
	Management Area: Children's Services	Version No: 5.0 Pages: 8
	Category of Procedure:	Approval Date: 07/07/2023 Procedure Approver: Head of Children's Services
Procedure Title: Dealing with Infectious Diseases Procedure		Author: Head of Children's Services

YMCA SOUTH AUSTRALIA

Dealing with Infectious Diseases Procedure

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1. Purpose

The YMCA of South Australia aims to provide a safe and hygienic environment that will promote the health of the children. Children's health, safety, and wellbeing are a priority and YMCA use the National **Quality Area 2 – Children's health and safety** as a reflective tool for quality improvement.

As the care needs of a sick child cannot be met without dramatically reducing the general level of supervision of the other children, or risking other children's health, parents are asked not to bring sick children to the centre and to collect unwell children.

As part of our approach to prioritising health and safety, we implement effective hygiene practices and work to prevent and effectively deal with any infectious disease in line with the Education and Care Services National Regulations and the advice of health experts.

The illness and infectious disease Procedure will be made available for families, so they are informed about the occurrence of an infectious illness in the centre, ensuring that the individual rights of the child or staff are not infringed upon.

2. Scope

The scope of this procedure applies to all approved Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services, Vacation Care and Long Day Care.


3. Procedures

Illness

Definition of Illness

- A child will be considered sick if they:
- Sleep at unusual times is lethargic.
- Has a fever over 38°
- Is crying constantly from discomfort.
- Vomits or has diarrhoea.
- Needs constant one on one care.
- Has an infectious illness

If a child is unwell at home, parents will be asked not to bring their child to the centre. If a child becomes ill or develops symptoms at the centre, the parents will be contacted to collect the child as per Regulation 86. The child who is ill will be comforted, cared for, and placed in a quiet isolated area with adult supervision until the child's parent or other authorised adult takes them home.

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During a fever, other methods will be employed to reduce the child's temperature until the parents arrive, or help is sought. Such methods include some clothes removed as required, clear fluids given, tepid sponges administered.

If a child's temperature is very high, cannot be brought down and parents cannot be contacted and the situation becomes serious, the child will be taken to the doctor, or an ambulance called.

If a staff member is unwell, they should not report for work. Staff should contact the Service Director as soon as possible to inform them that they are unable to attend work.

If a staff member becomes ill or develops symptoms at the centre, they can return home if able or organise for someone to take them home. The service Director will organise a suitable replacement as soon as possible.

Illnesses in care will be documented in the illness and injury record and infectious disease reported as per Regulation 87

Infectious Diseases

Exclusion

The need for exclusion depends on:


- The ease with which the infection can be spread.
- The ability of the infected person to follow hygiene precautions.
- Whether or not the person has some immunity to the infection (either vaccination or past infection)
- To a lesser extent, the severity of the disease.

Children and staff will be excluded from the centre if they are ill with any contagious illness. This includes diarrhoea and conjunctivitis. The period of exclusion will be based on the recommendations outlined by SA Health, see table below.

The decision to exclude or re-admit a child or staff member will be the responsibility of the Service Director based on the child's symptoms, medical opinion, and SA Health for children who have infectious diseases or who have been exposed to an infectious disease.

The service Director or staff members have the right to refuse access if concerned about a child's health. 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 centre.

A regularly updated copy of the Department of Health guidelines on infectious diseases will be kept attached to the Family Handbook for reference by staff, management and can be found on the website [Downloads | YMCA SA](#)

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Families will be notified of an occurring infectious disease through Xplor and a sign will be displayed at the service Regulation 173.

Notifiable Infectious Diseases

Under the [South Australian Public Health Act 2011](#), medical practitioners, diagnostic laboratories hospital chief executives, directors of child services (Regulation 175,) or school principals are required to notify SA Health of cases suspected of having or diagnosed with specified infections or diseases.

Some of which include:

- Diphtheria
- Mumps
- Measles
- Pertussis (Whooping Cough)
- Poliomyelitis
- Rubella (German Measles)
- Tetanus
- Covid

For a full and updated list please see the SA Health website [Notifiable disease reporting | SA Health](#)

Notification of infectious disease should be directed to the local SA health and should be within 3 days of diagnosis. All infectious diseases notification forms are available from SA health.


Covid 19

The safety and well-being of our students and staff are paramount. As such, we will continue to work closely with SA Health to ensure that all necessary health advice is closely followed. YMCA takes all necessary precautions to minimise the risk of further transmission within our community. This includes conducting a covid risk assessment that considers hygiene practices and social distancing for staff, children, visitors, and educators.

For the latest information : [COVID-19 health information | SA Health](#)

Infection Control

- All staff will ensure hygienic practices are carried out as outlined in the Hygiene Policy and adhere to covid preventive guidelines according to SA health and Regulation 103
- Regular and thorough cleaning practices will be carried out daily, weekly and monthly as required and are recorded in the Service Communication Book.
- Cleaning and maintenance checklists are done monthly using the IMS system and are verified by area managers.
- Supply and appropriate use of personal protective equipment such as gloves are implemented at the service.
- Training for educators is given when required. Food safety training is mandatory.

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- We support children to take increasing responsibility for their own health and physical wellbeing. The educational program can include children's life skills for infection control awareness, hygiene and protective practice.
- Our educators and staff model health and personal hygiene practices with children and reinforce these messages with families.

Immunisation


The aim of immunisation is to prevent people from acquiring vaccine preventable diseases by achieving high vaccination rates in the community, through [Immunisation programs | SA Health](#)

- Families are asked for their immunisation status upon enrolment.
- Children under the age of 19 years of age must meet the immunisation requirements to receive Child Care Subsidy and Family Tax Benefit.


[What are immunisation requirements - Child Care Subsidy - Services Australia](#)

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p> <p>Make notifications of any infectious disease</p> <p>Maintain requirements relating to the enrolment or attendance of children who are not up to date with their scheduled vaccinations.</p> <p>Notify families at least 14 days before changing the policy or procedures if the changes</p>

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Responsible Persons	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy</p> <p>The nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p> <p>Advise families during the enrolment process and ongoing communications, about our hygiene and the infection control practices and procedures.</p> <p>Make available the illness and infectious disease procedure and awareness of any infectious disease in the centre.</p> <p>promote hygiene practices with all children, families, educators and staff.</p> <p>Document and ensure premises, furniture and equipment are kept safe, clean, and well maintained.</p> <p>ensure that families or an authorised emergency contact of the children attending are notified of the occurrence as soon as possible.</p> <p>Notify area manager of any infectious disease</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints following this Policy.</p> <p>Monitor children's health, safety, and wellbeing daily and manage accordingly. Be immunised against infectious diseases as recommended by recognised authorities.</p> <p>Role model hygiene practices.</p> <p>Implement programmed education in wellbeing.</p> <p>Understand, communicate, and enforce exclusion periods.</p>

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Families	<p>Be familiar with and follow the service's Dealing with Infectious Diseases policy and procedures.</p> <p>Keep their child at home if they are unwell or have an excludable infectious disease.</p> <p>Inform the service of their child's immunisation status.</p> <p>Inform the service if their child has an infectious disease or has been in contact with a person who has an infectious disease.</p>
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5. Definitions

Educators

Any person YMCA employs or engages – including paid employees, volunteers, Board Directors, contractors, consultants, and student placements.

Exclusion period

Families keep their children at home in the event of illness or disease within the service. The aim is to reduce the spread of infectious diseases in the service, 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 are based on the time that a person with a specific disease or condition might be infectious to others. (SA Health)

Infectious disease

According to National regulations, a disease that is designated under a law of a relevant jurisdiction or by a health authority as a disease that would require a person with the disease to be excluded from an education and care service.


Infectious diseases are illnesses caused by the spread of microorganisms (bacteria, viruses, fungi, or parasites) or prions to humans from other humans, animals, or the environment, including food and water. (SA health)

Immunisation

Immunisation protects you from harmful diseases before you come into contact with them. It uses your body's natural defences to build resistance to specific diseases. If you come into contact with that disease in the future, your immune system remembers it and responds quickly to prevent the disease from developing. (Department of Health)

6. Key Relevant Documents

- YMCAs of Australia Illness and Infectious Diseases Policy
- Medication policy
- Nutrition and food procedure

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- Department of Health guidelines
- Education and Care Services National Regulations 2011
- National Quality Standards, Quality Area 2 – Children's Health and Safety
- Staying Healthy in Childcare 5th Edition
- **ACECQA:** [Dealing with Infectious Diseases Policy Guidelines \(acecqa.gov.au\)](https://www.acecqa.gov.au/policy-guidelines)
- **National Health and Medical Research Council:** [ch55-staying-healthy.pdf \(nhmrc.gov.au\)](https://www.nhmrc.gov.au/ch55-staying-healthy.pdf)
- **SA health:** [Home | SA Health](#)
- **Exclusion periods** [YGW - exclusion to childcare, preschool, school and work \(sahealth.sa.gov.au\)](#)

7. Monitoring Evaluation and Review

This procedure will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

8. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	19/06/2012			
2.0	27/05/2016	Updated		
3.0	05/08/2019	Converted to Procedure		
4.0	17/02/2022	Review and update		
5.0	07/07/2023	Review and Update links		