuals is typically based on symptoms, as people are generally most contagious when they are showing signs of illness. While some infections can spread before symptoms appear, excluding those who are visibly unwell is an effective way to prevent transmission.</p> <p>By ensuring that anyone who is unwell stays away from the service, we can assist to protect many others from falling ill.</p> <p>Refer 6th edition Staying Healthy page 77 through to 92 for further information.</p> <p>Exclusion periods are determined by the duration a person with a specific disease is likely to remain contagious.</p> <p>The need for exclusion and its duration depends on several factors:</p> <ul style="list-style-type: none"> The type of infection involved The presence and severity of symptoms The ease with which the infection or disease can spread The length of time the person is expected to be infectious The potential severity of the infection or disease. <p>Once a child falls ill at the service staff and nominated supervisor will:</p> <ul style="list-style-type: none"> Separate the child who is ill from other children in the room. Contact the child's parents or, if they are unable to attend the emergency contact listed on the enrolment record. Inform the parents or emergency contact person of the child's condition, or suspected condition, and ask that the child be picked up from the service as soon as possible. If it is a confirmed outbreak nominated supervisor will inform public health and follow all their instructions. Nominated supervisor will inform approved provider who will inform regulatory authority. <p>Commence cleaning as per public health instruction but in the interim ensure the following:</p> <ul style="list-style-type: none"> Ensure all bedding, towels, clothing, etc., which has been used by the child is disinfected – these articles should be washed separately and, if possible, aired in the sun to dry or returned to family on collection of children. Ensure all contact toys are separated and disinfected. Ensure all eating utensils are separated and sterilised. Ensure all areas in the child's room are cleaned properly as per the clean first then disinfect method below.

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It is more important to make sure that all surfaces have been cleaned with detergent and warm water first rather than disinfectant. If you do need to use a disinfectant, remember that the disinfectant will not kill germs if the surface has not been cleaned first.

To kill germs, any disinfectant must:

- Have enough time in contact with the surface to kill the germs (as per the manufacturer's instructions)
- Be used at the right concentration.
- Be applied to a clean, dry surface.
- Be effective against those particular germs.

Bleach- Note that you should only use bleach for cleaning up small to large blood spills. Bleach is stronger than other disinfectants and can inactivate bloodborne viruses.

Exclusion of ill children, educators and staff will limit the spread of communicable diseases.

The time an ill person or child is excluded for will depend on the following:

- How easily the infection can spread.
- How long the person is likely to be infectious.
- How severe the disease can be.

We will refer and adhere to exclusion periods in NHRMC Staying Healthy 6th Edition to ensure the health of all our children, educators, and staff.

- All families must adhere to our directions when dealing with infectious disease and ensure that they keep children at home when ill.
- We will require a doctor's clearance for any serious illness before returning to the service.
- See reporting table for an outbreak in *Childcare Courtesy of 6th edition Staying Healthy*

ACT	Notify the Disease Surveillance Unit if you have 2 or more cases of gastroenteritis among children or staff in 24 hours.
NSW	Notify your local public health unit if a child or staff member at your service has one of the following diseases or has come into contact with a person who has one of the following diseases: <ul style="list-style-type: none"> ▪ diphtheria ▪ gastroenteritis (if 2 or more people are affected and you suspect an outbreak) ▪ Hib (Haemophilus influenzae type b) ▪ Measles ▪ meningococcal disease ▪ mumps ▪ poliomyelitis ▪ rubella (German measles) ▪ tetanus ▪ whooping cough (pertussis)
NT	Notify your local Centre for Disease Control if a child or staff member at your service has one of the following diseases: <ul style="list-style-type: none"> • diarrhoea or vomiting (if 2 or more people are affected) • diphtheria • Hib (Haemophilus influenzae type b) • Measles • meningococcal disease • mumps • rubella (German measles) • tuberculosis (TB) • typhoid and paratyphoid • whooping cough (pertussis)
QLD	Notify your local public health unit if you have 2 or more cases of gastroenteritis among children or staff over a period of 1 to 3 days
SA	No reporting requirements
TAS	Notify your local public health unit if you suspect an outbreak of gastroenteritis
VIC	Notify your local public health unit if you suspect an outbreak of gastroenteritis
WA	Notify your local public health unit if you suspect an outbreak of gastroenteritis

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<p>In regard to regulation 168- Education and care service must have policies and procedures.</p>	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly and communicated to educators, staff, and stakeholders. Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times. Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> Affect the fees charged or the way they are collected or Significantly impact the service's education and care of children or Significantly impact the family's ability to utilise the service. Ensure policies and procedures regarding regulatory requirements are in place at the service. Ensure that a suitable Nominated supervisor is in place and will monitor practices and procedures relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. Ensure all stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
<p>In regard to regulation 170- Policies and procedures to be followed.</p>	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
<p>In regard to Regulation 171- Policies and procedures to be kept available.</p>	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
<p>In regard to Regulation 172- Notification of change to policies or procedures</p>	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
<p>KEY TERMS</p>	<ul style="list-style-type: none"> ACECQA – Australian Children's Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework,

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	<p>including the provision of guidance, resources, and services to support the sector to improve outcomes for children.</p> <ul style="list-style-type: none"> ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. ▪ Infectious disease- A disease that is designated under a law of a relevant jurisdiction or by a health authority as a disease that would require a person with the disease to be excluded from an education and care service. ▪ Immunisation- is the process of inducing immunity to a specific germ by giving a vaccine or antiserum, or gaining antibodies by having the disease. ▪ Vaccination- is the administration of a vaccine. If vaccination is successful, it results in immunity.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ Australian Children’s Education & Care Quality Authority. ACECQA ▪ Code of Ethics ▪ Department of Health Australia https://beta.health.gov.au/health-topics/immunisation/getting-started ▪ Education and Care Services National Regulations. ▪ Education and Care Services National Law Act 2010 ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ National Quality Standard. ▪ https://ncirs.org.au/public/no-jab-no-play-no-jab-no-pay ▪ Staying Healthy 6th Edition – Preventing Infectious Diseases in early childhood and education services. ▪ United Convention on the Rights of the Child

Policy Name	DEALING with INFECTIOUS DISEASE POLICY			Policy Version	V.7
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