

## Lady Gowrie Community Kindergartens

# EXCLUSION AND RECORDING OF ILLNESS AND INFECTIOUS DISEASES POLICY

### CONSIDERATIONS:

NATIONAL QUALITY STANDARDS	2.1, 2.2 and 3.1
NATIONAL LAW ACT & NATIONAL REGULATIONS	Law: Section 167 and 174 Regulations: 85 - 89, 136, 168, 177, 181, 183.
OTHER	Public Health Act (2005) Public Health (Further Extension of Declared Public Health Emergency—COVID19) Regulation (No. 2) 2021 Work Health and Safety Act (2011) Work Health and Safety Regulations (2011)

### POLICY STATEMENT:

To safeguard the health of children and educators by implementing isolation and exclusion protocols to limit the spread of infectious diseases. To support the wellbeing of children and educators at all times and maintain confidentiality in regards to illness and infectious diseases.

To respond to Public Health Directives, as relevant for the service community in supporting the safety and wellbeing of all stakeholders.

### RELEVANT FORMS/MATERIAL:

- Time Out Exclusion Chart (QLD Government).
- Infection Control Guidelines (Queensland Government).
- Lady Gowrie Qld Incident, Injury, Trauma and Illness Record.
- Lady Gowrie Qld Notification of Infectious Illness Sign.
- Lady Gowrie Qld Record of Infectious Illness Register.
- Lady Gowrie Community Kindergartens Children's Immunisation Policy.
- Lady Gowrie Community Kindergartens Cleaning and Sanitisation (Including Pest and Weed Management) Policy.
- Lady Gowrie Community Kindergartens Excursion Policy.
- Lady Gowrie Community Kindergartens Environmental Hazards and Critical Incident Policy.
- Lady Gowrie Community Kindergartens Hand Hygiene and Infection Prevention Policy.
- Lady Gowrie Community Kindergartens High Temperature Management Policy.
- Lady Gowrie Community Kindergartens Staff Immunisation Policy.
- Lady Gowrie Community Kindergartens COVID-19 Commitment Statement.
- COVID-19 Confirmed case management process – early childhood education and care services (Queensland Government).
- Notification of Serious Incident (ACECQA).
- Health Posters (Hand Hygiene, Cough Etiquette, Sneeze Etiquette, COVID-19).

## SOURCES:

- National Health and Medical Research Council (2012) Staying Healthy in Early Childhood Education and Care: Preventing Infectious Diseases in Early Childhood Education and Care Services (5th Ed, Updated June 2013). Commonwealth of Australia: Canberra
- Qld Government, Queensland Health (2018), Viral or Suspected Viral Gastroenteritis Outbreaks: Information for Directors and Staff of Early Childhood Education and Care Services.
- Queensland Health (Public Health) [www.health.qld.gov.au](http://www.health.qld.gov.au)
- World Health Organisation [www.who.int](http://www.who.int)
- Queensland Government, Queensland Health, Feel Good Facts, [www.qld.gov.au/health/staying-healthy/feel-good-facts](http://www.qld.gov.au/health/staying-healthy/feel-good-facts)
- Queensland Government
  - COVID-19 [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au)
  - [www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19](http://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19)
  - [www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/urgent-covid-19-update](http://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/urgent-covid-19-update)
  - [www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/face-masks](http://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/protect-yourself-others/face-masks)
- Department of Education, Early Childhood Education and Care [www.earlychildhood.qld.gov.au](http://www.earlychildhood.qld.gov.au)
- Australian Government, Australian Health Protection Principle Committee (AHPPC).
- Education and Care Services National Regulations.
- Education and Care Services National Law (Queensland) Act.  
(Accessed 2021)

**Reviewed: August 2021**

**Date to Be Reviewed: February 2023**

<h2>IMPLEMENTATION</h2>	
<p>WHAT YOU  SHOULD KNOW</p>	<p>Children are more vulnerable than adults to environmental risks because of a number of factors:</p> <ul style="list-style-type: none"> <li>• Children are constantly growing. They breathe more air, consume more food, and drink more water than adults do, in proportion to their weight.</li> <li>• Children’s central nervous, immune, reproductive, and digestive systems are still developing. At certain early stages of development, exposure to environmental toxicants can lead to irreversible damage.</li> <li>• Children behave differently from adults and have different patterns of exposure. Young children crawl on the ground where they can be exposed to dust and chemicals that accumulate on floors and in soils.</li> <li>• Children have little control over their environment. Unlike adults, they may be both unaware of risks and unable to make choices to protect their health.</li> </ul> <p>(Source: World Health Organisation 2017)</p> <p>Any directive received from the Local Public Health Unit following notification of an outbreak of an illness, infectious disease or reportable case is to be implemented at the Service. Any such directive overrides and supersedes information in this policy.</p> <p>Any directive received from the Australian Government or Department of Education (Regulatory Authority), in relation to outbreak of an illness or infectious disease in the local, national or global community is to be implemented at the Service. Any such directive overrides and supersedes information in this policy.</p>
<p>REMEMBER</p>	<p>Exclusion of sick children and staff is one of the three most important ways of limiting the spread of infection in early childhood education and care services (with handwashing/drying hands and immunisation the other two).</p> <p>Additional strategies to prevent infection include cough and sneeze etiquette, appropriate use of gloves and effective environmental cleaning.</p> <p>If a child is unwell at home, parents/guardians will be expected not to bring the child to the Service.</p> <p>If staff are unwell, he/she will inform the Service Manager/Nominated Supervisor/Responsible Person, as soon as possible of his/her inability to report for work.</p> <p>It is a requirement under the Early Childhood Education and Care Services Regulations:</p> <ul style="list-style-type: none"> <li>• <i>That if there is an occurrence of an infectious disease at an education and care service, the approved provider of the service must ensure that reasonable steps are taken to prevent the spread of the infectious disease at the service.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>If there is an occurrence of an infectious disease at a centre-based service, the approved provider of the service must ensure that a parent or an authorised emergency contact of each child being educated and cared for by the service is notified of the occurrence as soon as practicable.</i></li> </ul>
<h2>INFECTIOUS DISEASES</h2>	
<p>BACKGROUND</p>	<p>There are four essential steps to the spread of infections:</p> <ol style="list-style-type: none"> <li>1. The person with the infection spreads the germ into the environment;</li> <li>2. The germ must survive in the appropriate environment e.g. air, food, water, on objects and surfaces;</li> <li>3. Another person then comes in contact with the germ; and</li> <li>4. This person then becomes infected.</li> </ol> <p>Infection control is aimed at breaking this chain of infection.</p> <p>As kindergarten involves many close physical interactions among children and adults each day, it is important that infection controls are in place and supported by all stakeholders of the Service.</p> <p>The risk of infection can be increased through adult lack of awareness in regard to hygiene procedures and exclusion protocol.</p> <p>Staff will undertake all cleaning processes as applicable to the individual case of illness or infectious disease and refer to the Lady Gowrie Community Kindergartens Cleaning and Sanitisation (Including Pest and Weed Management) Policy and Hand Hygiene and Infection Prevention Policy.</p> <p>Where there is an outbreak of an illness such as viral gastroenteritis, the Service will undertake additional prevention strategies to limit the spread of infection such as how playdough is used in the program, sanitisation of sandpits, not undertaking cooking experiences in the program and postponing any group functions or excursions.</p> <p>Any directive received from the Local Public Health Unit following notification of an outbreak of an illness, infectious disease or reportable case, is to be implemented at the Service.</p>
<p>WHAT YOU SHOULD DO</p> <p>CHILD DEMONSTRATES SYMPTOMS OF AN INFECTIOUS DISEASE/ILLNESS WHILE AT THE SERVICE</p>	<p>When a child displays symptoms of an infectious disease/illness while in attendance at the Service, they will be supported by staff and as far as possible moved away from other children.</p> <p>The <b>Responsible Person</b> at the Service will be informed that a child is unwell, demonstrating symptoms of an infectious disease and the steps which staff have undertaken to support the child. The child's family is to be contacted and request that the child is collected from the Service.</p> <p>While waiting for the parent/guardian, the teacher/educator will support the child to be as comfortable as possible.</p>

	<p>An Incident, Injury, Trauma and Illness Record will be completed by the staff member.</p> <p>Children and teacher/educators with infectious diseases will be excluded from the Service in accordance with the guidelines from the National Health and Medical Research Council of Australia “<i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i>” (Table 1.1 Recommended minimum exclusion periods) and The Queensland Health Time Out Poster, will also be used for reference.</p> <p>Exclusion periods are based on the time that a person with a specific condition or disease might be infectious to others.</p> <p>Please note that diarrhoea and / or vomiting have a 24 hr. exclusion from the last incident (single case, no other cases within three days at the Service).</p> <p>Where viral gastroenteritis is diagnosed or suspected and there are two or more cases of this at the Service, then this exclusion time is extended to 48 hrs after symptoms cease.</p> <p>After contracting diphtheria, hepatitis A, polio, tuberculosis, typhoid or paratyphoid a medical certificate will be required before a child or teacher/educators can be re-admitted to the Service.</p> <p>After undertaking testing for COVID-19 when recommended by a medical practitioner or health directive, a negative test will need to be returned before a child or teacher/educator can be readmitted to the Service.</p> <p>After being confirmed to have had COVID-19, a child, family or teacher/educator will only be readmitted to the Service, following Queensland Health providing them with the all clear.</p> <p>Children who are not immunised or partially immunised, please see Lady Gowrie Community Kindergartens Children’s Immunisation Policy, regarding exclusion during the occurrence of a vaccine preventable disease. The Service will also refer to the fact sheets in <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i>” (Table 1.1 Recommended minimum exclusion periods) and The Queensland Health Time Out Poster, in relation to exclusion times for non immunised children.</p> <p>Where a child is not immunised and they have previously had a case of the infectious disease, their family is able to provide documentation from their Medical Practitioner, regarding the fact that they have previously had the disease and are now considered immune (if applicable) to the illness or infectious disease.</p>
<p>INFORMING FAMILIES AND RECORDING OF ILLNESS AND INFECTIOUS DISEASES</p>	<p>Record of Infectious Illness Register is completed when a case of an infectious disease or illness occurs at the program.</p> <p>This Register is also updated when a family or staff member reports an incident of an infectious disease or illness from home. This Register is a key resource when reporting cases of infectious diseases/illness to Public Health and must be kept as up to date as possible at all times.</p> <p>All parents will be notified of any common infectious diseases/illness in any of the programs, by notices posted on the parent notice board, through communication from teacher/educators and/or through a regular communication method or</p>

	<p>newsletter. This notification will include the fact sheet of the relevant illness from <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i>.</p> <p>All teacher/educators will be informed of any common infectious diseases/illness in any of the programs by notices posted at the Service. Teacher/educators are advised to check with their own medical practitioner if they have any concerns.</p> <p>Notifying all families of the occurrence of an infectious disease/illness should be done in a manner that is not prejudicial to the rights of any child or teacher/educators.</p>
<h2>NON-INFECTIOUS CONDITIONS REQUIRING EXCLUSION</h2>	
<p>WHAT YOU SHOULD DO</p> <p>CHILD DEMONSTRATES SYMPTOMS OF NON-INFECTIOUS ILLNESS OR BEING UNWELL WHILE AT THE SERVICE</p>	<p>The <b>Responsible Person</b> at the Service will be informed that a child is unwell and the steps which staff have undertaken to support the child. The Responsible Person will confirm if the child's family is to be contacted for collection from the Service.</p> <p>Where a child is not demonstrating clear symptoms of being unwell, the <b>Responsible Person</b> may choose to contact their family with a courtesy call, to advise of the symptoms observed and, should the child's wellbeing continue to deteriorate, a second call will be placed requiring the family to attend the Service and collect the child.</p> <p>The parent (or emergency contact if the parent is not able to be contacted), will be called and asked to take their child home if a child appears unwell and exhibits any of the following symptoms:</p> <ul style="list-style-type: none"> <li>• Sleeps at unusual times (without reason),</li> <li>• Is not able to participate in the program as he/she would normally,</li> <li>• Has a fever consistent with <b>High Temperature Management Policy</b>,</li> <li>• Is crying or distressed as a result of discomfort due to illness,</li> <li>• Is in need of constant one to one care, or</li> <li>• Is emotionally unsettled, which is out of character for the child.</li> </ul> <p>While waiting for the parent/guardian the teacher/educator will support the child to be as comfortable as possible.</p> <p>An Incident, Injury, Trauma and Illness Record will be completed by the staff member.</p>
<p>EXCLUSION OR RE-ADMISSION OF A CHILD WHO HAS BEEN UNWELL</p> <p>WHAT YOU SHOULD DO</p>	<p>The decision to exclude or re-admit a child who has been unwell, will be the sole responsibility of the Nominated Supervisor/Responsible Person and based on the best interests of the child and of the other children in the program/s.</p> <p>The decision will take into account:</p> <ul style="list-style-type: none"> <li>• Exclusion periods.</li> <li>• Medical opinion (from Medical Practitioner or Public Health).</li> <li>• Teacher/educators opinion based on the best interests of the child.</li> <li>• Diseases prevalent in the program at the time of illness.</li> </ul>

	Any child who has been hospitalised will not return to care for <b>at least 24 hours</b> after being released from hospital.
<b>NOTIFIABLE DISEASE OUTBREAK - PROCEDURE</b>	
<b>BACKGROUND</b>	<p>The health department in each state or territory has public health staff, who are available to advise and assist the community in relation to infectious diseases, infection control practices and other public health matters.</p> <p>All teacher/educators are to be aware of the following procedures and inform the Nominated Supervisor/Responsible Person immediately regarding any infection concerns within the Service.</p>
<b>WHAT YOU SHOULD DO</b>	<p>All teachers/educators should be familiar with the below information and report to the Nominated Supervisor/Responsible Person immediately.</p> <p>The Nominated Supervisor/Responsible Person will then notify the President and collaboratively notify the Public Health Unit of the particulars of the notifiable disease outbreak.</p> <p>Nominated Supervisor/Responsible Person is to be advised by the Public Health Unit of appropriate control measures (for example, vaccines, antibiotics, exclusion, education, infection control practices), and then in consultation with the Executive Committee implement them into the Service.</p> <p>Kindergartens should inform the local Public Health Unit of the following conditions:</p> <ul style="list-style-type: none"> <li>• Viral or suspected viral gastroenteritis (diarrhoea/ vomiting, (if there are two or more cases at the service));</li> <li>• Haemophilus influenzae typeB (Hib);</li> <li>• Hepatitis A;</li> <li>• Hepatitis B (recent illness only);</li> <li>• Measles;</li> <li>• Meningococcal infection;</li> <li>• Novel Coronavirus (COVID-19);</li> <li>• Parvovirus B19 (if two or more cases);</li> <li>• Pertussis (Whooping Cough);</li> <li>• Roseola (if two or more children in one group are ill);</li> <li>• Scarlet Fever;</li> <li>• Tuberculosis (TB).</li> </ul> <p>In the occurrence of some infectious illnesses where the child seeks urgent medical attention such as pertussis/whooping cough, diarrhoea requiring hospitalisation or Novel Coronavirus (Covid 19), the Regulatory Authority must be informed. Please refer to full list in the Guide to the NQF. Inform the Regulatory Authority of the incident through your normal representation within 24hrs and completion of a Notification of Serious Incident through NQAITS Portal.</p> <p>Notify Lady Gowrie Qld as the CGB for the Service.</p>

## NOVEL CORONAVIRUS (COVID-19)

<p>WHAT YOU SHOULD KNOW</p>	<p>Novel Coronavirus (COVID-19) is a communicable illness. Queensland Health shares the following information about coronavirus.</p> <p><i>The COVID-19 novel coronavirus is a new strain of coronavirus affecting humans.</i></p> <p><i>Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases such as Severe Acute Respiratory Syndrome (<a href="#">SARS</a>) and Middle East Respiratory Syndrome (<a href="#">MERS</a>).</i></p> <p><i>This novel coronavirus is still new and as such we are still learning more about it.</i></p> <p><i>The World Health Organization (WHO) is leading the global response to the novel coronavirus outbreak and is working with Chinese authorities and global experts to learn more about the virus including how it affects people, how it is transmitted and what countries can do to respond. A number of clinical symptoms have been reported in identified cases of novel coronavirus. These symptoms include: fever, a cough, sore throat, fatigue or shortness of breath.</i></p> <p><i>Everybody is at risk of getting COVID-19. For most people, they will only develop mild illness and recover easily, but others may develop severe sickness.</i></p> <p><i>To protect yourself, your family and the community from getting COVID-19 you must maintain good hygiene and practice social distancing (also called physical distancing).</i></p> <p><b>Do</b></p> <ul style="list-style-type: none"> <li>• <i>Stay home if you are sick.</i></li> <li>• <i>If you have any COVID-19 symptoms, no matter how mild, get tested.</i></li> <li>• <i>Stay 1.5 metres away from other people—think two big steps.</i></li> <li>• <i>Wash your hands often, using soap and water or hand sanitiser.</i></li> <li>• <i>Sneeze or cough into your arm or a tissue. Then put the tissue in the bin.</i></li> <li>• <i>Wear a face mask when you are not able to keep 1.5 metres away from other people or whenever mandatory face masks are required.</i></li> <li>• <i>Get vaccinated.</i></li> </ul> <p><b>Do not</b></p> <ul style="list-style-type: none"> <li>• <i>Go near people if you are coughing or sneezing.</i></li> <li>• <i>Touch your mouth, nose and eyes.</i></li> <li>• <i>Shake hands.</i></li> <li>• <i>Hug or kiss people.</i></li> </ul>
<p>WHAT YOU SHOULD DO</p> <p>GENERAL INFORMATION</p>	<p>Services should implement the Lady Gowrie Community Kindergartens COVID-19 Commitment Statement. This statement outlines key procedures in place to support wellbeing and adhere to health directives and changes as per response level required at the time.</p>

	<p>Services should adhere to the current Queensland's Covid Safe Future Roadmap, this document outlines any restrictions or stay at home orders for the dates specified. The 'new normal' ongoing strategies to support wellbeing, are also outlined with each update of this document.</p> <p>Any child, family member or staff member that has recently been in a declared hotspot (locally, nationally or internationally), must adhere to health directives and any restrictions in place for that hotspot, until 14 days has passed since they were last in the hotspot, or as per health directives at the time.</p> <p>When there are restrictions in place for a Local Government Area (LGA), staff and families are asked to regularly check the contract tracing locations on the Queensland Health site. Where a child, family member or staff member is identified as a close contact, casual contact or low risk contact, they will adhere to the health directive for that venue, as per the category on the Queensland Health listing. Any person that is directed to isolate or undertake home quarantine is asked to not attend the Service. Attendance by household members (including children), where a person of the household is undertaking isolation or quarantine, will be decided by referring to the information on the Queensland Health website at that time. It is noted the health recommendation for other members of the household, may change across different stay at home orders or circumstances.</p> <p>Services should have systems in place to record attendance of all persons on site, this may be undertaken through the Check In Qld App, visitor registers and sign in and sign out attendance registers.</p> <p>Throughout the global pandemic and particularly during Local Government Area stay at home orders, resources to support wellbeing of children, families and staff can be located in the Lady Gowrie Community Kindergartens Environmental Hazards and Critical Incident Policy.</p>
<p>WHAT YOU SHOULD DO</p> <p>UNWELL CHILD OR STAFF MEMBER</p>	<p>Staff members and children should not attend the Service if unwell.</p> <p>It is critical that any staff member or child who becomes unwell while at a Service returns home. Staff are to inform the Responsible Person that a child is unwell and contact the parent/guardian to request for the child to be collected from care as soon as possible. Staff complete and Incident, Injury, Trauma, Illness Record (IITI). Staff members, parents or carers should seek medical advice and not return to the Service without a negative test result, where medical advice recommends that a COVID test is required.</p> <p>It is unlikely a staff member or child who is unwell with flu-like symptoms will have COVID-19. However, Services should follow these steps as a precaution while waiting for a parent or carer to collect their child or for the staff member to make arrangements to return home.</p> <ul style="list-style-type: none"> <li>• <b>Isolate staff or children experiencing compatible symptoms with COVID-19</b>, such as fever, cough or sore throat in an appropriate, supervised space.</li> <li>• <b>Maintain hygiene and physical distancing</b> - It is important to maintain hand hygiene and physical distancing.</li> <li>• A trained staff member could take the temperature of the child, where appropriate, to support decision making, ensuring they wash their hands before and after.</li> <li>• Encourage staff or children with symptoms compatible with COVID-19 to</li> </ul>

	<p>seek medical advice.</p> <ul style="list-style-type: none"> <li>Record in Service Illness Register that the child has displayed symptoms of COVID-19 and medical advice regarding has been advised. Where a family then shares that a COVID test has been recommended, record this in the register.</li> <li><b>Follow cleaning guidance and procedures</b> - Follow Queensland Health cleaning requirements as well as the NHMRC's preventing infectious diseases in early childhood education and care services. Services should be cleaning high-touch points such as door handles, benchtops and used pens. If a child spreads droplets, for example, by sneezing, coughing or vomiting, clean surfaces immediately with disinfectant wipes while wearing gloves.</li> </ul> <p>After undertaking testing for COVID-19 when recommended by a medical practitioner or health directive, a negative test result will need to be returned prior to a child or teacher/educator being readmitted to the Service.</p> <p>After being confirmed to have had COVID-19, a child, family or teacher/educator will only be readmitted to the Service, following Queensland Health providing them with the all clear.</p>
<p>CONFIRMED POSITIVE CASE OF COVID-19</p> <p>WHAT YOU SHOULD DO</p>	<p><b>Confirmed case has been in attendance at the Service:</b></p> <p>Should the Service be advised that a child, staff member, family member or person that has been at the Service has returned a confirmed positive COVID-19 test result:</p> <ul style="list-style-type: none"> <li>Implement the COVID-19, confirmed case management process – early childhood education and care services.</li> <li>Notify Lady Gowrie Qld as the CGB for the Service.</li> </ul> <p><b>Confirmed case not in attendance at the Service (has been identified through community transmission):</b></p> <ul style="list-style-type: none"> <li>Families are asked to advise the Service of the positive test.</li> <li>Service Manager / Responsible Person will contact Public Health and seek advice, advising of the last date and time the child, family member or staff member was in attendance at the Service.</li> <li>Contract tracing, communication and cleaning to be undertaken as directed by Public Health or COVID-19, confirmed case management process – early childhood education and care services.</li> <li>Notify Lady Gowrie Qld as the CGB for the Service.</li> </ul>