Procedure
Family Day Care Infectious Diseases

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Family Day Care Infectious Diseases

Purpose & Scope

Children brought to care with early signs or symptoms of illness or infection, or who suddenly become ill while in care, may be potentially infectious to others, or the illness may be potentially life threatening for the child.

Exclusion of children with contagious illness (and in some cases, family or household contacts of the infectious child or adult), significantly reduces the risk of the spread of disease to other healthy children, educators, staff & families.

The length of time a disease remains contagious to children and adults forms the basis of exclusion periods recommended by the National Health and Medical Research Council.

Though an illness may not fit within the Department of Public Health exclusion criteria, in some circumstances, a child is too ill to participate in normal care activities or an educator or staff member is too ill to work. Children, educators, or staff members need to stay home for treatment and recovery in these circumstances.

A number of diseases are notifiable to the NSW Public Health Unit, by contacting 1300 066 055. These diseases are notifiable so that public health staff can investigate and prevent further cases of rare and severe diseases, identify outbreaks and help implement control measures.

Lake Macquarie Family Day Care maintains a list of notifiable diseases. Public health staff can explain to educators and staff:

- The consequences of an infection to children, parents and those working in education and care services
- How to control further spread of infection
- Appropriate infection control measures (e.g vaccination, exclusion, education, environmental cleaning)

Process

Parent Responsibilities

1. Parents must contact educators, before bringing a child displaying signs or symptoms of illness to care, and inform them about their child’s symptoms of illness.

2. Parents must be aware that their child (and in some cases the child’s siblings) will be unable to attend care if:

   - the symptoms of illness indicate a serious or contagious disease may be present
   - the illness is not easily identified and the educator requests the illness be diagnosed by a doctor
   - the child commenced a course of medication, prescribed by a doctor, to treat a contagious illness less than 24hrs before care is due to start
   - the child requires treatment which an educator is unable, unwilling or untrained to provide (e.g. invasive procedures requiring specialised training or equipment) and an alternate placement is not available
   - the child is too ill to participate in normal care activities, or is unduly distressed by the illness
   - the child will require extra care, supervision, or facilities that will compromise the educator’s ability to care for and supervise other children in care
3 A child, who has been excluded from care due to illness, may not return to care until:
   • in the case of contagious illness, the exclusion period recommended by National Health and Medical Research Foundation has expired
   • the child has recovered enough to participate in normal care activities
4 Parents must provide a doctor’s certificate for a child, stating the child is not contagious and is fit to attend education and care:
   • at the educator’s request, if the educator is concerned that a child has not recovered enough from illness to return to education and care and participate in normal care activities
   • before the child returns to care if the child has been ill with diphtheria, hepatitis A, polio, tuberculosis, typhoid or paratyphoid infection
5 The Nominated Supervisor will arrange alternate care, if required by the parent and a vacancy exists, where:
   • a child needs treatment that the child’s regular educator is unable, unwilling or untrained to provide (e.g. invasive procedures requiring specialised training or equipment) and an alternate suitable educator is available and the child is otherwise well enough to attend care
In this circumstance, fees are payable to the alternate educator only, for the period of care provided.
6 If a parent disagrees with an educator’s decision to exclude a child from care due to illness, the parent must refer the matter to the Nominated Supervisor, or delegated officer.

Educator Responsibilities

7 When enrolling children in their care service, educators must ensure parents are aware of their responsibility to contact the educator, before bringing their child to care, if the child shows symptoms of illness.
8 Educators must discuss the child’s symptoms with the parent and exclude a child from care:
   • if they suspect the child has a contagious illness or a serious illness which needs treatment by a doctor
   • if they consider the child is too ill to participate in normal care activities or is unduly distressed by the illness
   • if the child will require extra care, supervision or facilities that will compromise their ability to care for and supervise other children in care
   • if the child has commenced a course of medication, prescribed by a doctor, to treat a contagious illness within the previous 24hrs
   • until the exclusion period for a diagnosed contagious illness recommended by National Health & Medical Research Council has expired. refer to – 5th Edition Staying Healthy, Table 1.1 Recommended minimum exclusion periods pages 17-19 http:www.nhmrc.gov.au/publications )
9 Educators may refuse care of a child who requires treatment for illness, which the educator is unable, unwilling or untrained to provide, but who is otherwise well enough to attend care (e.g. invasive procedures requiring specialised training or equipment). In this circumstance, the Nominated Supervisor will endeavour to arrange alternate care for the child, if required by the parent and vacancies exist. Fees for the alternate care period will be payable to the alternate educator only.
10 Educators must keep a record of:
   • the reasons for excluding a child from care (e.g. the symptoms of illness)
• advice given to the parent about the length of the exclusion period
• any other action (e.g. request for a doctor’s certificate)
• details of the illness if the child’s parents are contacted to take the child home due to illness and provide notification to Lake Macquarie Family Day Care

11 Educators must not provide a care service if:
• they, or a household member, have symptoms of a contagious illness
• they are too ill to interact with children and provide education and care
• a household member is ill and requires extra care and attention that will compromise their ability to care for and supervise children in care
• they or a household member have commenced a course of medication, prescribed by a doctor, to treat a contagious illness within the previous 24hrs

12 Educators must not provide an education and care service, for the exclusion period recommended by National Health & Medical Research Council if they, or household members, have a diagnosed contagious illness. (Refer – 5th Edition Staying Healthy Table 1.1 Recommended minimum exclusion periods pages 17-19 (http: www.nhmrc.gov.au/publications).

13 If a parent believes an educator is too ill to provide care for their child, the parent may refuse care and seek alternate care for the child, if available. Fees are not payable to the child’s usual educator in this circumstance.

14 Educators must prevent any person preparing or handling food, who has a pustular infection of the skin that cannot be covered (e.g. boils), or who is ill with gastroenteritis or hepatitis.

15 Educators must inform the Nominated Supervisor or delegated officer if the educator, a child, or member of the educator or child’s household, has, or may have contracted a notifiable contagious disease. Refer: Diseases Notifiable to Public Health Unit

16 If a child is recovering from illness, but is well enough to return to care, the educator must:
• give medication or treatment in accordance with Lake Macquarie Family Day Care Medication Dispensing & Storage Procedure
• give parents information about the child’s health status, medication, routines, and level of play involvement, each day
• maintain strict hygiene practices at all times
• contact the parent immediately if there is an adverse change in the child’s health
• respond to the child's changed need for rest, quiet activity, and reassurance

17 The Educator must inform parents of children in care with the child who has contracted a contagious disease, about their child's exposure to the disease, (e.g. date of exposure, incubation period, symptoms, exclusion period if infection occurs). Educators must not disclose the name or other details of the infected child.

Nominated Supervisor Responsibilities

18 When an educator or parent advises the Nominated Supervisor of a known case of notifiable infectious disease, the Nominated Supervisor or delegated officer must contact the Public Health Unit - (telephone 1300 066 055) and provide details of the illness.

19 Nominated Supervisor or delegated officer must follow the directions of the Public Health Unit regarding exclusion of children from care that do not have current immunisation against the disease.

20 Nominated Supervisor or delegated officer must manage all disputes between educators and parents relating to the exclusion of children from care due to illness in accordance with Lake Macquarie Family Day Care Complaints Handling Procedure.
Note: In accordance with Family Day Care Regulations, these procedures do not authorise the disclosure of any information concerning exposure to or infection by HIV/AIDS or Hepatitis.
WHS Management System Information

Record Keeping Requirements
Records associated with, and generated in compliance with this document include:-

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All records will be managed in accordance with WHS Module 10 - Records.

Training Requirements
Specific training required to carry out the requirements of this document includes:-

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Training requirements will be managed in accordance with WHS Module 12 – Training.

Auditing Requirements
Auditing of this process will be managed in accordance with WHS Module 11 – Auditing.

Corrective Actions
Corrective actions are to be managed in accordance with WHS Module 09 – Corrective Actions whenever it is identified that the requirements of this document and its references are not being met.

Review
This document will be reviewed in accordance with WHS Module 04 – Document Control and whenever there is a relevant change to applicable legislation, industry standards, Codes of Practice, the WHS Management System, or the process.

Responsibilities, Authorities & Accountabilities
Responsibility, authority, and accountabilities for all positions within Council are outlined in WHS Module 01 – WHS Responsibilities and in the WHS Responsibilities, Authorities and Accountabilities (RAA) Table associated with WHS Module 01. The RAA table includes responsibility, authority, and accountabilities for employees, managers, supervisors, contractors, visitors, and persons with specialist roles within the organisation.

In addition to WHS Module 01 – WHS Responsibilities, the following positions have responsibilities, authorities and accountabilities associated with this document:

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<th>Position</th>
<th>Responsibilities, Authorities &amp; Accountabilities</th>
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Controlled Document Information

Authorisation Details

This document is a controlled document. Before using this document, check it is the latest version by referring to the TRIM controlled document folder identified below or Council’s intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

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Audience: Departmental - Family Day Care Staff, Educators and Stake Holders

Department: Community Planning

Officer: Service Manager - Jan Morgan

Review Timeframe: Max < 3 years

Next Scheduled Review Date: 10 June 2018

Authorisation: Manager Community Planning - John Ferguson - 11 June 2015

Related Document Information, Standards & References

Public Health (Amendment) Act (NSW) 1992
Food Act (NSW) 2001 – Food amendment Act 2010
Work Health & Safety Act 2011 No 10
The National Quality Framework

Related Policies (Council & Internal): (Policy Name & TRIM Document No.)

Related Procedures, Guidelines, Forms, WHS Modules/PCD’s, Risk Assessments, Work Method Statements:
Family Day Care Medication Dispensing & Storage Procedure
Family Day Care Complaints Handling Procedure
Chronic Illness Management Procedure

Standards COP’s & Other References
National Health and Medical Research Council 2010, Australian guidelines for the prevention and control of infection in healthcare NHMRC
5th Edition Staying Healthy Preventing infectious diseases in early education and care services

Definitions

Term / Abbreviation          Definition

Nominated Supervisor          Nominated Supervisor of Lake Macquarie Family Day Care, responsible (along with the Approved Provider) for ensuring the service is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.

Educator
(a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator) ; and
(b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator
**Family or household contacts**

- a child or adult living, or being cared for in a family or domestic relationship with the person who has contracted an infectious or contagious illness.

**Parent**

- The parent of a child registered for care with Lake Macquarie Family Day Care and includes:
  - (a) guardian of the child, and/or
  - (b) a person who has the custody of the child.

**Regulatory requirement**

- State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW.

**Staff**

- An employee or employees of Lake Macquarie City Council for service within Lake Macquarie Family Day Care.

**Infectious/Contagious disease**

- A disease that is caused by an infectious agent or that can be passed on (transmitted) by an infectious agent. It may affect humans and/or animals. A disease that can be passed from one person to another.

**The National Quality Framework**

- Includes:
  - a national legislative framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011
  - a National Quality Standard
  - an assessment and rating system
  - a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.
  - The Australian Children’s Education and Care Quality Authority (ACECQA).

**Work Health and Safety**

- Includes:
  - Work Health and Safety Act 2011 No 10
  - Work Health & Safety Regulations
  - LMCC OHS Management System Information

### Version History

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<td>2</td>
<td>13/3/2006</td>
<td>J. Wade</td>
<td>Updated reference to Children’s Services Regulations 2004, included reference to relief educator in definitions</td>
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<td>3</td>
<td>2/1/2009</td>
<td>J. Wade</td>
<td>Update references, amend list of notifiable diseases by child care facilities</td>
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<td>4</td>
<td>29/09/2010</td>
<td>J Morgan</td>
<td>Update references, Update Carer to Educator in accordance with Early Years Learning Framework recommendations, updated definitions to include Infectious/Contagious disease.</td>
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<td>21/10/2011</td>
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<td>Update reference, Children’s Services Regulations 2004, to Children’s Services Regulations 2004 and Amendment 2010</td>
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<td>2/08/2013</td>
<td>J Morgan</td>
<td>Update references to include National Health and Medical Research Council 2010, Australian guidelines for the prevention and control of infection in healthcare Include the Public Health Unit 1300 contact number and details on accessing</td>
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