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## 2.12 Immunisation, Infectious and Notifiable Diseases Policy

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## Aims

**Cootamundra Preschool** will pursue the following aims in relation to immunisation, infectious and notifiable diseases and in doing so will pursue its philosophy of supporting the wellness of families and also of the rural community it serves. As such this centre will:

1. Keep records and encourage children and adults involved with the centre to be immunised and also to maintain their immunisation schedule as per the Australian Standard Vaccination Schedule (see Source 4 below)
2. Use health practices that minimise the spread of potentially infectious diseases among children, centre staff plus any others present. Provide community related information about relevant health matters to parents
3. Notify the necessary public health authorities (as per the procedures below) in the event of an outbreak of vaccine preventable sickness at the centre

## Legislative Requirements

Education and Care Services National Regulations 2011

Occupational Health & Safety Act 2000

Occupational Health & Safety Regulations 2001

Public Health Act and Regulations (NSW) 1991 plus amendments (1992)

## Who Is Effected By This Policy?

Children/parents/other family members

Staff

High school/TAFE/university students who may be undertaking practical visits

Management

Visitors

Volunteers

## Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics:	1-1, II-3, II-4, VI-3,
Early Years Learning Framework:	Outcomes – 1.1, 2.3.2, 2.3.3, 3. Principles – 1, 2, 4
Education & Care Services Australian National Regulations:	88, 89, 136, 168(2c),
National Quality Framework:	Quality areas – 2.1.2, 2.2.1, 2.2.2, 5.1.1, 5.1.2, 6.1.2, 6.1.3, 7.1.2

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## Sources/References

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<http://www.health.nsw.gov.au/pubs/2007/pdf/progsschedule.pdf> (Retrieved January 2012)  
  
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<http://www.maitland.nsw.gov.au.MCC/Public/UserFiles/File/Residents:NSWHealthImmunisationSchedule.pdf>  
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4. NSW Government – Health. Public Health Act 1991 (and Amendment of 1992): Notification of Infectious diseases.  
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5. NSW Multicultural Health Community Service. This site contains health/infectious diseases information in a number of languages  
[http://www.mhcs.health.nsw.gov.au/publication\\_pdfs/7980/DOH-7980-ENG-pdf](http://www.mhcs.health.nsw.gov.au/publication_pdfs/7980/DOH-7980-ENG-pdf) (Retrieved January 2012)

## Procedures

### **1. Minimising and managing the spread of infectious disease**

To minimise the spread of infectious disease among children, centre staff and visitors, **Cootamundra Preschool** will:

**1.1.1** Exclude from care and notify the local Public Health Unit in relation to (1) any of the following vaccine preventable diseases and (2) any adult or child on the premises who is known to be unvaccinated. (A Public Health Unit is based in Albury, 0260808900. Other Public Health services should be contacted in the local community, such as Medical Centre and Hospital) These phone numbers will be easily accessible. Parents/guardian of both the affected child will be notified immediately and asked to collect their child:

Diphtheria  
Poliomyelitis  
German measles  
Tetanus  
Measles  
Mumps  
Whooping Cough

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**1.1.2** At the discretion of the Director, a child or staff member may be excluded with any of the following symptoms which might indicate they have a potentially serious illness:

vomiting

rash, especially if purplish or hemorrhaging spots (possibly meningococcal) or blistering (possibly staphylococcal)

headache

stiffness of the neck

aversion to light (photophobia)

drowsiness or any unusual state of consciousness or behaviour

convulsion or epileptic seizure

severe pain anywhere (including toothache and ear ache)

swelling of the lips, mouth, tongue, throat, neck or airways

hives

asthma, wheezing, or any difficulty breathing

**1.1.3** At the discretion of the Director, a child or staff member will be excluded with any of the following symptoms which might indicate they have an infectious illness:

diarrhoea

generalised rash

enlarged or tender lymph glands

severe cough with fever

head lice, nits, scabies, ringworm, impetigo, or mouth ulcers not yet treated

mouth ulcers due to herpes simplex virus or coxsackie virus

infection or yellow or green discharge of the eyes or ears

excessive yellow or green discharge of the nose

if any other infectious disease is suspected

**1.1.4** Exclude children, staff, volunteers or visitors who have infectious diseases other than listed above, in accordance with the NHMRC Recommended Minimum periods of exclusion, Staying Healthy in ChildCare (see table below).

**1.1.5** Ensure all staff and persons working at the centre conform to the infectious disease procedures as in this policy

## **1.2 Management of infectious diseases**

**1.2.1** The affected child will be isolated from other children in designated area in room. Staff will ensure the child is comfortable (utilizing a sick mattress), and is supervised by a staff member. Staff will ensure that they are wearing appropriate PPE in accordance to the sickness or injury.

**1.2.2** The child's parents will be contacted or if they are unavailable, the contact person for emergencies as listed on the enrolment form. Inform the parents or contact person of the child's condition, or suspected condition, and ask that

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the child be picked up from the centre as soon as possible. Where possible this information should be made available in the relevant community language

**1.2.3** All bedding, towels, clothing, etc. that have been used by the child will be disinfected – these articles should be washed separately and, if possible, aired in the sun to dry

**1.2.4** All contact toys will be separated and disinfected. All eating utensils will be separated and sterilized.

**1.2.5** When a child is sent home with an injury or illness a copy of an accident, illness, injury form will be completed. An Illness register will be filled out in each room to observe continual spread of infection or disease.

**1.2.6** All families will be informed of the presence of an infectious disease in the centre immediately, a notice will be placed out the front of the service for all parents, this will include an Infectious Disease Notification and Information on the disease from Staying Healthy in Child Care. A copy of the fact sheet will be placed into the children's pockets and placed on the electronic platform (app)

**1.2.7** The centre will ensure confidentiality of any personal or health related information obtained by centre staff in relation to any children, children's parents and families

**1.2.8** If a child or staff member has been unable to attend the centre because of a vaccine preventable disease or significant injury, when that child or staff member has fully recovered they must obtain a certificate from their doctor which specifically states that they are not infectious and are able to attend the centre, we require a medical certificate.

## **2. Mandatory notification of infectious diseases**

Under the Public Health Act (Amendment) 1992, all child education/care services must by law notify the Public Health authorities/Public Health Unit in the event of an outbreak of vaccine preventable disease in their service. To this end the centre will maintain records about the immunisation status of children. Parents also have a responsibility to notify the centre if their child develops a vaccine preventable disease to assist in notifying the Public Health Unit. The procedure in this event would be as follows:

**2.1** Parent/Guardian notify the centre that their child has been diagnosed with a vaccine preventable illness.

**2.2** The Director would then call their Public Health Unit.

**2.3** The Director will provide the following information about the child:

Name of child and parent/s names

Date of birth

Address

Contact details

Names and ages of siblings

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**2.4** The Director would ensure that public notification of a vaccine preventable disease will occur at the early childhood centre, either in the form of an immediate letter to parents and/or large poster at the entrance but preferably both

**2.5** In the event that a sick child with a vaccine preventable disease has younger siblings, the Public Health Officer should immediately inform the local Child Health Clinic. Alternatively if the child has school aged siblings the Public Health Officer should immediately inform the school. It is recommended the centre Director inform this official about any siblings and request this action be taken.

### **3. Immunisation procedures for children, contact staff and visitors to the centre**

**3.1** The Public Health Act (Amendment) Act 1992 requires parents of all children enrolling in early childhood facilities from 1994 to provide documented evidence of the child's immunisation status. Immunisations received should be appropriate to the child's age. Immunisation is compulsory. Parents remain responsible for payment of centre fees while their child is excluded. Non-immunised children will not be enrolled.

Acceptable documentary evidence of immunisation is any one of the following:

- The Australian Childhood Immunisation Register History Statement

**3.2.** It is the parent/s/guardian/s responsibility to keep their child's immunisation up to date, and to report any ongoing vaccinations to the centre. Failure to do so may mean their child is regarded as not being immunised. This needs to be communicated to parents upon enrolment.

**3.3 Cootamundra Preschool** will provide information on vaccinations in the community and will encourage all children, parents and staff to keep their immunisations up to date

**3.4** Aboriginal and Torres Strait Islander children have a different immunisation schedule. **Cootamundra Preschool** recognises this (see Sources 3 (b)) and will support Aboriginal families as per the other procedures noted above in relation to their particular immunisation schedule.

**The Director will ensure that this policy is maintained and implemented at all times.**

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