



## **Child and Staff Health Policy**

### **Objective**

To protect the general health and well-being of the children and staff by minimising the risk and spread of infections within the Centre.

### **Other related policies and procedures**

Medical conditions Policy

Medical conditions – Anaphylaxis Management Policy

Medical conditions – Asthma Management Policy

Medical conditions – Diabetes Management Policy

Medication Policy

Medication Administration form

Incident, Injury, Trauma and Illness Record

Notification of Serious Incident S101 (ACECQA)

### **Application of this policy**

This policy applies to all children and employees while they are in the workplace including at a site away from their usual workplace. Should the need arise, the policy will be translated into appropriate languages.

### **Implementation**

Infections with or without illness are common in children. When children spend time in childcare centres or other facilities and are exposed to a large number of children for long periods, the risk of illness is higher and infectious diseases spread. It is not possible to prevent the spread of all infections and illnesses within our Centre, however preventing the spread of infectious diseases is an important part of the quality childcare provided at Albert Waterways Children's Centre. It is by removing sick or unwell children from the Centre that we can reduce the risk of infecting other children and the staff. Children should not be brought to the Centre unless they are able to cope adequately with the normal daily routines and activities within the program. If the Nominated Supervisor or Room Leader feels that one child is unfairly exposing other children to illness or is too unwell to cope with the Centre's program, they will notify a parent and ask for the child to be removed from the Centre. The Nominated Supervisor's decision is final. Parents are requested to collect their child as soon as possible after being notified of possible illness or make

alternative arrangements. If parents cannot be contacted the emergency contact numbers on the enrolment form will be used.

Child Care is labour-intensive, involving many close physical interactions among children and adults each day. Children are particularly at risk of infection because:

1. They have close contact with a whole range of children and adults in closed spaces for long periods of time.
2. They have had previously little exposure to many common infectious diseases.
3. They are continuously being introduced to new children who come with their own set of pathogens.

## **Procedures**

Under the Education and Care Services National Regulations 2011, any child or staff member who appears to be suffering from an infectious illness, disease or condition which may prejudice the health of other children or staff is to be isolated from the other children and removed from the Centre as soon as possible. The following list of infectious diseases outlines the minimum guidelines Albert Waterways Children's Centre uses as exclusion periods. The list has been compiled with reference to Staying Healthy 6<sup>th</sup> edition (2024) manual produced by Public Health Queensland and Recommended Minimum Exclusion Periods for Infectious Conditions for Schools and Child Care Centres produced by National Health and Medical Research Council. 'Time Out' exclusion guidelines set out by Queensland Health are displayed throughout the Centre.

Children and staff suffering from Leprosy, Tuberculosis, Diphtheria, Hepatitis A, Polio, Typhoid and Paratyphoid will require a medical certificate of recovery before they can be re-admitted to the Centre. All parents of children under the age of 12 months will be notified immediately. Children between the ages of 6 – 12 months (as it is unlikely they have yet been vaccinated) will be excluded immediately and may return after they have the appropriate preventive treatment. The public health unit will advise the Centre and their families on the course of action to be taken. All other children not immunised must be excluded from the Centre for a minimum period of two weeks.

Legislation requires the Centre to report any cases of vaccine preventable diseases to the public health unit by phone. If any child or staff member contracts an infectious disease the Centre is to be notified immediately. The Centre keeps a record of all illnesses occurring within the Centre and will advise parents of any infectious outbreaks.

## **GUIDELINES FOR EXCLUSION FOR INFECTIOUS DISEASES**

### **RESPIRATORY COMPLAINTS**

<b>Condition</b>	<b>Exclusion Period</b>
Asthma	No exclusion necessary.
Bronchiolitis	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Bronchitis	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed

	new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Common Cold	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Covid-19	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Croup	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Flu (Influenza)	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Glandular Fever (Epstein-Barr Virus, infectious mononucleosis)	No exclusion necessary
Human Metapneumovirus	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Pneumonia	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Respiratory Symptoms (cough, runny or blocked nose, sore throat)	Exclude if the symptoms are severe; getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
RSV (Respiratory syncytial virus)	If the person has respiratory symptoms, monitor and exclude if respiratory symptoms are severe; if they have several respiratory symptoms at the same time; have developed new symptoms while at the service; respiratory symptoms are getting worse (more frequent, and more severe); are combined with concerning symptoms such as fever, rash, tiredness, pain and poor feeding.
Streptococcal Sore Throat	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well.
Tuberculosis (TB)	Talk to your Public Health Unit for advice about screening, antibiotics and TB clinics.
Whooping Cough (Pertussis)	Exclude until at least 5 days after starting appropriate antibiotic treatment, or for at least 21 days from the onset of coughing if the person does not receive antibiotics.

## **GASTROINTESTINAL COMPLAINTS**

<b>Disease or Complaint</b>	<b>Exclusion Period</b>
Campylobacter/ Cryptosporidiosis (Severe Gastroenteritis)	Exclude until diarrhoea / vomiting has ceased for 24 hours
Diarrhoea and Vomiting (Gastroenteritis)	Exclude until Gastro has ceased for 24 hours  After a maximum of two episodes of Diarrhoea, parents will be contacted to collect their child.  After one episode of Vomiting, parents will be contacted to collect their child.
Giardia Infection (Giardiasis)	Exclude until diarrhoea / vomiting has ceased for 24 hours
Norovirus Infection	Exclude until diarrhoea/vomiting has ceased for 48 hours
Rotavirus Infection	Exclude until diarrhoea / vomiting has ceased for 24 hours
Salmonella Infection	Exclude until diarrhoea/vomiting has ceased for 24 hours
Shigella Infection (Shigellosis)	Exclude until diarrhoea has ceased for 24 hours.
Worms	No exclusion necessary

- **Employees who handle food in the course of their work should be excluded from food preparation, food handling and assisting others with feeding until at least 48 hours after the symptoms have stopped.**

## **SKIN COMPLAINTS**

<b>Disease or Complaint</b>	<b>Exclusion Period</b>
Chicken Pox (Varicella)	Children will be excluded until all blisters have dried – this is usually at least 5 days after the rash first appeared in non-immunised children and can be less in immunized children.
Cold Sores (Herpes Simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. Exclude children until the sores are dried. Cover sores with a dressing, if possible.
Fifth Disease (Slapped Cheek, Erythema Infectiosum, Human Parvovirus B19)	No exclusion necessary
Fungal Infections of the skin or scalp (Ringworm, tinea, athlete's foot)	Exclude until the day after starting appropriate antifungal treatment.
Hand, Foot and Mouth disease	Exclude until <b>all</b> blisters have dried.
Head lice	Exclude a suspected case. Re-admit a child once appropriate treatment has commenced.
Impetigo (School Sores)	Exclude until antibiotic treatment has started. Cover any sores on exposed skin with a watertight dressing.
Measles	Exclude for a minimum of 4 days from the appearance of the rash. Exclude children over 6 months who have not been immunised or have no current immunisation records within the Centre.
Molluscum Contagiosum	No exclusion necessary.
Mosquito-borne diseases	No exclusion necessary.
Rash	No exclusion necessary unless: it develops rapidly; is combined with a fever or other

	concerning symptoms.
Roseola	No exclusion necessary, unless child is unwell.
Rubella (German Measles)	Exclude for a minimum of 4 days after onset of rash and when child appears fully recovered.
Scabies and other mites causing skin disease	Exclude for 24 hours after treatment has commenced. Proof of treatment is necessary.
Scarlet Fever	Exclude until the day after starting treatment.
Shingles (zoster infection)	Exclude until all blisters have dried and crusted.
Staph Infection (Staphylococcus aureus)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well.
Thrush	No exclusion necessary
Warts	No exclusion necessary

**Note: All weeping wounds/sores, which have developed scabs, are to be always covered with watertight dressings to avoid infection and blood contamination to others. Once scabs are healed, the child can commence play without dressing being applied.**

### **OTHER COMPLAINTS**

<b>Disease or Complaints</b>	<b>Exclusion Period</b>
Conjunctivitis (eye discharge -pus or severe wateriness)	Exclude while there is still discharge from the eyes. Eyes must be clear when child wakes up in the morning for re-admittance to Centre, unless a doctor has diagnosed a non-infectious conjunctivitis.
Cytomegalovirus (CMV)	No exclusion necessary
Ear Infection	Not excluded unless associated with other concerning symptoms.
HIB (Haemophilus Influenzae Type B)	Exclude until appropriate antibiotic treatment has commenced for at least 4 days.
Hepatitis A	Exclude until at least 7 days after jaundice starts, or if there is no jaundice, until at least 2 weeks after the onset of other symptoms.
Hepatitis B	No exclusion necessary unless unwell.
Hepatitis C	No exclusion necessary unless unwell.
Hepatitis E	Exclude until at least 7 days after jaundice starts, or if there is no jaundice, until at least 2 weeks after the onset of other symptoms.
HIV (Human Immuno-deficiency Virus)	No exclusion necessary unless: <ul style="list-style-type: none"> <li>• There is an outbreak of an infectious illness within the centre</li> </ul>
Meningitis (viral)	Exclude until the person is well.
Meningococcal Infection	Exclude until the person has completed antibiotic treatment.
Mumps	Exclude for at least 9 days or until swelling goes down (whichever is sooner)
Pneumococcal Disease (pneumococcal bacteria causes a range of diseases including meningitis, pneumonia and middle ear infection)	Exclude until person has received antibiotic treatment for at least 24 hours and feels well.
Toxoplasmosis	No exclusion necessary
Trachoma (Chlamydia trachomatis eye infection)	Exclude until antibiotic treatment has started.
Typhoid and Paratyphoid Fever	Exclude until cleared by the local Public Health Unit.

## Exclusion of sick children and staff due to illness

Sometimes, children and adults need to be away from the Centre for the safety of others. This is called exclusion. The exclusion period is the minimum period to be away from the Centre. However, a child or staff member may need to stay home longer than the exclusion period to recover from an illness. Excluding sick children and adults is an important way of preventing the introduction of infection into the Centre.

### Children who become ill at the Centre

If a child is so sick that he/she:

1. Sleeps at unusual times
2. Has a fever of 38 degrees or higher
3. Is crying constantly because of discomfort due to illness
4. Is reacting badly to medications
5. Is in need of constant one-to-one care.

Management will contact the child's parents/guardian/emergency contacts as soon as possible to have the child collected (within 30 minutes)

Albert Waterways Children's Centre does not have the staff resources to adequately care for the children in these conditions.

**Any child who registers a temperature of 38°C or above is collected from the Service and excluded for 24 hours after the last elevated temperature or until the Service receives a doctor's clearance letter stating that the child is cleared of any infection and able to return to childcare.**

The decision to exclude or re-admit a child who has been sick will be the sole responsibility of the Directors and you may be asked to produce a clearance letter from a General Practitioner stating that your child is non-contagious and well enough to attend the Centre.

These decisions will be made in the best interests of the children at Albert Waterways Children's Centre, taking into consideration:

- Results of clinical tests
- Medical opinion
- Staff experience
- Diseases prevalent at Albert Waterways Children's Centre or in the community at the time of illness.

### Temperatures

- Often the first sign of illness is a raised temperature of 38°C or above. If a child's temperature reaches this, management will contact the child's parents/guardian/emergency contacts as soon as possible to have the child collected (within 30 minutes)

- Should the temperature of the child exceed 39 degrees, and there are signs of more severe illness, and the parent cannot be contacted, then an ambulance will be called. A staff member will accompany the child to the nearest hospital of choice of the family as indicated on the enrolment form.
- For infants under three months old with a temperature/fever over 38°C, parents will be immediately notified and requested to seek medical assistance. If the parent cannot take the child to a GP immediately, permission will be required for the Service to seek medical assistance urgently
- Educators will monitor the child closely and be alerted to vomiting, coughing or convulsions
- Educators will attempt to lower the child's temperature by:
  - removing excessive clothing (shoes, socks, jumper, pants)
  - encouraging the child to take small sips of water
  - moving the child to a quiet area where they can rest whilst being supervised
- Educators will complete the *Incident, Injury and Trauma Record*, ensuring the form has been completed correctly and signed by the parent/guardian/emergency contact upon collection of their child

### **Vomiting**

A child who vomits and is feeling unwell will be excluded from the Centre for 24 hours after their last episode of vomiting. Children should not be brought back to the Centre if they have been vomiting overnight.

### **Diarrhoea**

Diarrhoea is an increase in the frequency, runniness or volume of the faeces. It may be caused by different organisms, for example viruses (such as Rotavirus), bacteria (such as Campylobacter, Salmonella and Shigella), and parasites (such as Giardia and Sytosporidium). Diarrhoea is spread when hands, objects and surfaces become contaminated with organisms from faeces. Infected people do not always show symptoms.

If a child has a maximum of two episodes of diarrhoea the Group Leader in the room is to be notified. She/he will then notify the Director and contact the parents requesting them to collect their child. The staff are aware that there may be other reasons for a change in a child's bowel motions these being: change in diet and medication (such as antibiotics), so please inform staff if your child has any of these conditions when leaving your child at the Centre. The child is unable to attend the Centre until 24 hours has elapsed from the time of the last diarrhoea.

### **Medical Procedures**

If following a visit to your family Medical Practitioner your child is required to undergo medical procedures, such as taking of a urine sample or stool sample etc we request you keep your child at home in order to complete these. The staff at Albert Waterways Children's Centre are unable to perform these tasks as we are not trained and do not have the resources necessary to comply with strict requirements when taking these samples.

### **Sources**

Staying Healthy - Preventing infectious disease in early childhood education and care services 6<sup>th</sup> Edition Public Health Queensland Government (2024)

Recommended minimum exclusion periods for infectious conditions for schools, pre-schools and childcare centres.

National Health and Medical Research Council  
Gastro-enteritis alert  
Gold Coast Public Health Unit  
Education and Care Services National Regulations 2011

**Policy Review Record**

<b>Date</b>	<b>Management Committee Name</b>	<b>Nominated Supervisors Name</b>	<b>Review Cycle</b>	<b>Next Review Date</b>
Sept 2024	Elizabeth Maddock	Tamara Fallon	Every year	Sept 2025