
 <div>MACQUARIE University</div>	<div>Managing Illness and Infectious Diseases</div>	Work Area:	Children's Programs
		Contact Officer:	Business Operations Manager, Early Learning
		Revision Number:	5
		Last Modified:	May 2023
	<div>Policy</div>		

PURPOSE	To provide a healthy environment for children by minimising the spread of illness and infectious diseases.
OVERVIEW	<p>Definitions:</p> <p>For the purpose of this policy, infectious diseases are diseases that are caused by an infectious agent or that can be passed on (transmitted) by an infectious agent and can lead to illness. They also can be passed from one person to another.</p> <p>A parent is someone who has legal responsibility for a child. This may be a natural parent (through birth) or a legal guardian (legally appointed) but does not include a parent who is prohibited by a court order from having contact with the child.</p> <p>For the purposes of this document, 'person in charge' refers to the staff member on the premises who is responsible for the centre/program at that time. This might include roles such as the Nominated Supervisor, Responsible Person, Program Manager or Coordinator.</p>
RESPONSIBILITY/SCOPE	Early learning centres, Vacation Care, Junior Science Academy, Junior Creative Academy
THE POLICY	<p>Principles:</p> <p>Children's health, safety and well-being is a priority. We implement all regulatory requirements in this regard and adopt quality practices to help prevent and manage any occurrences of infectious diseases, recognising, in particular, the effectiveness of good hygiene.</p> <p>Our educators and staff play an important role in safeguarding the children's health, safety, and well-being. We equip them with the necessary knowledge and skills to enable them to deal with infectious diseases and role model hygiene practices.</p> <p>We encourage and support children to take increasing responsibility for their own health and physical well-being.</p> <p>We recognise the contribution of families in helping to prevent illness and disease at our centres.</p> <p>Enrolment</p> <p>Early learning centres and Vacation Care will collect information from families regarding their child's health history and current immunisation status during the enrolment process. Families will be reminded to provide updates as their child's immunisation and health history changes.</p> <p>All families will be informed upon enrolment of the need to advise the centre/program if their child is diagnosed with an infectious illness.</p> <p>Notifying Relevant Authorities</p> <p>Campus Life will comply with all reporting and record keeping requirements to meet our regulatory obligations.</p>

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The NSW Health Dept will be informed when there are cases of notifiable diseases. At these times, the NSW Health Dept may recommend strategies to control the spread of the disease, such as increasing exclusion periods, and these decisions will be communicated to families.

The NSW Department of Education will be notified of any cases of diseases occurring at the early learning centres and/or Vacation Care that have been notified to the NSW Health Dept. Other notifications will be made as required under the Education and Care Services National Regulations.

Other notifications for all centres/programs will be made as required under the relevant legislation.

Exclusion due to Illness

Children and staff who have been diagnosed with, or are suspected of having, an infectious disease will be excluded from the service. This will help reduce the spread of infectious diseases in the centre, as the less contact there is between people who have an infectious disease and people who are at risk of catching the disease, the less chance the disease has of spreading.

Exclusion periods as recommended in the latest edition of [Staying Healthy – Preventing Infectious Diseases in Child Care](#) will be followed in the first instance. However, any advice from the NSW Health Dept will supersede and override these recommendations and families will be advised when this occurs.

Children and staff may only return to the centre/program once the exclusion period has expired, if they are clear of infection, and if they are well. The person in charge will determine if a child is well enough to return to the centre/program, regardless of whether a medical certificate has been provided or the recommended exclusion period has passed.

Notifying families and staff of cases of infectious diseases

Families and staff will be informed of any cases of infectious diseases where the child or staff member attended the centre during the estimated infectious period. Information about cases of infectious diseases will be displayed at the centre entry and will include the number of cases, symptoms, exclusion periods, and treatment.

Immunisation - Children


Children attending the early learning centres must:

- meet the Childhood schedule on the Department of Health and Aged Care's [National Immunisation Program Schedule](#) OR
- be on a suitable catch-up schedule in line with the Department of Health and Aged Care's current [Australian Immunisation Handbook](#) OR
- have an approved [medical exemption](#) recorded on the [Australian Immunisation Register \(AIR\)](#).

Children attending the school holiday programs may enrol without being fully immunised but will not be eligible for the Child Care Subsidy (as per [Australian Government requirements](#)).

Immunisation – Staff

Immunisation of staff not only protects them but also the children they work with who may be more vulnerable to vaccine-preventable diseases and may have more serious outcomes if they contract a vaccine-preventable disease.

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Staff are informed about recommended immunisation requirements appropriate for the area in which they are working upon commencing employment. Refer to the [Macquarie University Immunisation Policy](#) and Procedure for more information.

General

Staff will remain up to date with hygiene and health and safety strategies by accessing relevant resources (such as Staying Healthy – Preventing Infectious Diseases in Early Childhood) and/or attending relevant professional development training as required.

Staff will implement stringent hygiene practices and encourage children to follow age-appropriate hygiene practices. Hygiene principles will be embedded within the daily program, at routine times and through intentional teaching.

The premises, furniture and equipment will be kept clean to minimise the spread of infectious diseases. Additional cleans may be scheduled when considered appropriate for the nature and number of cases of the disease.

Policy Information

Contact Officer (Role Title)	Business Operations Manager, Early Learning
Date Approved	3 May 2023
Approval Authority (Role Title)	CEO of U@MQ Ltd. (Campus Life)
Date of Commencement	15 May 2023
Amendment History	February 2012, January 2016, January 2017, May 2020
Date for Next Review	2025
Related Documents	Education and Care Services National Regulations: <ul style="list-style-type: none"> - Section 172 and 174 - Regulation 85 – 88; 103; 168-173; 175 NQS Element 2.1.2 and 7.1.2 Staying Healthy – Preventing Infectious Diseases in Early Childhood Managing Fever in a child Procedure Toileting Procedure Handwashing Procedure Nappy Change Procedure Cleaning the Nappy Change Area Procedure Safe Management of Body Fluids Procedure Cleaning and Maintaining the Environment Policy Record of Illness Form Permission to Administer Medication Form Macquarie University Immunisation Policy and Procedure Dealing with Infectious Diseases Policy Guidelines – ACECQA
Policies superseded by this	
Keywords	Illness, Vomiting, Diarrhoea, Fever, Exclusion, Immunisation