

SICK CHILDREN POLICY

Children come into contact with many other children and adults within the Service increasing their exposure to others who may be sick or carrying an infectious illness. The National Quality Standard requires the Out of School Hours (OSHC) Service to implement specific strategies to minimise the spread of infectious illness and maintain a healthy environment for all children, educators and families. We acknowledge the difficulty of keeping children at home or away from school and OSHC when they are sick and the pressures this causes for parents, however our Service aims to minimise the transmission of infectious diseases by adhering to regulations and policies protecting the health of all children, staff, families and visitors.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
92	Medication record
93	Administration of medication
96	Self-administration of medication
168	Education and care service must have policies and procedures
175(2)(c)	Prescribed information to be notified to Regulatory Authority- any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service

PURPOSE

We aim to maintain the health and wellbeing of all children, staff and their families, ensuring a healthy environment and minimising cross contamination and the spread of infectious illnesses by implementing best practice and high standards of personal hygiene within our OSHC Service.

SCOPE

This policy applies to children, families, staff, educators, the Approved Provider, nominated supervisor and management of the OSHC Service.

IMPLEMENTATION

Our OSHC Service has adopted the information on infectious diseases developed by the National Health and Medical Research Council and the Australian Government and published in *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition). We aim to provide families with up-to-date information regarding specific illnesses and ways to minimise the spread of infection within the Out of School Care Service and at home.

We are guided by decisions regarding exclusion periods and notification of infectious diseases by the Australian Government- Department of Health and local public health units in our jurisdiction as per the Public Health Act.

This policy must be read in conjunction with our other Quality Area 2 policies:

- Dealing with Infectious Diseases Policy
- Immunisation Policy
- Incident, Illness, Accident and Trauma Policy and
- Medical Conditions Policy and

Staying Healthy: Preventing infectious diseases in early childhood education and care services (2013) explains how infections are spread as '*The Chain of Infection*'.

There are three steps in the chain:

- The germ has a source
- The germ spreads from the source
- The germ infects another person

The germ has a source

Germs can be picked up directly from an infected person or from the environment. It is important to understand that an infected person may not show any signs or symptoms of illness.

The germ spreads from the source

Germs can spread in several ways, including through the air by droplets, through contact with faeces and then contact with mouths, through direct contact with skin, and through contact with other body secretions (such as urine, saliva, discharges or blood).

Some germs can spread directly from person to person; others can spread from the infected person to the environment. Many germs can survive on hands, and on objects such as toys, door handles and bench tops. The length of time a germ can survive on a surface (including the skin) depends on the germ itself, the type of surface it has contaminated and how often the surface is cleaned. Washing hands and surfaces regularly with detergent and water is a very effective way of removing germs and preventing them spreading through the environment.

(Source: *Staying healthy: Preventing infectious diseases in early childhood education and care services*, 5th Edition, 2013 p: 7)

The germ infects another person

When the germ has reached the next person, it may enter the body through the mouth, respiratory tract, eyes, genitals, or broken or abraded skin. Whether a person becomes ill after the germ has entered the body depends on both the germ and the person's immunity. Illness can be prevented at this stage by stopping the germ from entering the body (for example, by washing children's hands, by covering wounds), and by prior immunisation against the germ.

(Source: *Staying healthy: Preventing infectious diseases in early childhood education and care services*, 5th Edition, 2013 p: 7)

MINIMIZING THE SPREAD OF INFECTIONS AND DISEASES IN OUT OF SCHOOL HOURS CARE SERVICES

We understand that it can be difficult for families to know when their child is sick. Families may experience problems taking time off work or study to care for their child at home. Obtaining leave from work or study can contribute to negative attitudes in the workplace, which can cause stress on families. Families may also experience guilt when they send their child to care who is not well.

However, it is imperative that families maintain a focus not only on the well-being of their own child but also upon the well-being of other children and the educators of the OSHC Service. To protect the health of children and educators within the OSHC Service, it is important that children and educators who are ill are kept away from the OSHC Service for the recommended period.

At times, an outbreak of a new or 'novel' virus or infection, may require exclusion from the Service that is not specified in general exclusion periods for common infectious illnesses. Information, education and recommendations regarding any 'novel' virus will be provided by the Australian Government Department of Health and/or local public health unit.

(See: Excluding Children from the Service section)

The need for exclusion and the length of time a person is excluded depends on:

- how easily the infection can spread
- how long the person is likely to be infectious and
- the severity of the infectious disease or illness.

Our educators are not medical practitioners and are not able to diagnose whether or not a child has an infectious illness. However, if an infectious illness is suspected, our OSHC Service will ask the family to collect their child from care as soon as possible. Management and educators *may* request families seek medical advice and provide a medical certificate stating that the child is no longer infectious prior to returning to care.

To help minimise the spread of illness and infectious diseases our OSHC Service implements rigorous hygiene and infection control procedures and cleaning routines including:

- effective hand washing hygiene
- cough and sneeze etiquette
- appropriate use of protective gloves
- exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus
- effective environmental cleaning
- requesting children, educators and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the Service
- physical distancing (when recommended by Australian Health Protection Principal Committee [AHPPC] and/or Safe Work Australia)
- wearing of masks when mandated by Public Health Order (or Service decision)
- maximising ventilation to increase air flow in learning spaces.

CHILDREN ARRIVING AT THE OSHC SERVICE WHO ARE UNWELL

NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL NOT ACCEPT A CHILD INTO CARE IF THEY:

- have a contagious illness or infectious disease
- are unwell and unable to participate in normal activities or require additional attention
- have had a high temperature (above 38°C) and/or have been vomiting in the last 24 hours- as reported by a parent
- have had diarrhoea in the last 48 hours
- have started a course of anti-biotics in the last 24 hours
- have been given medication for a temperature (Panadol etc.)

CHILDREN WHO BECOME ILL AT THE OSHC SERVICE

Children may become unwell while at the OSHC Service, in which case educators will respond to children's individual symptoms of illness.

- Educators will closely monitor and document the child's symptoms on the *Incident, Injury, Trauma and Illness Record*
- Children who are unwell at the OSHC Service will be able to rest in a supervised area away from other children until parents or the emergency contact person is able to collect them
- Nominated Supervisor or Responsible Person will contact the parents/guardian if their child has passed runny stools/vomited whilst at the Service to be picked up
- Educators will take the child's temperature. If the child's temperature is above 38°C, the Nominated Supervisor or Responsible Person will contact the child's parents/guardian/emergency contacts as soon as possible to have the child picked up
- Educators will attempt to lower the child's temperature by:
 - asking the child to remove excess clothing- shoes and socks, jumpers etc.
 - encouraging the child to take small sips of water
- Educators will continue to document any progressing symptoms
- Educators will complete the *Incident, Injury, Trauma or Illness Record* ensuring the form has been completed correctly and signed by the parent/guardian/emergency contact
- Educators will thoroughly clean and disinfect any toys, resources or equipment that may be contaminated by a sick child.

COMMON COLDS AND FLU

The common cold or flu (viral upper respiratory tract infections) are very common in children occurring 6-10 times a year on average with the highest number usually being during the first 2 years in childcare, kindergarten or school. Symptoms may include coughing, runny nose and a slight temperature.

In circumstances where a child appears to have cold or flu symptoms, the Nominated Supervisor or Responsible Person will determine if the child is well enough to continue at the OSHC Service or if the child requires parental care.

Our OSHC Service aims to support the family's need for childcare however, families should understand that a child who is unwell will need one-on-one attention which places additional pressure on staff ratios and the needs of other children.

Children who are generally healthy, will recover from a common cold in a few days. Keeping a child home and away from school/OSHC, helps to prevent the spread of germs.

Influenza is a highly contagious illness and can spread to others for 24 hours before symptoms start. To prevent the spread of influenza our service encourages staff and children to be vaccinated once a year.

REPORTING OUTBREAKS TO THE PUBLIC HEALTH UNIT REG. 175 (2) (C)

Approved Provider is required to notify the local Public Health Unit (PHU) by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the OSHC Service is suffering from one of the following vaccine preventable diseases or outbreak of gastroenteritis.

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ('German measles')
- Measles
- Pertussis ('whooping cough')
- Tetanus

Notification is also required for:

An outbreak of 2 or more people with gastrointestinal or respiratory illness.

The Approved Provider must ensure notification is lodged through the [NQA-ITS](#) of an outbreak of COVID-19 when there are 5 cases or more within a 7-day period.

The Approved Provider will closely monitor health alerts and guidelines from Public Health Units and the Australian Government- Department of Health for any advice and emergency health management in the event of a contagious illness outbreak.

EXCLUDING CHILDREN FROM THE OSHC SERVICE

When a child has been diagnosed with an illness or infectious disease, the OSHC Service will refer to information about recommended exclusion periods from the Public Health Unit (PHU) and request a medical clearance from the GP stating that the child is cleared to return to the Out of School Hours Service.

- [Recommended exclusion periods- Poster Staying Healthy: Preventing Infectious diseases in early childhood education and care services](#)
- [Minimum periods of exclusion from childcare services \(South Australia\)](#)
- When an infectious disease has been diagnosed, the OSHC Service will display appropriate documentation and alerts for families including information on the illness/disease, symptoms, infectious period and the exclusion period. This information can also be obtained from *Staying healthy: Preventing infectious diseases in early childhood education and care*.
- If a vaccine preventable disease occurs in the OSHC Service, children who have not been fully immunised will be excluded from care
- Children that have had diarrhoea and vomiting will be asked to stay away from the OSHC Service for 48 hours after symptoms have ceased to reduce infection transmission as symptoms can develop again after 24 hours in many instances

NOTIFYING FAMILIES AND EMERGENCY CONTACT

- It is a requirement of the OSHC Service that all emergency contacts are able to pick up an ill child within a 30-minute timeframe.
- In the event that the ill child is not collected in a timely manner or should parents refuse to collect the child a warning letter will be sent to the families outlining Service policies and requirements. The letter of warning will specify that if there is a future breach of this nature, the child's position may be terminated.

THE APPROVED PROVIDER, NOMINATED SUPERVISOR AND EDUCATORS WILL ENSURE:

- effective hygiene policies and procedures are adhered to at all times
- effective environmental cleaning policies and procedures are adhered to all times
- all families are provided access to relevant policies upon enrolment which will be explained by management including: *Dealing with Infectious Diseases Policy, Sick Children policy, Incident, Injury, Trauma and Illness Policy and Medical Conditions Policy*
- that any child who registers a temperature above 38°C is collected from the OSHC Service.

- a child who has not been immunised will be excluded from the OSHC Service if an infectious disease is reported within the Service community and that child is deemed to be in danger of contracting the illness. Please refer to our *Dealing with Infectious Diseases Policy*.
- families of a child with complex and chronic medical conditions will be notified in the event of an outbreak of an illness or infectious disease that could compromise their health
- families are notified to pick up their child if they have vomited or had diarrhoea whilst at the Service.

Note: Given that the children are enrolled in formal schooling they will be governed by their school's vaccination requirement policy and procedures.

THE APPROVED PROVIDER OR NOMINATED SUPERVISOR WILL ENSURE:

- notification is made to the Regulatory Authorities within 24 hours of any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an Education and Care Service, which:
 - (i) a reasonable person would consider required urgent medical attention from a registered medical practitioner or
 - (ii) for which the child attended, or ought reasonably to have attended, a hospital. For example: whooping cough, broken limb and anaphylaxis reaction
- any incident or emergency where the attendance of emergency services at the Education and Care Service premises was sought, or ought reasonably to have been sought (e.g.: severe asthma attack, seizure or anaphylaxis)
- parents or guardians are notified as soon as practicable and no later than 24 hours of the illness, accident, or trauma occurring

PARENT/FAMILY RESPONSIBILITY

In order to prevent the spread of disease, families are required to monitor their child's health and **not** allow them to attend OSHC if they have an infectious illness or display any symptoms of an illness.

For children who have ongoing medical needs such as asthma or anaphylaxis, parents should regularly review their child's health care action plans to ensure educators and other staff are able to manage their individual needs as required.

Families should implement effective hygiene routines at home such as regular handwashing and sneeze and cough routines (use of tissues, covering their mouth with coughing, sneezing into a tissue or elbow).

Families should notify the OSHC service if your child has been unwell in the past 24 hours or someone in the family is/has been sick. This is particularly critical during the COVID-19 pandemic.

Signs of illness in young children may include:

- Runny, green nasal discharge
- high temperature
- diarrhoea
- red, swollen or discharging eyes (bacterial conjunctivitis)
- vomiting
- rashes (Red/Purple)
- irritability, unusually tired or lethargic
- drowsiness
- breathing difficulty
- poor circulation
- poor urine output
- a stiff neck or sensitivity to light
- pain
- mouth sore
- impetigo

Parents should seek medical attention should your child (or other family members) develop symptoms such as:

- high fever and other symptoms such as a stiff neck or light is hurting their eyes, vomiting and refusing to drink much, a rash, sleepier than usual
- uncontrolled coughing or breathing difficulties

RETURNING TO CARE AFTER SURGERY

Children who have undergone any type of surgery will need to take advice from their doctor/surgeon as to when it is appropriate and safe to return to OSHC.

A medical clearance statement may be required to ensure the child is fit and able to return to the OSHC and participate in regular activities.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Sick Children Policy* will be reviewed on a regular basis in conjunction with children, families, staff, educators and management.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).
 Australian Government Department of Education *My Time, Our Place: Framework for School Age Care in Australia*.
 Australian Government- Department of Health <https://www.health.gov.au/>
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Standard. (2020)
 National Health and Medical Research Council (NHMRC): <https://www.nhmrc.gov.au/>
 National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.
 NSW Public Health Unit: <https://www.health.nsw.gov.au/Infectious/pages/phus.aspx>
 NSW Health Symptoms and testing COVID-19 <https://www.nsw.gov.au/covid-19/symptoms-and-testing>
 Public Health Act 2010
 Raising Children Network: <https://raisingchildren.net.au/guides/a-z-health-reference/fever>
 Revised National Quality Standard. (2018).
 The Sydney Children's Hospitals network (2020). <https://www.schn.health.nsw.gov.au/fact-sheets/fever>
 Safe Work Australia
 Victoria Department of Education and Training (2020).
<https://www.coronavirus.vic.gov.au/early-childhood-education-and-care>
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	CATHY MORALLEE	NOMINATED SUPERVISOR AND OSHC DIRECTOR	NOVEMBER 2023
POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
VERSION NUMBER	V10.03.23		
MODIFICATIONS	<ul style="list-style-type: none"> • policy maintenance • name change of Control of Infectious Disease Policy to <i>Dealing with Infectious Disease Policy</i> • edits to policy re: COVID self-isolation/testing • amended requirement for children to be excluded from service for 24 hours following any temperature above 38°C • hyperlinks checked and repaired as required • Continuous improvement section added • link to Western Australian Education and Care Services National Regulations added in 'Sources' 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

MARCH 2022	<ul style="list-style-type: none"> • Policy reviewed as per annual review cycle • Reference to temperature checks for COVID-19 removed • Exclusion of household close contacts COVID-19 added • Notification of COVID-19 to regulatory authority amended • Request for families to undertake RAT self-test if child is symptomatic for COVID-19 	MARCH 2023
MARCH 2021	<ul style="list-style-type: none"> • policy revised as part of 2021 review schedule • additional regulations added • additional resources added • sources checked- minor edits 	MARCH 2022
JULY 2020	<ul style="list-style-type: none"> • temperature range to indicate fever changed to 37.5° Celsius or above for screening • temperature screening guidance added to align with COVID-19 recommendations (Victoria DET) • inclusion of posters for display in services re: temperature checks 	JUNE 2021
MAY 2020	<ul style="list-style-type: none"> • Minor changes to include strategies for a COVID-19-safe environment • adjustments to requesting families to produce a medical certificate each time their child has symptoms of an illness (due to COVID-19 infection prevention strategies, this is not always possible to contact GPs for clearance) • influenza vaccination recommendations • children with complex and/or chronic medical conditions are notified in the event of illness in the service 	JUNE 2021
MARCH 2020	<ul style="list-style-type: none"> • Additions to infectious diseases/illnesses • Additions for reporting outbreaks to Public Health • Changed position of colds and flu section • Deletion of use of sponging to reduce fever (Sydney Children's Hospital recommendation) • Additional section for Approved Provider notification • Exclusion period recommendation resources added • Inclusion of Department of Health information • Additional information for parents and families 	JUNE 2021