

# Procedure SO:01.06 Exclusion due to illness



## Policy – Workplace Health & Safety

Area – Operational

### Document Control

Responsible Officer: General Manager Children's Services	Procedure Number: SO:01.06
Contact Officer: Children's Services Manager	Policy: SO:01 Workplace Health and Safety
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### Scope

This procedure, when read with the policy, provides a framework to guide all actions for the C&K Board, C&K staff, C&K Central, C&K branch services, FDC educators, C&K affiliate services, children, parents, volunteers, contractors and visitors,

C&K associate members are excluded from the scope of this procedure.

### Introduction

The nature of interaction within education and care services means that illnesses and infectious diseases can quickly spread by a variety of means. If there is an occurrence of an infectious disease, a service must ensure reasonable steps are taken to prevent the spread of infection. Exclusion and implementing effective health and hygiene practices reduce the risk of infection and the transmission of illness.

### Procedure

#### **1.0 Responsibilities of parents / guardians**

- Support the minimisation of the spread of infection through implementing C&K health and hygiene procedures whilst at the service.
- Before commencing enrolment provide evidence of child's immunisation status and provide the service with evidence of immunisation records after each vaccination.
- If unsure of child's immunisation history, seek advice from a registered medical practitioner or the Australian Childhood Immunisation Register.
- At the request of the nominated supervisor (or delegate), collect their child as soon as possible if they become ill at the service.
- Do not bring their child to the service if the child is ill and / or has an infectious illness.
- Inform the service if their child is ill and / or has an infectious illness.

#### **2.0 Responsibilities of educators**

- Inform parents / guardians of this procedure upon enrolment and periodically throughout enrolment.
- Display current [Time out poster](#) published by Queensland Department of Health in a prominent location at service.
- Consistently implement C&K health and hygiene policy and procedures.
- Implement and refer to recommendations outlined in [Staying Healthy and preventing infectious diseases in early childhood education and care services \(5<sup>th</sup> Ed\)](#)
- Immediately contact a child's parent / guardian if signs of illness are observed.
- If illness signs (e.g. rash, fever or vomiting) indicate the child may be contagious and / or the child is too ill to participate in program, it is at discretion of the nominated supervisor (or delegate) / FDC educator to ask the parent / guardian to collect their child from the service. This decision will be based on the health and wellbeing of the child and other children at the service.
- Monitor ill children closely and record illness signs and action taken via *SO: 01.05.T1 Template Incident Record*.

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- The service / FDC educator must maintain a record of all cases of infectious illness (both child and staff) via *SO: 01.07.F1 Form Infectious illness register*.

#### 3.0 Exclusion periods

- The length of time of any exclusion depends on:
  - The nature of the illness.
  - How easily it can spread.
  - How long someone is likely to be infectious.
  - How well the infected child / adult can perform effective hygiene practices.
  - The severity of the illness.
- Refer to [Staying Healthy preventing infectious diseases in early childhood education and care services \(5<sup>th</sup> Ed\)](#) and / or Queensland Department of Health *Time Out* poster for recommended exclusion periods. For further advice regarding exclusion periods, please contact your Children’s Services Manager (CSM) and / or local [Public Health Unit](#) (PHU).
- Find below a table of common illnesses and their exclusion periods.

Common illnesses	Exclusion periods
Diarrhoea	Until 24 hours after the last loose bowel motion
Hand, foot and mouth disease	Until all blisters have dried
Head lice	Not excluded if effective treatment begins before the next day at the service
Influenza and influenza-like illnesses	Until child is well
Chicken pox	Until all blisters have dried
Vomiting	Until 24 hours after vomiting has stopped
Fever (38°C or above)	Until fever has stopped for at least 24 hours
Conjunctivitis	Until the discharge from the eyes has stopped
Roseola	Exclusion is not necessary, however, the child should stay at home until they are feeling well
Human parvovirus B19 (slap cheek)	Exclusion is not necessary, however, the child should stay at home until they are feeling well
Impetigo (school sores)	Until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing
Pertussis (whooping cough)	Until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing
Gastroenteritis – Exclusion	As advised by Queensland Health, a single case (no other cases within three days at a service) of gastroenteritis (children and adults) should be excluded from a service until at least 24 hrs after the symptoms have ceased. Two or more cases may indicate transmission within a service, therefore until the cause is identified the exclusion period should be for 48 hrs after symptoms cease.

#### 4.0 Possible conflict and challenges arising regarding exclusion

- Educators should be aware that challenges may arise when negotiating with families, and interpreting medical certificates, due to families:
  - Finding exclusion requirements difficult because of pressures to meet working and personal commitments.
  - May present doctors’ clearance letters / certificates of a child that educators consider inconsistent with the situation at the time.
- If difficult or unresolved situations as above arise, you may wish to contact your CSM / Volunteer Management Committee (VMC) for advice.
- In some circumstances the local [PHU](#) may be contacted for direction and advice.

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### 5.0 An outbreak of an infectious illness

- Please refer to fact sheets in [Staying Healthy and preventing infectious diseases in early childhood education and care services \(5<sup>th</sup> Ed\)](#) to determine if an outbreak has occurred.
- Notify your CSM, VMC and the local PHU if an outbreak of an infectious illness occurs.
- Services are required to follow the directions of the PHU. This may include distributing communication to families and / or implementing additional hygiene practices.
- A *NL01 form – Notification of complaints, non-serious incidents and additional children in an emergency (ACECQA)* must be completed and submitted whenever an outbreak occurs. Please refer to *SO: 01.05 Procedure Incident reporting*.

### 6.0 When a child becomes ill outside of a service

Parent / Guardian Responsibilities	Nominated Supervisor (or delegate) Responsibilities
<p>1. If a child is unwell, they should not attend a service. Even if the child does not have a condition that requires exclusion, it is in the child's best interests if unwell that they are cared for at home.</p>	<p>4. Only inform families when there is a <b>confirmed</b> case of an infectious illness. A range of communication methods should be used to ensure all families are notified as quickly as possible. Services should utilise the fact sheets within <a href="#">Staying Healthy preventing infectious diseases in early childhood education and care services (5<sup>th</sup> Ed)</a> to assist with communication. Any communication must maintain the privacy and anonymity of the affected child / adult.</p>
<p>2. Advise service if their child has, or is suspected as having an infectious illness.</p>	<p>5. Record details of illness in the <i>SO: 01.07.F1 Form Infectious illness register</i>.</p>
<p>3. Upon request, provide the service with a medical clearance certificate that states the child is well enough to return and is no longer infectious.</p>	

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### 7.0 When a child becomes ill at a service

Parent / Guardian Responsibilities	Nominated Supervisor (or delegate) Responsibilities
<p>1. Monitor and comfort the child. Depending on the illness, separate the child from the group to minimise the risk of the illness spreading to other children.</p>	<p>4. Contact child's parent / guardian and / or emergency contact to notify them of the child's symptoms and action taken. Advise they must collect their child immediately.</p>
<p>2. If the child has a known medical condition, refer to the child's medical management plan and <i>SO: 01.09 Procedure Medical conditions</i>.</p>	<p>5. Depending on the seriousness of the illness, call for an ambulance. Only allow an educator to accompany a child in an ambulance if educator to child ratios can be maintained as per regulations.</p>
<p>3. Record illness signs and actions taken on the template <i>SO: 01.05.T1 Template Incident Record</i>.</p>	<p>6. Sign <i>SO: 01.05.T1 Template Incident record</i> and record details of illness on <i>SO: 01.07.F1 Form Infectious illness register</i>.</p>
	<p>7. Show completed <i>SO: 01.05.T1 Template Incident record</i> to the parent / guardian and ask them to sign. Upon request, a copy of the completed <i>SO: 01.05.T1 Template Incident record</i> can be provided to the parent / guardian or ambulance officer.</p>
	<p>8. Only inform service families when there is a <b>confirmed</b> case of an infectious illness. A range of communication methods should be used to ensure all families are notified as quickly as possible. Services should utilise the fact sheets within <a href="#">Staying Healthy preventing infectious diseases in early childhood education and care services (5<sup>th</sup> Ed)</a> to assist with communication. Any communication must maintain the privacy and anonymity of the affected child / adult.</p>
	<p>9. Depending on the illness, the parent / guardian may be asked to supply the service with a medical clearance certificate that states the child is well enough to return and is no longer infectious.</p>

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## 8.0 Excluding a sick child

Parent / Guardian Responsibilities	Nominated Supervisor (or delegate) Responsibilities
<p>1. Informs the service their child is ill and / or the child has been diagnosed as having an infectious illness by a registered medical practitioner.</p>	<p>3. Using the information provided by the child’s parent / guardian, identify whether the child’s symptoms and / or any diagnosis fit a condition that has an exclusion period.</p>
<p>2. Upon request, provide service with a medical clearance certificate that states the child is well enough to return and is no longer infectious.</p>	<p>4. Refer to the publication <a href="#">Staying Healthy preventing infectious diseases in early childhood education and care services (5<sup>th</sup> ed)</a> or seek clarification from CSM and / or local <a href="#">public health unit</a> to determine the appropriate exclusion period.</p>
	<p>5. Inform the parent / guardian of the exclusion period. If required, inform the parent they must supply the service with a clearance medical certificate before their child can return to the service.</p>
	<p>6. Record details of illness on <i>SO: 01.07.F1 Form Infectious illness register</i>.</p>
	<p>7. Only inform service families when there is a <b>confirmed</b> case of an infectious illness. A range of communication methods should be used to ensure all families are notified as quickly as possible. Services should utilise the fact sheets within <a href="#">Staying Healthy preventing infectious diseases in early childhood education and care services (5<sup>th</sup> Ed)</a> to assist with communication. Any communication must maintain the privacy and anonymity of the affected child / adult.</p>

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## 9.0 Excluding non-immunised child (ren)

Parent / Guardian Responsibilities	Nominated Supervisor (or delegate) Responsibilities
<p>1. Informs the service their child has been diagnosed by a registered medical practitioner as having a vaccine preventable infectious illness / disease.</p>	<p>3. Notify CSM and / Committee. Contact local <a href="#">Public Health Unit</a> immediately for advice and instructions.</p>
<p>2. When the child is well enough to return, provide the service with a clearance medical certificate that states the child is safe to return and is no longer infectious.</p>	<p>4. The Public Health Unit unit will determine if or how long non-immunised child should be excluded from the service.</p>
	<p>5. Upon advice from the Public Health Unit, the non-immunised child's parent / guardian or emergency contact person must collect their child immediately.</p>
	<p>6. Record details of illness on <i>SO: 01.07.F1 Form Infectious illness register</i>.</p>
	<p>7. Upon advice and direction of the local public health unit, notify families of the illness / disease. A range of communication methods should be used to ensure all families are notified as quickly as possible. Services should utilise the fact sheets within <a href="#">Staying Healthy preventing infectious diseases in early childhood education and care services (5<sup>th</sup> Ed)</a> to assist with communication. Any communication must maintain the privacy and anonymity of the affected child.</p>
	<p>8. Please refer to and follow the directions of procedure <i>SO: 01.05 Incident reporting procedure</i> . A <i>NL01 form – Notification of complaints, non-serious incidents and additional children in an emergency (ACECQA)</i> must be completed and submitted.</p>
	<p>9. A non-immunised child (ren) is not allowed to attend the service until the local Public Health Unit has advised it is safe to do so.</p>

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Links to associated documents	
SO:01.07	Procedure - Infectious disease and immunisation
SO:01.09	Procedure - Medical conditions
SO:01.05	Procedure - Incident reporting
SO:01.05.T1	Template - Incident report
SO:01.07.F1	Form - Infectious illness register
External Publication	<a href="#">Staying healthy preventing infectious disease in early childhood education and care services (5<sup>th</sup> ed)</a>
External Form	NL01 - Notification of complaints, non-serious incidents and additional children in an emergency (ACECQA)

### Acknowledgements and references

- National Health and Medical Research Council. 2005. *Staying healthy Preventing infectious diseases in early childhood education and care services. Fifth edition.* [ONLINE] Available at: [http://www.nhmrc.gov.au/files\\_nhmrc/publications/attachments/ch55](http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch55) [Accessed March 2015].

### Revision Record

Version	Approval Date	Authorised by	Effective Date	Summary of Changes
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2.0	28.06.2013	Catherine Tisdell	1 July 2013	
3.0	28.05.2015	Kathryn Woods	29 April 2015	
4.0	24.08.2016	Kathryn Woods	24 Aug 2016	Includes table of exclusion periods
5.0	14.11.2016	Kathryn Woods	22 Nov 2016	Update of exclusion table to include public health advice regarding gastro.