

2.09. DEALING WITH INFECTIOUS DISEASES

QUALITY AREA 2 | VERSION 6.0

Regulatory Policy & Procedure



Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



Purpose

This policy will provide clear guidelines and processes for the identification, managing and minimisation of infectious diseases within Wyndham Early Education and Care Services (EECS).



Policy Statement

Wyndham Early Education and Care Services (EECS) is committed to:

- providing a safe and healthy environment for all children, staff and any other persons attending the service.
- adhering to evidence-based practice infection prevention and control procedures.
- preventing the spread of infectious and vaccine-preventable diseases.
- complying with current exclusion schedules and guidelines set by the Department of Health (DH)
- complying with the advice of the Australian Health Protection Principal Committee (AHPPC), Victorian Chief Health Officer and DH.
- providing up-to-date information and resources for parents/guardians and staff regarding protection of all children from infectious diseases and blood-borne viruses, management of infestations and immunisation programs.

EECS supports the Immunise Australia Program and National Immunisation Program (NIP). All early childhood teachers, educators/staff at EECS are committed to preventing the spread of infectious diseases through simple hygiene practices such as hand washing, effective cleaning procedures and assessing acceptable immunisation documentation and complying with recommended exclusion guidelines and timeframes for children, early childhood teachers and educators/staff.



Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Early Education and Care Services, including during offsite excursions and activities.

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Make sure that standard precaution practices are followed every day to reduce and, if possible, get rid of the risk of infection spreading.	✓	✓	✓		✓
Ensure that if an infectious disease is found at the service, sensible steps are taken to stop it from spreading is important.	✓	✓	✓	✓	✓
Take steps to make sure that if an infectious disease spreads at the service, a parent/guardian or authorised emergency contact of each child at the service is informed as soon as possible.	✓	✓	✓		
Ensure that information from the DH about the minimum exclusion periods is displayed at the service and is available to all stakeholders.	✓	✓	✓		
Ensure that a child is excluded from the service in accordance with the minimum exclusion periods when informed that the child is infected with an infectious disease or has been in contact with a person who is infected with an infectious disease in line with regulation.	✓	✓	✓	✓	✓
Contact the Communicable Disease Section , DH if there is an outbreak of two or more cases of gastrointestinal illness in a 48-hour period.	✓	✓			
Ensure obligations under No Jab No Play legislation are met (<i>refer to Enrolment and Orientation Policy</i>)	✓	✓	✓	✓	
Assist parents/guardians who may face challenges in meeting the No Jab No Play legislation.	✓	✓	✓	✓	
If the Chief Health Officer directs so, ensure that a child at high risk of getting a disease that can be prevented by vaccines is excluded until the Chief Health Officer says they can resume attendance.	✓	✓	✓	✓	
Ensure that at least one educator with current, approved first aid training is present and ready to always assist while the service is running (<i>refer to Administration of First Aid Policy</i>).	✓	✓	✓		
Notify DE within 24 hours of a serious incident via the NQAITS	✓	✓			
Conduct a thorough inspection of the service on a regular basis and consult with staff to assess any risks by identifying the hazards and potential sources of infection .	✓	✓	✓		✓
Establish and comply with good hygiene and infection prevention and control procedures (<i>refer to Hygiene Policy</i>).	✓	✓	✓	✓	✓
Observe for signs and symptoms of an infectious disease in children and taking appropriate measures to minimise cross-infection and inform management.		✓	✓	✓	✓
Provide appropriate and current information and resources to all stakeholders regarding the identification and management of infectious diseases, blood-borne viruses , and infestations .	✓	✓	✓		✓
Keep informed of current legislation, information, research, and evidence-based practice.	✓	✓	✓	✓	✓
Comply with the <i>Hygiene Policy</i> of the service and the procedures for infection prevention and control relating to blood-borne viruses.	✓	✓	✓	✓	✓

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Communicate changes to the exclusion table or immunisation laws to all stakeholders in a timely manner.	✓	✓	✓		✓
Comply with the advice of the Australian Health Protection Principal Committee (AHPPC), Victorian Chief Health Officer and DH in an epidemic or pandemic event.	✓	✓	✓	✓	✓
Notify everyone at the service of any outbreak of infectious disease. Notification must include: <ul style="list-style-type: none"> the nature of the illness. incubation and infectious periods. the service's exclusion requirements for the illness. displaying this information in a prominent position.	✓	✓	✓		
Advise parents/guardians on enrolment that the minimum exclusion periods will be observed regarding the outbreak of any infectious diseases or infestations. (<i>Appendix 2.9.2: Exclusion Table</i>).	✓	✓	✓		
Provide information to staff and parents/guardians about child and adult immunisation recommendations (<i>Appendix 2.9.3: Immunisation Schedule – Victoria</i>).	✓	✓			
Advise parents/guardians of a child who is not fully immunised on enrolment and/or is undertaking the 16 weeks grace period, that they will be required to keep their child at home when a vaccine-preventable disease is diagnosed at the service, and until there are no more occurrences of that disease and the exclusion period has ceased.	✓	✓	✓		
Ensure parents/guardians understand that they must inform the approved provider or nominated supervisor as soon as practicable if the child is infected with an infectious disease or infestation or has been in contact with a person infected with a condition for which the exclusion of contacts is specified.	✓	✓	✓	✓	
Provide information and resources to parents/guardians to help in the identification and management of infectious diseases and infestations.	✓	✓	✓		
Ensure all parents/guardians have completed a consent form to conduct head lice inspections on enrolment (<i>Appendix 2.9.4: Consent Form – Conduct Head Lice Inspections</i>).	✓	✓	✓		
Conduct head lice inspections whenever an infestation is suspected.		✓	✓		
Provide a head lice action form to the parents/guardians of a child suspected of having head lice (<i>Appendix 2.9.5: Head Lice Action Form</i>).	✓	✓	✓		
Provide a head lice notification letter to all parents/guardians when an infestation of head lice has been detected at the service (<i>Appendix 2.9.6: Head Lice Notification Letter</i>).	✓	✓	✓		
Maintain confidentiality always (<i>refer to Privacy and Confidentiality Policy</i>)	✓	✓	✓	✓	✓
Keep child/ren at home if they are unwell or have an excludable infectious disease or infestation.				✓	

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Inform the kindergarten as soon as practicable if child has an infectious disease or infestation or has been in contact with a person who has an infectious disease.				✓	
If a child at high risk of getting a disease that can be prevented by vaccines is directed by the Chief Health Officer to adhere to an exclusion period, ensure that family complies.				✓	



Definitions

The terms defined in this section relate specifically to this policy:

Blood-borne virus (BBV): A virus that is spread when blood from an infected person enters another person’s bloodstream. Where basic hygiene, safety, infection prevention and control and first aid procedures are followed, the risks of contracting a blood-borne virus are negligible.

Communicable Disease Section: Responsibility for communication and advice in relation to infectious diseases on behalf of the Secretary of the Victorian DH.

Exclusion: Inability to attend or participate in the program at the service.

Illness: Any sickness and/or associated symptoms that affect the child’s normal participation in the program at the service.

Infection: The invasion and multiplication of micro-organisms in bodily tissue.

Infestation: The lodgement, development, and reproduction of arthropods (such as head lice), either on the surface of the body of humans or animals, or in clothing.

Infectious disease: An infectious disease designated by the **Communicable Disease Section**, Department of Health Victoria (DH) as well as those listed in Schedule 7 of the Public Health and Wellbeing Regulations 2019, the Minimum Period of Exclusion from Primary Schools, Education and Care Service Premises and Children’s Centres for Infectious Diseases Cases and Contacts.

Medication: Any substance, as defined in the Therapeutic Goods Act 1989, that is administered for the treatment of an illness or medical condition.

Minimum exclusion period: The minimum period for excluding any person from attending a children’s service to prevent the spread of infectious diseases as specified in Schedule 7: Minimum Period of Exclusion from Primary Schools and Children’s Services for Infectious Diseases Cases and Contacts of the Public Health and Wellbeing Regulations 2019.

Standard precautions: work practices that achieve a basic level of infection prevention and control. Using standard precautions aims to minimise and, where possible, eliminate the risk of transmission of infection, particularly those caused by blood-borne viruses. Standard precautions include but are not limited to hand hygiene, cleaning equipment and the environment, respiratory hygiene and cough etiquette and appropriate use of PPE.



Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Family Assistance Legislation Amendment (Jobs for Parents/guardians Child Care Package) Act 2017 (Cth)

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- Health Records Act 2001 (Vic)
- National Quality Standard, Quality Area 2 & 6
- Public Health & Wellbeing Amendment (No Jab No Play) Act 2015 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Privacy Act 1988 (Cth)
- Public Health and Wellbeing Act 2008 (Vic)



Related Appendices & Documents

- Appendix 2.9.1: Notice of Infectious Disease
- Appendix 2.9.2: Exclusion Table
- Appendix 2.9.3: Immunisation Schedule - Victoria
- Appendix 2.9.4: Consent Form – Conduct Head Lice Inspections
- Appendix 2.9.5: Head Lice Action Form
- Appendix 2.9.6: Head Lice Notification Letter
- Process 2.9.1: Process for Infection Prevention and Control



Related Policies

- Administration of First Aid
- Administration of Medication
- Dealing with Medical Conditions
- Enrolment and Orientation
- Hygiene
- Incident, Injury, Trauma, and Illness
- Inclusion and Equity
- Occupational Health and Safety
- Privacy and Confidentiality
- Providing a Child Safe Environment

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
3	A2340476	Minor Changes - wording	11/09/2018	KK 22/01/2019	2021
4	A3850068	Addition – Wyndham City’s Statement of Commitment – Child Safe Standards Changes to Appendix numbers.	28/09/2022	TP	2025
5	A4670142	Minor wording changes. Develop and include process for infection prevention and control. Develop and include additional appendices relating to Head Lice.	Nov, 2023	TP	Nov, 2026
6	A4670142	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	20/06/2025	TP <i>J. Papacianov</i>	Nov, 2026