



**Policy Document No: ELC19**  
**Category: Early Learning**  
**Topic: Policy of Exclusion – Infectious Diseases**

**Date of Issue: August 2007**  
**Last Review Date: December 2016**

### **Considerations**

**Philosophy:** Providing a safe and healthy environment.

**Children's needs:** Protection from infection, clean hygienic environment, instruction about personal hygiene

**Parent's needs:** To feel confident about their child's health and well being.

**Staff needs:** Protection from infection; clean hygienic environment; appropriate equipment to ensure high level of hygiene; clear guidelines in relation to their duty of care.

**Management needs:** Staff to maintain appropriate levels of hygiene and cleanliness to comply with all legislative requirements.

### **Legislation and Sources**

Advice to schools and children's services centres regarding exclusion of children with infectious diseases (Victorian State Government, Education and training)

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/infectiousdiseases.aspx>

-with associated links to:

- [School Exclusion Table](#)
- [The Blue book: Guidelines for the control of infectious diseases](#)
- [National Immunisation Program Schedule](#)
- [Better Health Channel](#)
- [Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#)

### **Policy Statement**

It is the intention of this policy to provide staff and families with the appropriate course of action in the event of a confirmed case or outbreak of an infectious disease.

### **Specific Responsibilities and Procedures for Vaccine Preventable Diseases**

- Prior to commencement at our service all students attending are required to present an Immunisation Status Certificate. These will be held in the student's personal file at Gandel Besen House and Fink Karp Ivany Campuses. A hard copy will also be stored according to date of birth at the Gandel Campus. The Immunisation status will also be stored on the data base, at the Gandel Besen and Gandel Campuses.

### **Staff responsibilities:**

- Display Minimum Period of Exclusion from Schools, Communicable Diseases Poster' (Attachment 1) in a prominent position within the Early Learning Centre.
- Ensure the exclusion requirements for infectious diseases are adhered to as per the Communicable Diseases Exclusion Table (Attachment 1) and regulation 14 in the Health (Infectious Diseases) Regulations 2001.
- Staff must inform the DEECD and Department of Human Services (DHS) within twenty four hours that a child is suffering or they believe a child is suffering from a vaccine-preventable disease, or a child who has not been immunised against such a disease has been in contact with a person at the centre who is infected with that disease (refer to Attachment 2), as per regulation 13(2) Health (Infectious Diseases) Regulations 2001.

Any exclusion will be based on firm medical evidence following diagnosis of a vaccine-preventable disease, or on recommendations from the Communicable Diseases Control Unit.

- Staff are to contact the parent or guardian of the child they suspect may be suffering from an infectious or vaccine-preventable disease, or must inform the parent or guardian that their child who is not immunised has been in contact with someone who has a vaccine-preventable disease and request the child be collected from the centre as soon as possible.
- Notify parents/guardians, staff, visitors and the School Nurse of any outbreak of an infectious disease within the centre and display this information in a prominent position.
- Establish good hygiene and infection control procedures, and make them part of the routine for everyone in the workplace (refer to the Hygiene Policy)
- Advise parents/guardians on enrolment that the DHS Communicable Diseases Exclusion Table (**Attachment 1**) will be followed in regard to the outbreak of any infectious diseases.
- Advise the parents/guardians of a child who is not fully immunised on enrolment that they will be required to keep their child at home when an infectious disease has been diagnosed at the centre until there are no more occurrences of that disease and the exclusion period has ceased.
- Request parents/guardians to notify the centre if their child has an infectious disease.

### **Parent responsibilities:**

- A parent is required to notify the school if their child has an infectious disease.
- A parent is required to notify the service if the child has been in contact with a person who is infected with an infectious disease (Attachment 1).
- A child suspected of having a vaccine preventable disease, is to be taken to the doctor for a medical diagnosis.
- Comply with the recommendations of minimum exclusion periods as set out by the Communicable Diseases Exclusion Table (Attachment 1).
- Keep their child at home when an infectious disease has been diagnosed at the centre and the child is not fully immunised, until there are no more occurrences of that disease and the exclusion period has ceased.
- Notify the centre if their child has an immune suppressed illness or diagnosis and they would benefit from special notification of an outbreak of an infectious disease.
- Provide accurate and current information regarding the immunisation status of their child/children when they enrol and any subsequent changes to this while they are attending the centre.
- Comply with the Hygiene Policy when in attendance at the centre.

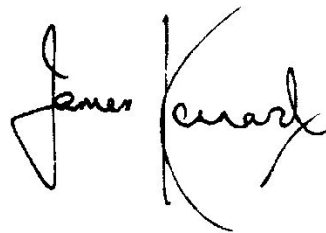
**Management responsibilities:**

- Ensure the Communicable Diseases Exclusion Table (Attachment 1) is displayed in a prominent position within the centre.
- Ensure parents are familiar with the Communicable Diseases Exclusion Table (Attachment 1) and National Immunisation Program Schedule. (Attachment 2.)
- Support staff to implement the requirements of the Communicable Diseases Exclusion Table (Attachment 1)
- Routinely conduct a thorough inspection of the centre with staff to assess any risks by identifying the hazards and potential sources of infection to staff and children.
- Ensure there are sufficient resources available for staff and parents in relation to the identification and management of infectious diseases.
- Keep informed about current information and research, ensuring that any changes to the exclusion table or immunisation schedule are communicated to staff and parents.
- Ensure staff complies with the hygiene policy, cleaning procedures and effective hand washing.
- Ensure there are appropriate cleaning supplies kept in stock.

**Attachments:**

1. Communicable Diseases Exclusion Table  
[http://www.nhmrc.gov.au/files\\_nhmrc/publications/attachments/ch55d\\_exclusion\\_period\\_poster\\_130701.pdf](http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch55d_exclusion_period_poster_130701.pdf)
2. The National Immunisation Program (NIP) Schedule  
<https://www2.health.vic.gov.au/Api/downloadmedia/%7B6817DDD0-DE57-4E31-8E9F-2581F2C03BE5%7D>

Approved by the College Principal:



Date: December 2016