**Infectious diseases and immunisation** **procedure**

**Purpose**

This procedure describes how Toowoomba Catholic Kindergartens and Care services (TCKC) will implement practices to minimise the impact of infectious diseases and ensure immunisation requirements are met.

**To whom it applies**

This procedure applies to all TCKC staff, parents, visitors and children.

**Related policies and legislation**

TCKC Work Health and Safety policy

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 (Qld)

Education and Care Service National Law Act 2010 (Qld)

Education and Care Service National Regulation 2011

Public Health Act 2005 (Qld)

**Procedure**

1. Prevention and minimisation
2. All TCKC staff are to provide a positive role model for the prevention and minimisation of infectious disease by ensuring they
3. wash their hands regularly
4. wear protective gloves when required
5. seek medical attention and meet applicable exclusion requirements when unwell
6. follow cough and sneeze etiquette
7. attend work only when medically fit to do so.
8. All TCKC services will have daily and weekly cleaning schedules that include
9. cleaning bathrooms – wash tap handles, toilet seats, toilet handles and doorknobs
10. checking the bathroom throughout the day
11. cleaning surfaces which children have frequent contact with – bench tops, toys, taps, tables
12. launder linen often
13. clean all floor surfaces
14. clean all shelving.
15. All TCKC services are to ensure
16. children who are younger than 7 years old meet the Australian Federal Governments immunisation requirements or have an approved exemption from the requirements for the family to be eligible for registered care
17. children and TCKC staff who have not been immunised are excluded if there is an outbreak of an infectious disease
18. parents/carers provide a copy of their child’s latest immunisation record from Australian Childhood Immunisation Register (ACIR).
19. All TCKC staff who are not immunised are strongly encouraged to be vaccinated against
20. Hepatitis A
21. Hepatitis
22. MMR – Measles, Mumps and Rubella
23. Varicella – Chicken Pox
24. Pertussis – Whooping Cough
25. Influenza (annually).
26. Notification and reporting of infectious diseases
27. It is the responsibility of parents and TCKC staff to inform the nominated supervisor of any infectious disease that a child, themselves or immediate family members may be suffering.
28. Parents/carers or an authorised emergency contact will be advised as soon as practicable if a staff member identifies a child with a suspected infectious disease.
29. Parents/carers are notified at the enrolment and in the service’s handbook that children who are ill are not to be brought to the service.
30. The nominated supervisor is responsible for reporting to the State Health Authorities, Senior Manager: Kindergartens and Care, parents/carers or authorised emergency contact and other relevant stakeholders of all notifiable diseases as soon as practicable with consideration of the individual’s privacy.
31. Exclusion
32. All people, including children and TCKC staff, who are suffering from an infectious disease must be excluded from the service to prevent others from being introduced to the infection.
33. Periods of exclusion for an infectious disease will be in accordance with the National Health and Medical Research Council’s (NHMRC) recommendations [www.nhmrc.gov.au](http://www.nhmrc.gov.au).
34. When a person is showing signs of any infectious disease
	1. for children, their parents/carers will be asked to immediately collect their child and seek medical advice
	2. for TCKC staff and visitors, they will immediately be released from work in order to seek medical attention and will remain away for the period of the infectious disease recommendation
	3. for parents/carers and other adults, they will be required to leave the premises immediately and not return unless they are no longer suffering from the infectious disease
	4. if a qualified medical practitioner diagnoses an infectious disease, the child, TCKC staff, parent/carer and/or visitor shall be excluded for the recommended period as per the NHMRC recommendations
	5. a doctor’s certificate stating the person is no longer contagious will be required before the child, TCKC staff, parent/carer and/or visitor are return to the service.
35. Record of instances of infectious disease
36. Records must contain
37. the name of the infected person
38. age of the person
39. symptoms
40. date of notification of infection
41. time when TCKC first becomes aware of the infection and
42. any action taken.

**Version control and change history**

**Effective date**

1/01/2020

**Review date**

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