

# THE GOWRIE (QLD) INC

## EXCLUSION OF SICK CHILDREN & SICK STAFF POLICY

### CONSIDERATIONS:

QIAS	Principle 6.6
REGS	Child Care Regulation 2003 Part 2 Division 7 Section 56

### POLICY STATEMENT:

To safeguard the health of children and staff by implementing isolation and exclusion protocols to limit the spread of infectious diseases.

### RELEVANT FORMS/MATERIAL:

- ***Exclusion Chart (NHRMC)***
- ***Infection Control Guidelines (Queensland Government)***
- ***Managing High Temperature Procedure***
- ***The Gowrie Illness Form***
- ***The Gowrie Administration of Medication***
- ***The Gowrie Administration of Ongoing Medication Form***
- ***The Gowrie Incident Form (pink)***
- ***Record of Infectious Diseases Book***
- ***Immunisation Policy***
- ***Administration of Medication Policy***
- ***Handwashing Policy***

### SOURCES:

- National Health & Medical Research Council (2005) *Staying Healthy in Child Care: Preventing infectious diseases in child care*. (4th Ed.) Commonwealth of Australia: Canberra.
- Service for Community Child Health (2005) *Infection Control and Some Common Infections in Young Children*. Royal Children's Hospital: Victoria.
- Qld Government, Department of Health Resources *Gerbusters* - <http://www.health.qld.gov.au/gerbusters/>

**REVIEWED: July 2010**

**Date to Be Reviewed: July 2011**

<b>IMPLEMENTATION:</b>	
<b>WHAT YOU SHOULD KNOW</b>	<p>Children are particularly at risk of infection because:</p> <ul style="list-style-type: none"> <li>- They have close contact with a wide range of children and adults in closed spaces for long periods of time.</li> <li>- They have had previously little exposure to many common infectious diseases.</li> <li>- They have increased contact with materials (the floor, dirt, nappies etc) that might be infectious.</li> <li>- They are likely to get childhood diseases that in the past (ie before child care) would have more commonly occurred in older children. Younger children are more likely to have complications (eg Measles) than older children.</li> <li>- They have age characteristic behaviours which contribute to the spread of infections: eg, lack of toilet training, lack of control over bodily secretions and, initially, immature mastery of correct hand washing procedures.</li> <li>- They are at risk of some infectious agents which live for many days on surfaces (eg Hepatitis A) or require only one to a few organisms to cause illness (eg Giardiasis).</li> </ul>
<b>REMEMBER</b>	<p><b>EXCLUDING SICK CHILDREN AND STAFF IS ONE OF THE THREE MOST IMPORTANT WAYS OF LIMITING THE SPREAD OF INFECTION IN A CHILD CARE SERVICE (WITH HANDWASHING/DRYING HANDS AND IMMUNISATION THE OTHER TWO)</b></p> <p><b>IF A CHILD IS UNWELL AT HOME, PARENTS/GUARDIANS WILL BE EXPECTED NOT TO BRING THE CHILD TO THE SERVICE.</b></p> <p><b>IF A STAFF MEMBER IS UNWELL, HE/SHE WILL INFORM THE DIRECTOR AS SOON AS POSSIBLE OF HIS/HER INABILITY TO REPORT FOR WORK.</b></p>
<b>INFECTIOUS DISEASES</b>	
<b>BACKGROUND</b>	<p>There are four essential steps to the spread of infections. Infection control is aimed at breaking this chain of infection. The steps are:</p>

	<ol style="list-style-type: none"> <li>1. The person with the infection spreads the germ into the environment,</li> <li>2. The germ must survive in the appropriate environment e.g. air, food, water, on objects and surfaces,</li> <li>3. Another person then comes in contact with the germ,</li> <li>4. This person then becomes infected.</li> </ol> <p>It is important that that this chain of infection is broken.</p> <ul style="list-style-type: none"> <li>• Childcare involves many close physical interactions among children and adults each day.</li> <li>• The risk of infection can be increased through adult lack of awareness in regard to hygiene procedures and exclusion protocol.</li> </ul>
<p><b>WHAT YOU SHOULD DO</b></p>	<ul style="list-style-type: none"> <li>- Children and staff with infectious diseases will be excluded from the Service in accordance with the guidelines from the National Health and Medical Research Council of Australia “<i>Staying Healthy in Child Care</i>” (Pages 7 - 9)</li> <li>- Exclusion periods are based on the time that a person with a specific condition or disease might be infectious to others.</li> <li>- After contracting Diphtheria, Hepatitis A, Polio, Tuberculosis, Typhoid and Paratyphoid a medical certificate will be required before a child or staff member can be re-admitted to the Service.</li> <li>- All parents will be notified of any common Infectious Diseases in any of the programs, by notices posted on the parent notice board, through communication from staff and/or through a regular newsletter.</li> <li>- All staff will be informed of any common Infectious Diseases in any of the programs by notices posted at the program. Staff are advised to check with their own medical practitioner if they have any concerns.</li> </ul> <p><b>Record of Infectious Diseases</b> is completed when a case of an infectious disease occurs at the program.</p> <p><b>Children not immunised please see Immunisation Policy re exclusion.</b></p>

## NON-INFECTIOUS CONDITIONS REQUIRING EXCLUSION

<p><b>WHAT YOU SHOULD DO</b></p>	<p>The parent (or emergency contact if the parent is not able to be contacted) will be called and asked to take their child home if a child appears unwell and exhibits some any of the following symptoms:</p> <ul style="list-style-type: none"> <li>• sleeps at unusual times</li> <li>• cannot participate in the program as he/she would normally</li> <li>• has a fever consistent with <b>Managing High Temperature Policy</b></li> <li>• Is crying constantly as a result of discomfort due to illness</li> <li>• Is in need of constant one to one care, or</li> <li>• Is emotionally unsettled.</li> </ul> <p>While waiting for the parent/guardian the child made as comfortable as possible. An <b>Illness Form</b> will be completed a the staff member</p> <p>The decision to exclude or re-admit a child who has been sick will be the sole responsibility of the Director and based on the best interests of the child and in the interests of the other children in the programs. The decision will take into account:</p> <ul style="list-style-type: none"> <li>• Exclusion periods</li> <li>• Medical opinion</li> <li>• Staff opinion based on the best interests of the child</li> <li>• Diseases prevalent in the program at the time of illness.</li> </ul> <p>Any child who has been hospitalised will not return to care for at least 24 hours after being released from hospital.</p>
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## Notifiable Disease Outbreak - Procedure

<p><b>BACKGROUND</b></p>	<p>The health department in each state or territory has public health staff. These people are available to advise and assist the community about infectious diseases, infection control practices and other public health matters.</p> <p>All staff are to be aware of the following procedures and inform the Director immediately regarding any infection concerns with in the Service.</p>
<p><b>WHAT YOU SHOULD DO</b></p>	<ul style="list-style-type: none"> <li>- All staff should be familiar with the below information and report to the Director immediately.</li> <li>- The Director will then notify the Operation Manager and collaboratively notify the Public Health Unit of the particulars of the notifiable disease outbreak.</li> </ul>

	<ul style="list-style-type: none"><li>- Directors are to be advised by the Public Health Unit of appropriate control measures (for example, vaccines, antibiotics, exclusion, education, infection control practices) and then in consultation with the Executive Committee implement them into the Service.</li></ul> <p>Kindergartens should inform the local public health unit of the following conditions:</p> <ul style="list-style-type: none"><li>• Diarrhoea (if several children in one group are ill)</li><li>• Haemophilus influenzae typeB(Hib)</li><li>• Hepatitis A</li><li>• Hepatitis B (recent illness only)</li><li>• Measles;</li><li>• Meningococcal infection;</li><li>• Parvovirus B19 (if 2 or more cases)</li><li>• Pertussis;</li><li>• Roseola (if two or more children in one group are ill);</li><li>• Scarlet Fever;</li><li>• TB</li></ul>
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