



Young Einstein Discovery Preschool

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YEDP_Dealing with Infectious Diseases_Policy and Procedures

Dealing with Infectious Diseases Policy and Procedures

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A0	04/07/2022	Initial Draft	MP
A1	31.7.25	Review, reflect, renew	MP

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Policy Statement

Our preschool prioritises the health and safety of all its users by performing sanitary hygiene practices, working to prevent the spread of infectious disease and effectively dealing with an occurrence in line with the Education and Care Services National Regulations and the advice of health experts.

Background

The Education and Care Services National Law and Regulations require approved providers to ensure their services have policies and procedures in place in relation to dealing with infectious diseases. Infectious diseases can spread rapidly in education and care services. As noted in the National Health and Medical Research Council's *Staying healthy: Preventing infectious diseases in early childhood education and care services*, when children – especially younger children – are in close contact with others, they often put objects in their mouths, and they may not always cover their coughs or sneezes. As some bacteria and viruses can survive on surfaces, children may touch a contaminated surface, then put their hands in their mouth and become infected. Additionally, if a child has an ill family member at home, they could be incubating the illness, and risk bringing germs from home into the service. It is for this reason that it is especially important for our service to have effective policies and procedures in place that can promote awareness of infectious diseases and safe hygiene practices, that help to prevent any infectious disease from occurring, and outline the processes to manage any outbreak.

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Legislative Requirements

Section/Regulation	Description
Section 172	Offence to fail to display prescribed information
Section 174	Offence to fail to notify certain information to Regulatory Authority
Regulation 85	Incident, injury, trauma, and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma, and illness
Regulation 87	Incident, injury, trauma, and illness
Regulation 88	Infectious disease
Regulation 103	Premises, furniture, and equipment to be safe, clean and in good repair
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 173	Prescribed information to be displayed
Regulation 175	Prescribed information to be notified to Regulatory Authority

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Related Policies

Document Name	Title
YEDP_Providing a child safe environment_Policy and Procedures	Providing a child safe environment
YEDP_Enrolment and orientation_Policy and Procedures	Enrolment and orientation
YEDP_Dealing with medical conditions in children_Policy and Procedures	Dealing with medical conditions in children
YEDP_Incident, injury, trauma, and illness_Policy and Procedures	Incident, injury, trauma, and illness
The administration of first aid_Policy and Procedures	The administration of first aid
YEDP_Delivery of children to, and collection from, education and care premises_Policy and Procedures	Delivery of children to, and collection from, education and care premises
YEDP_Water safety_Policy and Procedures	Water safety
YEDP_Nutrition, food and beverages, dietary requirements_Policy and Procedures	Nutrition, food and beverages, dietary requirements
YEDP_Governance and management_Policy and Procedures	Governance and management

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Purpose

To manage and reduce the risk of transmission of infectious diseases within the service and to ensure a safe, healthy environment for all children, families, staff, and visitors, in accordance with current public health guidelines and legislative requirements.

Scope

This policy applies to children, families/guardians, staff, students, volunteers and visitors of the Service

Statement

Young Einstein Discovery Preschool recognises its responsibility to protect children and staff from the spread of infectious diseases. The service will follow best-practice hygiene procedures and adhere to exclusion guidelines to prevent outbreaks.

Key Responsibilities

Approved Provider/Nominated Supervisor will:

- Ensure policies are in line with current health advice and regulations.
- Ensure all staff are trained in infection control and hygiene practices.
- Maintain accurate illness and incident records.
- Notify Queensland Health and regulatory authorities of notifiable diseases.

Educators and Staff will:

- Follow hygiene and infection control procedures (e.g., handwashing, use of gloves, cleaning protocols).
- Observe children for signs of illness and report concerns.
- Follow isolation and exclusion procedures.

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- Inform families of any confirmed cases of infectious disease while maintaining confidentiality.

Families will:

- Keep children home when unwell or if required by exclusion periods.
- Notify the service of any diagnosed infectious illness.
- Provide up-to-date immunisation records for their child.

Procedure

Identification of Illness

- Children showing symptoms (e.g. fever, vomiting, rash, diarrhoea) will be isolated under staff supervision and comforted until collected.
- Staff will complete a **Minor Incident, Injury, Trauma or Illness Form**

Notification

- Parents/guardians will be contacted to collect the child promptly.
- Other families will be notified of any confirmed infectious illness via StoryPark and What's App chat. A child's identity will be kept confidential.

Exclusion Periods

- The service follows the **Queensland Health Time Out** guidelines for exclusion:
https://www.health.qld.gov.au/data/assets/pdf_file/0022/426820/timeout_poster.pdf



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- E.g., Chickenpox: Exclude until all blisters have dried (usually 5 days).
- Gastroenteritis: Exclude for at least 48 hours after symptoms cease.
- Flu like symptoms: Exclude until the child is symptom free. (Typically 5 - 7 days).

Specific Exclusion Periods for Common Illnesses

Condition	Exclusion Period	Notes
Diarrhoea	At least 48 hours after the last loose bowel movement	Child must be well, active, and eating normally before returning.
Vomiting	At least 48 hours after the last vomiting episode	Similar to diarrhoea, child must have resumed normal eating.
Fever (+38°C)	Exclude until fever has resolved without medication for at least 24 hours	If associated with other symptoms, follow those condition-specific exclusions.
Persistent runny nose and sneezing	Exclude if accompanied by other symptoms (e.g. fever, lethargy, cough) or if hygiene is unmanageable	Children may attend if well and active, and symptoms are due to allergies.
Green nasal discharge	Exclude until clear	Green discharge may

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	discharge or symptoms improve and child is well	indicate infection. If child is otherwise well and has been seen by a doctor, return may be allowed earlier. A medical clearance may be requested.
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Additional Notes

- If a child appears unwell (e.g. irritable, drowsy, refusing food or drink), they should be excluded regardless of specific symptoms.
- The centre reserves the right to request a medical clearance before a child returns.
- Children must be able to participate in normal activities without needing one-on-one care due to illness.

Hygiene and Cleaning

- Affected areas will be cleaned and disinfected immediately.
- Toys and equipment will be sanitised according to the cleaning schedule.

Immunisation

- Up-to-date immunisation records are required at enrolment.
- Non-immunised children may be excluded during outbreaks in accordance with health department advice.

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Reporting to Authorities

- Notifiable diseases (e.g., measles, whooping cough, COVID-19) will be reported to Queensland Health within 24 hours.
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Preventative Measures

- Daily cleaning and disinfecting schedule.
 - Hand hygiene education for children and staff.
 - Visual aids and reminders about hygiene.
 - Regular staff training on infection control.
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Records and Documentation

- **Minor Incident, Injury, Trauma or Illness Form**
 - Illness Notification Records (Posters, StoryPark Notifications, What's App Chat Notifications)
 - Communication with Families
 - Immunisation Records
 - Notification to Authorities Documentation
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Review

This policy will be reviewed biannually or as needed in consultation with staff, families, and in line with updated health advice or changes in legislation.

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All service users are expected to comply with our policies and procedures.

Parents, carers, and staff can access the most up-to-date versions at yedp.com.au. When a new policy or procedure is introduced or an existing one is amended, we will provide a minimum of 14 days' notice to all families and staff. Our policies and procedures are regularly reviewed, monitored, and updated to ensure they remain current, relevant, and effective in supporting best practice.

Rolls And Responsibilities

Approved Provider	• ensure that obligations under the Education and Care Services National Law and National Regulations are met • ensure that reasonable steps are taken to prevent the spread of any infectious disease at the service • ensure that families or an authorised emergency contact of the children attending are notified of the occurrence as soon as practicable and in a manner that is not prejudicial to the rights of any child, educator, or staff member • display a notice stating that there has been an occurrence of an infectious disease at the service premises, FDC residence or approved venue • meet jurisdictional requirements relating to the enrolment or attendance of children who are not up to date with their scheduled vaccinations • implement exclusion periods consistent with current information from a relevant recognised authority • ensure that notification requirements to the regulatory authority are met in relation to an outbreak of an infectious disease that poses a risk to the health, safety or wellbeing of children attending the service • ensure the premises, furniture and equipment are kept safe, clean, and well maintained, including high risk areas (e.g.,
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	bathroom, toilet, nappy change area, sandpit), furniture (e.g., cots), clothing, linen, and equipment (e.g., toys, carpets, mats) • take reasonable steps to ensure that the nominated supervisor, educators, and staff follow the policy and procedures • ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators, and staff, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: affect the fees charged or the way they are collected or significantly impact the service's education and care of children or significantly impact the family's ability to utilise the service.
Nominated Supervisor	• implement the <i>Dealing with infectious diseases policy and procedures</i> • ensure that reasonable steps are taken to prevent the spread of any infectious disease at the service • ensure that families or an authorised emergency contact of children attending are notified of the occurrence as soon as practicable and in a manner that is not prejudicial to the rights of any child, educator, or staff member • display a notice stating that there has been an occurrence of an infectious disease at the premises, FDC residence or approved venue • meet jurisdictional requirements relating to the enrolment or attendance of children who are not up to date with their scheduled vaccinations • implement exclusion periods consistent with current information from a relevant recognised authority • ensure premises, furniture and equipment are kept safe, clean, and well maintained • promote hygiene practices with all children, families, educators, and staff

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	ensure that notification requirements to the regulatory authority are met in relation to an outbreak of an infectious disease that poses a risk to the health, safety or wellbeing of children attending the service.
Educators and staff	- implement the <i>Dealing with infectious diseases policy and procedures</i> - monitor children's health, safety and wellbeing on a daily basis and manage accordingly - be immunised against infectious diseases as recommended by recognised authorities - stay at home if unwell or have an excludable infectious disease - employ and role model good hygiene practices for cleaning hands, nappy changing, toileting and food handling - integrate infection control awareness, hygiene and protective practices into educational programming and planning - communicate with families about infectious diseases in general and specific expectations within the service (e.g., exclusion periods).
Families	- be familiar with and follow the service's <i>Dealing with infectious diseases policy and procedures</i> - provide immunisation documentation upon enrolment and as immunisations are administered - keep their child at home if they are unwell or have an excludable infectious disease - keep their child at home if there is an infectious disease at the service and their child is not fully immunised against it - inform the service if their child has an infectious disease or has been in contact with a person who has an infectious disease.