

POLICY

POLICY 24: DEALING WITH INFECTIOUS DISEASES

OVERARCHING PERSPECTIVE:

Perspective: People and Process

Policy: Health and Safety

OUTCOME:

Our Village Family Childcare Service seeks to ensure that all persons are provided with a high level of protection during the hours of the service's operation. The service is committed to best practice in dealing with infectious diseases and works in accordance with guidelines from the Victorian Government and National Medical Research Council.

Protection can include:

- notifying children, families, staff/Educators and/or the relevant health authorities of a diagnosed infectious illness or disease;
- ensuring staff/Educators have adequate equipment or products, such as disposable gloves, detergents and soaps;
- maintaining procedures, such as correct handling of body fluids;
- maintaining staff/Educators awareness of hygienic human contact and physical interactions with others;
- increasing staff /Educators awareness and knowledge of cross infection; and
- maintaining a hygienic and healthy environment, such as cleaning daily and ensuring that the environment is well ventilated.

SCOPE:

This document applies to the Educators, Families, Coordination Unit Staff of Our Village Family Childcare Service.

RATIONALE:

Our village Family Childcare Service has a responsibility to families using the service to maintain safe and hygienic environments by implementing the following:

- effective hand washing;
- hygienic cleaning techniques;
- the safe handling, storage and disposal of body fluids;
- maintenance of a hygienic environment;
- knowledge of infectious diseases and exclusion guidelines;
- identifying and excluding sick children and staff/Educators.

It is understood by staff/Educators, children and families that there is a shared responsibility between the service and other stakeholders to accept and implement the hygiene and infection control policy as a high priority.

PROCESS:

1. Infectious Disease

If there is an occurrence of an infectious disease at a family childcare residence, as an approved provider we must ensure that a parent or an authorised emergency contact of each child being educated and cared for at the residence is notified of the occurrence as soon as possible (Education and Care Services National Regulations 2011, part 4.2 . Children's Health and Safety, regulation 88 (3)).

2. Exclusion of Children with Infection/Infectious Disease:

Children with specific infectious diseases are to be excluded from education and care for the period stated under Schedule 7 . Minimum Period of Exclusion from Primary School and Children's Services Centres for Infectious Disease Cases and Contacts (see Handbook and Appendices section). Some children may need to be excluded under special circumstances, i.e. non-immunised children may need to be excluded during an epidemic or local outbreak of an infectious disease.

3. Non-exclusion:

Children known to be carriers of blood-borne viruses, such as Hepatitis B or C or HIV are not excluded from care unless there is some problem that would exclude any other child.

4. Immunisation

Immunisation as recommended by the department of health should be supported.

5. Infection Control Practices

The risk to children and staff/Educators can be greatly reduced if simple hygiene practices are followed. These practices are often referred to as *Body Substance Precautions* – highlighting the fact that infection is transmitted in body secretions such as blood, urine, faeces, substances including nasal secretions, sputum, saliva and pus. All *Body Substance Precautions* should be used as a routine.

HYGIENIC PRACTICES:

1. Hand Washing

Hand washing is described as the single most effective infection-control measure. Hands should be washed with warm running water and soap:

- ✓ After toileting
- ✓ After nappy changes
- ✓ Before preparing food
- ✓ Before eating and drinking
- ✓ After wiping noses
- ✓ After contact with bodily fluids

Hands should be dried on individual or disposable paper towels. Communal hand towels should not be used. Taps should be turned off using paper towel.

In instances where warm running water and soap are not available, moist towelettes or anti-microbial hand rub that does not need water should be used.

2. Gloves – Disposable Latex or Vinyl Gloves

Disposable gloves should be available in all settings and should be worn when contact with body fluids is unavoidable. Gloves should also be worn to clean spills of body fluids.

Substances are to be removed with paper towel or wipes and disposed of into sealable waste bags. Wash the area with detergent and warm water. A bleach . type disinfectant should also be used where possible. Follow the same procedure for cleaning soiled cots. To remove gloves, peel back from the wrists and drop into a sealable waste bag. **Do not reuse disposable gloves.** Wash hands after removing the gloves using the procedures outlined in item 1, Hygienic Practices.

3. Cleaning & Disinfection

Cleaning is an important for prevention of transmission of infection. In most cases this can be achieved with detergent and warm water. In some instances however, the use of disinfectant is recommended . *after the area has been cleaned.*

Toilets should be checked after use and cleaned when necessary.

Change table, high chairs, benches and impervious washable surfaces should be wiped with warm water and detergent after each use, and allowed to air dry.

Strollers and other washable equipment should be cleaned with water and detergent whenever necessary.

Baths should be cleaned with a bleach cleaning solution.

4. Washing

Soiled clothing or linen should be rinsed with cold water and washed in hot or warm water and detergent.

5. Waste Disposal

All soiled articles such as disposable nappies and tissues should be placed in bags which can be tied or sealed and disposed of in line with local by-laws.

6. Cleaning Floors

Wash daily with detergent and water, ensuring areas such as under tables and benches are also washed . it is not necessary to use disinfectant on floors. Carpeted areas should be vacuumed and spills of body fluids dealt with immediately. (Bleach cannot be used on carpets).

7. Sand Pits

Must be kept clean, raked over daily and kept covered when not in use to protect from animals soiling the area. Sand should be changed as needed and disinfected on a regular basis with diluted bleach (1 part bleach 5 parts water) and raked.

8. Linen

Each child must have their own bedding, which is laundered at least weekly or when soiled. Individual face cloths and towels should be laundered daily.

9. Potties

Potties are not recommended for use in the service.

FIRST AID:

All staff/Educators are to complete first aid training (level 2) within three months of registration and update every three years.

In the event of an accident involving bleeding, immediate assistance and comfort must be given but every precaution should be taken to protect against exposure to blood in the best way possible.

Disposable gloves should be available when dealing with bleeding.

Mouth to mouth resuscitation (expired air respiration) . protective devices are available which may lessen the very low risk of acquiring infection and should be included in the First Aid Kit.

It is recommended that staff/Educators should be immunised against the following:

Diphtheria and Tetanus	Measles, Mumps and Rubella
Hepatitis B	Influenza
Hepatitis A	Polio

Refer to own doctor for current booster requirements.

Staff/Educators should know their Whooping Cough, Chickenpox and Rubella status.

PROVISION of SAFE and CLEANABLE TOYS for CHILDREN

Infection control in relation to this area is important as the social, physical and economical cost if illness in children, staff and Educators can be debilitating. It is important to prevent the spread of all diseases and implementing work practices to minimise the spread of disease cannot be overstated.

Where appropriate washing toys in the dishwasher is the most effective method of cleaning them. Otherwise, toys should be washed in warm, soapy water on a regular basis and when a baby sucks on a toy, wash it as soon as practicable.

APPENDIX:

- Victorian State Government - Schedule 7 . Minimum Period of Exclusion from Primary School and Children's Services Centres for Infectious Disease Cases and Contacts

DEFINITIONS:

Children: for the purpose of this policy, the term "children" includes both children in care and the Educator's own children.

Infectious Disease: is in relation to a participating jurisdiction, means an infectious disease that is designated under a law of that jurisdiction or by a health authority (however described) as a disease that would require a person with the disease to be excluded from an education and care service.

REFERENCES:

- Education and Care Services National Regulations 2011
- The Blue Book: Guidelines for the Control of Infectious Diseases. Department of Human Services
- Department of Health . Victoria %Minimum period of exclusion from primary schools and children's services centres for infectious disease cases and contacts+

RELATED DOCUMENTS:

Health and Safety . Administration of First Aid - 48
 Incident, Injury, Trauma and Illness Policy - 14
 Nappy Changing, Toileting and Bathing Policy - 26
 (SCH) Duty of Care Policy

This box to be completed after final draft has been approved.

Issue Date:	November 2016	Previous Review(s):	Apr '12, Feb '14, Jul '15
Issue Number:	Four (4)	Next Review:	November 2019
Owner:	Manager, Family Day Care	<p>Signed in accordance with Deed of Delegation: 1/12/2016</p> <p>X </p> <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	