

INFECTIOUS DISEASE PROCEDURE

Purpose

To manage health and safety risks around nappy and clothes changes for hygiene, first aid and the comfort of young children in Kindergarten, Occasional Care and Playgroup.

Objectives

1. Risk Management
2. Risk assessment and hazard identification
3. Risk control

Procedural Requirements

Director

- Consider the hazards of infectious disease
- Manage risk management processes
- Offer vaccinations to staff as indicated (with DECD funding)
- Provide Parent information about relevant health information and illness
- Contact "unvaccinated" families to exclude from Kindergarten
- Direct unwell Staff to take leave

Staff

Hygiene/cleaning

- Use personal sick leave to manage own ill health
- Personal responsibility for own health, wellness and safety
- Maintain high standard of cleanliness and hygiene
- Consult with Director in regard to hazards and infection risk
- Practice standard precautions
- Use latex gloves and wash hands appropriately
- Disinfect floor, benches, surfaces, buckets etc thoroughly

Disposal/laundry

- Dispose of needle sharps (commonly found in the park) in needle stick container (adult bathroom) and inform Director
- Dispose of nappies in nappy disposal unit
- Dispose of blood, vomit etc in double bags and placed in outside bin
- Place soiled clothing in sealed bags, labeled and kept out of reach in bath and inform parents/carers to collect

Supervision

- Assist children to change selves as much as possible
- Inform another staff member while in bathroom for nappy or child changing

Parents

- Present Immunization record with enrolment form
- Informing staff about health concerns for child
- Notifying Kindergarten about illnesses and head lice
- Ill children remaining at home not at Kindergarten
- Emergency contact information remains current
- Collecting sick/injured child promptly from Kindergarten as required by Teacher in charge

References

DECD Infectious Disease Control Procedure 2011
DECD Hazard Management Procedure
“You’ve got what?” Disease Prevention
Department of Human Services SA 2007
Risk Assessment for Hepatitis A and Hepatitis B
Risk Assessment for Tetanus
Influenza Vaccination Form
www.decd.sa.gov.au/policy/pages/OSPP/policy_index

Endorsed by Staff and Governing Council

Director Betty Elsworthy

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