

REPORTING INFECTIOUS DISEASES PROCEDURE

According to Regulation 88- Education and Care Services National Regulations - the approved provider of the service must ensure that all reasonable steps are taken to prevent the spread of the infectious disease at the service. Parents and carers of each child being educated and cared by the service must be notified of the occurrence as soon as practicable. Advise about notifying families about infectious diseases, symptoms and exclusion periods can be obtained through local public health units.

Working in conjunction with the Incident, Injury, Trauma and Illness Policy, this procedure provides detailed steps to be taken in the event of an illness occurring when a child is educated and cared for at the Service.

Education and Care Services National Law or Regulations (R. 85, 86, 87, 88, 189, 174(2)(a) and 176(2)(a)) NQS QA 2: Element 2.1.1, 2.1.2 and 7.1.2 Health and Governance practices and procedures.

Related Policy: Incident, Injury, Trauma and Illness Policy

Reporting Infectious Diseases		
Within all states and territories, management must ensure they have a current and up to date illness and infectious disease register. Each jurisdiction has guidelines regarding immediate notification to the Public Health Unit when they are aware of certain infectious diseases.		
1	The Director/ Nominated Supervisor will ensure the Service has a current and up to date copy of the <i>Illness and Infectious Disease Register</i>	
2	The Director/ Nominated Supervisor will inform all educators, staff, families and visitors in the service there is an infectious disease outbreak	
3	<p>The Director/ Nominated Supervisor and educators will implement the steps listed in <i>Control of Infectious Diseases Policy</i> to control the outbreak. Including</p> <ul style="list-style-type: none"> • effective hand washing hygiene • cough and sneeze etiquette • appropriate use of gloves • exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus • effective environmental cleaning including toys and resources (including bedding) • requesting parents and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the Service • physical distancing (if recommended by Australian Health Protection Principal Committee [AHPPC] and/or Safe Work Australia) 	
4	The Director/ Nominated Supervisor will notify the local public health unit (PHU) within 24 hours of diagnosis or as soon as the Service has been made aware of the any vaccine preventable diseases specific to your state/territory	

5	Management should provide information specified in the Vaccine preventable disease notification form and seek advice from their local PHU when they suspect an infectious disease outbreak is affecting the Service, such as outbreaks of a gastrointestinal or respiratory illness.	
6	The Directors/ Nominated Supervisor and educators will follow directions from PHU relating to the provision of information to parents and/or the exclusion of children	
7	The Director/ Nominated Supervisor will continue to update the Illness & Infectious Disease Register as directed by the PHU	

For further information on childhood infectious diseases, please refer to:

[Staying Healthy- Preventing infectious diseases in early childhood education and care services](#)

(5th Edition) Australian Government- National Health and Medical Research Council.

VICTORIA	<p>In Victoria, children services centres, such as childcare centres and kindergartens, Family Day Care and Out of School Hours Care, have a responsibility under the Public Health and Wellbeing Regulations 2008 to notify the public health unit about any of the following diseases:</p> <ul style="list-style-type: none"> • Whooping cough (pertussis) • Polio • Measles • Mumps • Rubella (German measles) • Meningococcal disease <p>Contact details: 1300 651 160. (24/7)</p> <p>Email: www.health.vic.gov.au/notify</p>
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