



# Star of the Sea School

OSHC

*Dealing with Infectious  
Diseases Policy/Procedures*

*Open Hearts Open Minds*



## **Dealing with Infectious Diseases Policy/Procedures**

### **SCHOOL VISION STATEMENT**

Our school is built on the core values of respect, inclusivity, compassion, collaboration and honesty. We support our families as the first and foremost educators of their child's faith development. Our vision paves the way for educating students for the 21st century but also draws from our history and tradition.

We guide our learners to be self-managed, innovative and critical thinkers who have a strong sense of who they are and their relationship in their world. As a learning community, we value the skills necessary to build meaningful relationships and for learners to be connected to each opportunity to develop their own personal growth. We encourage our learners to question, explore and discover so they actively contribute to a more compassionate society.

### **PURPOSE**

At Star of the Sea School OSHC, we are committed to providing a safe and healthy environment for all children, families, and staff. Our Infectious Diseases Policy reflects our responsibility to minimise the risk of transmission of infectious diseases by implementing clear, effective procedures. This policy is guided by Gospel values of respect, care, and the dignity of every child. We work in partnership with families, the community, and health authorities to prevent, respond to, and manage infectious diseases in accordance with legal requirements and best practices. Our goal is to protect the wellbeing of all members of our OSHC community.

Catholic schools operate in a wider community context where legal requirements exist and where they have an obligation to students.

### **BACKGROUND**

While it is not possible to prevent all infectious diseases and infestations, OSHC services have a clear responsibility and legal obligation to take proactive measures to limit the spread of illness. In the event of an outbreak of head lice or any other transmittable infestation, the service will implement its infectious disease procedures.

Although reporting to the Education and Early Childhood Services Registration and Standards Board of South Australia is not required in these instances, appropriate preventative and responsive actions must still be taken.

## POLICY STATEMENT

Star of the Sea OSHC is committed to maintaining a safe and healthy environment for all children, families, and staff. The service follows the guidelines set out in the document Staying Healthy: Preventing Infectious Diseases in Child Care. Children diagnosed with infectious diseases will be excluded from attending OSHC for the period recommended in the guidelines or as advised in writing by the child's medical practitioner.

## NATIONAL LAW AND REGULATIONS

Regulation 168	Education and Care Services must have Policies and procedures
Regulation 88	Infectious Diseases

## NATIONAL QUALITY STANDARD

Quality Area 2.1	Health - Each child's health and physical activity is promoted and supported.
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## RELATED POLICIES AND DOCUMENTATION

- Incident, Accident, Trauma and Illness Policy
- Nutrition Policy
- Administration of First Aid Policy
- Enrolment Form

## RELATED LEGISLATION AND GUIDELINES

- Health Support Planning in Education and Children's Services
- Staying Healthy in Childcare

## IMPLEMENTATION OF THE POLICY

The service will work proactively to prevent the spread of infectious diseases and infestations by:

- Maintaining up-to-date information on infectious diseases at the service.
- Providing families with information about infectious diseases and exclusion requirements in the family information pack.
- Offering appropriate hand washing facilities and supplies, as outlined in the Nutrition Policy.
- Promoting effective hand-washing practices among children and staff.
- Ensuring appropriate first aid supplies are available, in line with the Administration of First Aid Policy.
- Excluding children who are suffering from an infectious disease, following the guidelines in Staying Healthy.
- Notifying families when an infectious disease has been identified at the service.
- Sharing information with families about immunisation.

## DIRECTOR RESPONSIBILITIES

The Director is responsible for ensuring service practices and procedures minimise the spread of infection and infestation by:

- Regularly disinfecting and cleaning all equipment.
- Preventing the sharing of drinking and eating utensils.
- Removing and laundering soft furnishings and dress-ups in the event of head lice outbreaks, and restricting access until the risk has passed.
- Ensuring towels, dress-ups, and cushion covers are laundered regularly.
- Disposing of rubbish and leftover food immediately, ensuring bin lids remain closed at all times, and bins are emptied and cleaned with disinfectant daily.
- Requiring staff to wear disposable gloves when in contact with blood, open sores, bodily substances, contaminated clothing, or while cleaning contaminated areas, and to wash hands thoroughly with soap and water after removing gloves.
- Ensuring staff with cuts, open wounds, or skin conditions such as dermatitis cover their wounds, wear disposable gloves, and dispose of gloves safely.
- Preventing children from sharing hats.
- Maintaining current information on specific diseases and recommended exclusion periods, and ensuring this information is accessible to educators and families.
- Making the *Staying Healthy* guidelines and relevant posters readily accessible to educators at all times.
- Ensuring all service documents are current, and promptly distributing updates to educators.
- Providing families with clear information about the service's exclusion policy for children with infectious diseases in the family information pack, along with the recommendation that unwell children be kept at home.

## INFECTIOUS DISEASES

**When an educator suspects that a child arriving at the service has an infectious disease:**

- The educator will consult with the director to seek a second opinion.
- If the director also suspects that the child has an infectious disease, they will advise the person signing the child in of the concern. The director will request that the child be removed from the service until a medical practitioner has confirmed that the child is not suffering from an infectious disease.
- The child must also have completed the applicable exclusion period as outlined in the current edition of *Staying Healthy*.

**When an educator suspects that a child already in attendance may be suffering from an infectious disease:**

- The child will be removed from the main group and taken to a supervised area where their condition can be further assessed while keeping them comfortable.

- The educator will refer to Staying Healthy for information about symptoms but will not provide a formal diagnosis. The educator may discuss observed symptoms with the family and note if other children have displayed similar symptoms and been diagnosed with a particular illness.
- The educator will contact the child's family, or if unavailable, the emergency contacts in priority order to advise of the situation and request prompt collection of the child.
- If the child does not need to be collected immediately, the service will implement precautionary measures as outlined in Staying Healthy.

**When a child with a confirmed infectious disease has attended the service:**

- The director will ensure that families of children who attended on the same day, or any day the infectious child attended and may have been contagious, are notified as soon as practicable. Confidentiality will be maintained in accordance with the Confidentiality Policy; only the nature of the illness and general advice will be provided.
- The director will ensure that information about the illness is available to families, including displaying notices prominently near the day sheet.
- All documentation regarding the infectious disease incident and the actions taken will comply with relevant Regulations.
- The service will provide families with information about immunization and display relevant posters and resources, including materials from Staying Healthy.

**RESOURCES/REFERENCES.**

- Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services (6th Edition)  
<https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services> Australian Government National Health and Medical Research Council, 5<sup>th</sup> Edition at [WWW. HMRC. gov. au/guidelines/ publications/ch43](http://WWW.HMRC.gov.au/guidelines/publications/ch43)
- You've Got What? - Government of South Australia Department of Health  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/youve+got+what>
- Health Support Planning  
<https://www.education.sa.gov.au/sites/default/files/health-support-planning.pdf>
- Wash, Wipe, Cover (Health SA)  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/healthy+living/protecting+yourself+from+infections/wash+wipe+cover>
- Managing Head Lice  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/head+lice/head+lice>

## Hygiene & Disease Control Resources

- NCAC OSHCQA Fact Sheet #17: Children's Hygiene  
<https://www.acecqa.gov.au/resources/information-sheets/ncac-archive>
- SA Health Communicable Disease Control Branch  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases>
- List of Notifiable Diseases in South Australia  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/resources/list+of+notifiable+diseases+in+south+australia>
- Report of Notifiable Disease or Related Death Form  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/resources/report+of+notifiable+disease+or+related+death+form>
- Department for Education Infection Control  
<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-support-planning>

## POLICY REVIEW

This policy will be reviewed annually to ensure it remains effective and relevant to the needs of our school community.

## ACKNOWLEDGEMENT AND APPROVAL

This policy has been developed in consultation with staff, students, and the broader school community and was approved on \_\_\_\_\_

## REVISION RECORD

Implemented	November 2024
Ratified by School Board	
Last Reviewed	30 <sup>th</sup> June 2025
Next Review	June 2026