Infection Control Policy

Purpose:
The aim of this policy is to:

- Ensure that all children and staff maintain their health.
- Minimise the risk of infection occurring while the child is in the care of the Outside School Hours Care program.
- Educate the community regarding the control of infectious disease within our community.

Rationale:
Gembrook Primary School OSHC is committed to work with our local Primary school to ensure the provision of a clean and hygienic environment. This policy applies to all staff, parents, volunteers, students and any other person dealing with food, toileting or potential biological hazards at the service.

Scope:
The Children's Services Act 1996 and the Children's Services Regulations of 2009 requires Gembrook Primary School OSHC to implement an Infectious Control Policy that includes a management policy, practices, procedure, education and training to ensure the safety of children. Gembrook Primary school OSHC staff will follow all guidelines and regulations in regards to hygiene and infection control to ensure the safety of all.

Definitions:

OSHC – Outside School Hours Care

Injury Register – Gembrook Primary school First Aid Record Book

Protocol/Procedure:

Compliance

Gembrook Primary School shall:

- Ensure standard precautions for infection control, as detailed in following procedures, will be practised.
- Train staff in these procedures and have appropriate material and equipment available.
- Display an infection control poster at the service.
- Provide educational materials regarding hygiene and Infection control.
- Inform all families/guardians if there is an occurrence of an infectious disease at the service
- Children's contact with one another
Gembrook Primary School staff shall:

- Educate and encourage children in good personal hygienic practices such as - washing their hands after blowing and wiping their nose.
- Not touching each other where they are cut or bleeding.
- Staff will educate about the centre policy regarding unwell children.
- Disposing of used tissues promptly and appropriately, and not lending them to other children.
- Using own equipment for personal care e.g. Hats.

Families shall:

- Keep children who are unwell at home to prevent the spread of infection to other children.

Toileting of Children

Gembrook Primary School staff shall:

- Encourage children to independently manage their own toileting.
- Encourage children to wash their hands after using the toilet.
- Encourage children to flush the toilet after use.

Children shall:

- Tell the service staff if they have had a toileting accident.

The Environment - Hygiene

Gembrook Primary School shall:

- Arrange for the service to be cleaned regularly, including all floors and other surfaces to be washed daily.
- Ensure the school maintains the cleaning of premises which house an Outside School Hours Care program.
Gembrook Primary School staff shall:

- Keep the indoor and outdoor environments as clean and hygienic as possible at all times,
- Promptly remove blood, urine and faeces, either indoors or outdoors, using the appropriate cleaning procedures (see following procedures)
- Remove any animal faeces promptly and dispose of it in an appropriate manner.
- Dispose of any syringes found on the premises in an appropriate manner, wearing gloves and using protective gear/disposal unit, (see following procedures).
- Ensure that lighting, heating and noise levels are comfortable and take into account specific activities and individual needs

Handling Infectious Diseases

Gembrook Primary School shall:

- Have a policy for the care of children and staff relating to illness and infectious diseases.
- Maintain the right to supersede the 'Minimum Period from School and Children Services for Infectious Diseases Cases' to ensure the health and safety of children in care.
- Display the 'Minimum Period of Exclusion from School and Children Services Centres for Infectious Diseases Cases and Contact' in a prominent position within the service.

Families shall:

- Provide, on enrolment, a copy of the immunisation status of their child.
- Keep children's enrolment records up-to-date, including the immunisation status of each child.
- Be made aware of the services Illness policy which is above the minimum exclusion period.
- Notify the service if their child has a suspected or confirmed infectious disease.

Gembrook Primary School staff shall:

- Ensure that the 'Minimum Period of Exclusion from School and Children Services Centres for Infectious Diseases Cases and Contact' is displayed in a prominent position within the service.
- Ensure families/guardians are made aware of the services Illness policy which is above the minimum exclusion period.
- Notify families/guardians of any outbreak of an infectious disease.
- Practise infection control procedures at all times and, as part of the induction process, be made aware of the infection control procedures detailed in this policy.
Exclusion

Gembrook Primary School shall:

- Exclude children and staff with infectious diseases from the Centre in ‘Minimum Period of Exclusion from School and Children Services Centres for Infectious Diseases Cases and Contact’ (regulations 13/14 of Health Regulation 2001 - Schedule 6) and/or Gembrook Primary School's Illness policy.
- Exclude children who are not immunised from care during outbreaks of some infectious

Infectious Diseases Anti Discrimination

Gembrook Primary School OSHC shall:

- Not tolerate any employee, prospective employee, employer, parent/guardian or child will be discriminated against or harassed on the grounds of having, or being assumed to have, a infectious disease.
- All notifications that a child or child’s parent/guardian or another staff member has contracted an infectious disease is to remain confidential.
- Keep all such information securely within the service or administration office. Access to this information must only be by the person who has been informed. Information relating to the blood borne status will be destroyed once the person leaves the employment of, or ceases to attend, the service.

Cleaning of Spilt Blood or Bodily Fluid

Gembrook Primary School shall:

- Ensure staffs are aware of Infection Control policy.
- Ensure procedures are followed.
- Ensure education occurs where needed.

Gembrook Primary School staff shall:

- Ensure gloves are worn (disposable rubber or vinyl) when in contact with spilt bodily fluids or open sores, when handling clothes, bed linen or equipment, which has been soiled by bodily fluids, or when cleaning a contaminated area.
- Ensure when gloves are removed, they wash their hands with soap and water.
- Ensure a blood clean up kit is maintained within the service at all times.
Procedure for dealing with Blood or Bodily Fluids

- Put on gloves
- Remove as much of the matter as possible using paper towels then put them immediately in a plastic bag, remove gloves and place into plastic bag, tie the bag and discard it
- Put on gloves and clean the surface with warm water and detergent and allow to dry
- Remove gloves
- Wash hands thoroughly with soap and warm water
- On soft surfaces, (carpet, rugs) Sponge area thoroughly with cold water and soap, followed by rinsing and airing to dry, follow the above instructions

Needle Stick Injury and Safe Disposal of Used Syringes

Gembrook Primary School shall:

Information and Education

- The service will provide all families/guardians and staff with information on their responsibilities towards service users and people in their care in relation to this policy.
- The service will provide access to information for all staff, users of the service about the basic facts on preventative measures blood borne infectious diseases;
- Where they may access further information and support services as required. The Service will provide to families current information about hygiene and Infection control.

Follow safe needed disposal procedures

Step 1

Collect Services syringe disposal container or a rigid walled container with a secure lid (e.g. plastic drink container). Place on gloves.

Step 2

Take the container to the syringe, not the syringe to the container; the less you handle the syringe the less likely you are to accidentally prick yourself or others.

Step 3

Placing the container next to the syringe pick it up by the blunt end away from the needle and simply drop it into the container sharp end first. *Never hold the container while you are disposing of the syringe and never attempt to recap the syringe.*

Step 4

Tightly seal the container and ring the Syringe Disposal 'Hotline' to arrange for collection
If a needlestick injury occurs the first aid officer will:

- Put on gloves
- Wash the area gently with soap and running water
- Apply an antiseptic and sterile dressing
- Contact Staff Member’s GP

Responding to Exposure

On receiving notice of exposure the Coordinator will treat this information confidentiality. The Coordinator must inform the Principal and

- evaluate of the risk re potential for future incidents
- Take all necessary steps to prevent further occurrence.

If a child receives a needle stick and injury

A staff member qualified in First Aid will:

- Wash the area gently with soap and running water
- Wash and apply sterile dressing
- Contact the child's parent to collect the child and to arrange for an immediate doctors visit
- Ensure incident is recorded within centres Accident/injury book as per the regulations.

Gembrook Primary School staff shall:

Record full details of any exposure to a bodily fluid spill and abrasion in the Injury Register for staff, students and volunteers.

Following any incident which a staff member believes may have resulted in their exposure infectious diseases, the staff member should:

- Report this to the Coordinator who will treat this information as confidential.
- Seek the advice of a qualified medical practitioner—immediately, to assess the need for testing.

Reporting Exposure

- On receiving notice of exposure the Coordinator will treat this information confidentially and:
• Evaluate the risk re potential for future incidents
• Take all necessary steps to prevent.
• Report incident to the Department of Education and Early childhood Development as per the regulations

Related Policy
NA

References/Legislation

National Standards for Outside School Hours Care (1995) 2.4; 2.5; 2.6; 2.10
Staying Healthy in Childcare (2005)
Outside School Hours Care Injury Prevention Training Manual (2006)

National Regulations, 2011: reg. 85, 86, 87, 88, 89, 90, 93, 92, 94, 95, 176(1, 2); 162, 168 (1, 2b,c,d)

http://www.rch.org.au/clinicalguide/guideline_index/Needle_Stick_Injury/

Staying healthy in child care

Public Health & Wellbeing Act 2008

The Children’s Services Regulations 2009.

The Children’s Services Act 1996.


Australian Government National Health & Medical Research council, Recommended minimum exclusion periods for infectious conditions for schools, pre schools and childcare centres

Department of Health: www.health.vic.gov.au

Royal Children's Hospital: www.rch.org.au

Royal Children’s Hospital: www.rch.org.au/ecconnections

National Childcare Accreditation Council (NCAC): www.nhmrc.gov.au

Australian Government National Health & Medical Research council, Recommended minimum exclusion periods for infectious conditions for schools, pre schools and childcare centres:

**Policy History:**

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Author</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>24/07/2013</td>
<td>K. Peterson</td>
<td>Created</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24/7/2014</td>
<td>K. Peterson</td>
<td>Revised</td>
<td>30/7/2014</td>
</tr>
<tr>
<td></td>
<td>12/2/2015</td>
<td>K. Peterson</td>
<td>Revised</td>
<td>For review 25/2/2016</td>
</tr>
</tbody>
</table>