



# OOSH DEALING WITH INFECTIOUS DISEASES POLICY & PROCEDURES

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## 1. Policy Information

Policy title	OOSH Dealing with Infectious Diseases Policy & Procedures
Policy version	O5.1
Classification	OOSH
Review cycle	1 year
Last review date	April 2024
Implementation date	April 2024
Next review date	April 2025
Approval Authority	Approved Provider (Principal), DPP, OOSH Nominated Supervisor
Person/s responsible for policy	OOSH Nominated Supervisor

## 2. Overview

Toongabbie Christian College (the 'College') Out of School Hours (OOSH/the 'Service') aims to provide a safe and hygienic environment that will promote the health and wellbeing of children.

## 3. Policy

### 3.1 General Principles

- 3.1.1 The Service will take all reasonable steps to prevent the spread of infectious diseases through the implementation of procedures that are consistent with guidelines of the State Health Authorities.

## 4. Procedures

### 4.1 Management

#### 4.1.1 Blood or Bodily Fluids

- 4.1.1.a If blood or bodily fluids come into contact with another person's skin, but there is no broken skin, wash immediately with warm soapy water.
- 4.1.1.b In the event of exposure through cuts, scrapes or chapped skin, promptly wash away the fluid and wash in cold or tepid soapy water.
- 4.1.1.c In the event of exposure to the eyes, promptly rise gently with cold or tepid water or saline solution.
- 4.1.1.d Do not use hot water as it may coagulate the blood and protect the virus from the soap or disinfectant.
- 4.1.1.e Any spot blood or bodily fluid spills (ie less than the size of a 50c coin) will be cleaned up immediately using gloves, with a damp paper towel. The area will be cleaned with detergent and warm water.
- 4.1.1.f Any small blood or bodily fluid spills (ie up to the size of the palm of your hand) will be cleaned up immediately using gloves, and paper towel, allowing the blood/bodily fluid to soak into the paper towel. The area will be cleaned with a diluted bleach solution and allowed to dry.
- 4.1.1.g Any large blood or bodily fluid spills will be cleaned up immediately using gloves and an absorbing agent, such as sand. Once the blood/bodily fluid has been absorbed, the agent will be cleaned up with a disposable scraper and pan, and the area will be mopped with warm water and detergent, then wiped with a diluted bleach solution. Cloths/gloves/paper towels etc used to clean will be placed in plastic bags, sealed, and disposed of properly.

- 4.1.1.h Following any clean up of blood or bodily fluids, the educator will immediately and thoroughly wash their hands.
- 4.1.1.i Any exposure should be reported to the Nominated Supervisor to ensure proper follow up procedures occur. Where a staff member or child has come into contact with another person's blood or bodily fluids, and they have a break in their skin, or the exposure has been through their mouth or eyes, they should present to a GP to advise the circumstances.
- 4.1.2 In the event of having to perform CPR, disposable sterile masks are encouraged to be used.
- 4.1.3 Any soiled clothing should be handled using disposable gloves, sealed in a plastic bag and put outside away from children. When the parent/carer arrives, pass the bag onto them.

#### 4.2 Management of HIV, AIDS, Hepatitis B and C

- 4.2.1 Under the Federal Disability Act and Equal Opportunity Act 1992, no discrimination will take place based on a child's, parent's/carer's or educators' HIV status. Discrimination in regard to access to the Service is unlawful.
- 4.2.2 A child with HIV, AIDS or hepatitis B or C has the right to obtain a position in the Service should a position be available.
- 4.2.3 Potential educators have the right to equal opportunities of employment.
- 4.2.4 The Service has no obligation to advise families attending the Service of a child's or educator's HIV, AIDS or hepatitis B or C status.
- 4.2.5 A child with HIV, AIDS or hepatitis B or C shall be treated as any other child. The child will have the same level of contact with educators as other children at the Service.
- 4.2.6 Where educators are informed of a child, parent/carer or another educator who has HIV, AIDS or hepatitis B or C, this information will remain confidential at all times.
- 4.2.7 Educators will ensure that no discussion is made other than ensuring proper care of all children is maintained.

#### 4.3 Sending children home

- 4.3.1 Educators will refer to the updated Department of Health guidelines on infectious diseases from the NSW Department of Health website.
- 4.3.2 Please refer to the College's *OOSH Incident, Injury, Trauma & Illness Policy & Procedures*.

#### 4.4 Infectious Control Procedures

- 4.4.1 Educators dealing with open sores, cuts and bodily fluids with any child or adult need to wear disposable gloves.
- 4.4.2 Educators with cuts, open wounds or skin disease such as dermatitis should cover their wounds.
- 4.4.3 Disposable gloves will be properly and safely discarded. Educators are to wash their hands after disposing of the gloves.
- 4.4.4 If a child has an open wound, it will be covered using appropriate dressing.

#### 4.5 Management of Infectious Disease Outbreak

- 4.5.1 Children and educators will be excluded from the Service if they are ill with any contagious illness. This includes diarrhoea and conjunctivitis.
- 4.5.2 Children and educators with diarrhoea will be excluded for 24 hours after the symptoms have disappeared or after a normal stool.
- 4.5.3 In the event of an outbreak of vaccine-preventable disease at the Service, children not immunised will be required to stay at home for the duration of the outbreak for their own protection.
- 4.5.4 The Public Health Unit will be notified if any child contracts a vaccine-preventable disease.

- 4.5.5 The period of exclusion will be based on the recommendations outlined by the Department of Health. The recommendation will be available for viewing at the Service.
- 4.5.6 The Nominated Supervisor will follow the recommendations outlined by the Department of Health.
- 4.5.7 The decision to exclude or re-admit a child or educator will be the responsibility of the medical opinion of a Doctor and the Department of Health guidelines.
- 4.5.8 A Doctor's clearance certificate will be required for all infectious diseases such as measles, mumps, diphtheria, hepatitis A, polio, tuberculosis, typhoid and paratyphoid before returning to the Service.
- 4.5.9 Parents/Carers will be informed about the occurrence of an infectious disease in the Service ensuring the individual rights of the children or educators are not infringed upon.

## 5. References

- Prepared in consultation with Becklyn

## 6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
R85, R86, R87, R88, R89, R103, R136, R147, R160, R162, R168, R170, R171, R172, R175	QA2.1.2, QA4.2.2, QA5.1.2, QA6.1.2, QA7.1.2	<ul style="list-style-type: none"> <li>● OOSH Administration of Medication Policy &amp; Procedures</li> <li>● Medical Conditions Policy &amp; Procedures</li> </ul>	<ul style="list-style-type: none"> <li>● Disability Discrimination Act 1975</li> <li>● NSW Anti-discrimination Act 1977</li> <li>● Work Health and Safety Act 2011</li> <li>● NSW Department of Health Guidelines</li> <li>● Australian Government National Health and Medical Research Council - Staying Healthy</li> </ul>