

# ILLNESS MANAGEMENT

The health and safety of all educators, staff, children, families and visitors to Happy Haven OSHC is of the utmost importance. We aim to reduce the likelihood of illness through implementing comprehensive risk management, effective hygiene practices and the ongoing professional development of all staff.

Happy Haven OSHC acknowledge that in education and care services, illness and disease can spread easily from one child to another, even when implementing the recommended hygiene and infection control practices. Happy Haven OSHC services aim to minimise illnesses by adhering to all recommended guidelines from relevant government authorities regarding the prevention of infectious diseases and adhere to exclusion periods recommended by public health units.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record

88	Infectious diseases
89	First aid kits
97	Emergency and evacuation procedures
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
174(2)(a)	Prescribed information to be notified to Regulatory Authority
176(2)(a)	Time to notify certain information to Regulatory Authority

## RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Control of Infectious Disease Policy COVID-19 Management Policy Diabetes Management Policy Epilepsy Policy Incident Management Policy Injury Management and Administration of First Aid Policy	Family Communication Policy Handwashing Policy Health and Safety Policy Immunisation Policy Medical Conditions Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Sick Children Policy Work Health and Safety Policy Trauma Management Policy Incident, Injury, Trauma and Illness Record Procedure
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## PURPOSE

Happy Haven OSHC educators and staff have a duty of care to respond to and manage illnesses that may occur at the service or any Happy Haven OSHC facility to ensure the safety and wellbeing of children, educators, staff, and visitors. This policy will guide educators and staff to manage illness and the spread of infectious diseases and provide guidance of the required action to be taken in the event of an illness occurring when a child is educated and cared for.

## SCOPE

This policy applies to children, families, educators, staff, and visitors of the Happy Haven OSHC Service.

## IMPLEMENTATION

Happy Haven OSHC implements risk management planning to identify any possible risks and hazards to our learning environment and practices. Where possible, Happy Haven OSHC have eliminated or minimised these risks as is reasonably practicable.

Our company is committed to minimise the spread of infectious diseases such as coronavirus (COVID-19) by implementing recommendations provided by the [Australian Government- Department of Health and Safe Work Australia](#).

All Happy Haven OSHC services implement procedures as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care services* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation.

We are guided by explicit decisions regarding exclusion periods and notification of any infectious disease by the *Australian Government- Department of Health* and Health SA in our jurisdiction under the Public Health Act.

## IDENTIFYING SIGNS AND SYMPTOMS OF ILLNESS

Happy Haven OSHC emphasises that our educators, staff and Senior Leadership are not doctors and are unable to diagnose an illness or infectious disease. To ensure the symptoms are not infectious and to minimise the spread of an infection, medical advice is required to ensure a safe and healthy environment.

Recommendations from the [Australian Health Protection Principal Committee](#) and [Department of Health](#) will be adhered to minimise risk where reasonably practicable.

During a pandemic, such as COVID-19, risk mitigation measures may be implemented within the service to manage the spread of the virus. These measures may include but are not limited to the following:

- Exclusion of unwell staff, children and visitors (symptoms may include fever, coughing, sore throat, fatigue or shortness of breath)
- Taking children's temperature prior to entry into the service and excluding anyone who has a temperature above 37.5°C
- Notifying vulnerable people within the workplace of the risks of the virus/illness including:

- People with underlying medical needs
- Children with diagnosed asthma or compromised immune systems
- Aboriginal and Torres Strait Islander people over the age of 50 with chronic medical conditions
- Requesting any person visiting our service to sign a Health Declaration form confirming they have not been in close contact with anyone with a positive COVID-19 diagnosis
- Restrict the number of visitors entering the service
- Request families to drop off and collect children from designated points outside the service
- Enhanced personal hygiene for children, staff and families (including frequent handwashing)
- Full adherence to the National Health and Medical Research Council (NHMRC) childcare cleaning guidelines and cleaning and disinfecting high touch surfaces at least twice daily
- Avoid any situation when children are required to queue- using the bathroom for handwashing or toileting, waiting their turn to use a piece of equipment etc.
- Cancelling excursions to local parks, public playgrounds and incursions during a pandemic
- Recommending influenza vaccination for children, staff and families
- Requesting staff, families, visitors and/ or children to wear masks
- Requesting staff, families, visitors and children to social distance where possible

Children who appear unwell at the service will be closely monitored and if any symptoms described below are noticed, or the child is not well enough to participate in normal activities, families or an emergency contact person will be contacted to collect the child as soon as possible. A child who is displaying symptoms of a contagious illness (vomiting, diarrhoea) will be moved away from the rest of the group and supervised until he/she is collected by a family or emergency contact person.

Symptoms indicating illness may include:

- Behaviour that is unusual for the individual child
- High temperature or fevers
- Loose bowels
- Faeces that are grey, pale or contains blood
- Vomiting
- Discharge from the eye or ear
- Skin that displays rashes, blisters, spots, crusty or weeping sores

- Loss of appetite
- Dark urine
- Headaches
- Stiff muscles or joint pain
- A stiff neck or sensitivity to light
- Continuous scratching of scalp or skin
- Difficulty in swallowing or complaining of a sore throat
- Persistent, prolonged or severe coughing
- Difficulty breathing

As per our *Sick Child Policy* we reserve the right to refuse a child into care if they:

- Are unwell and unable to participate in normal activities or require additional attention
- Have had a temperature/fever, or vomiting in the last 24 hours
- Have had diarrhoea in the last 48 hours
- Have been given medication for a temperature prior to arriving at the service
- Have started a course of anti-biotics in the last 24 hours
- Have a contagious or infectious disease
- By current definition from SA Health, should be quarantining or in isolation due to reasons of COVID-19 or any other notifiable disease
- Have a temperature above 37.5°C when assessed prior to entry to the service (effective during a pandemic or outbreak of an infectious disease)

#### **NOMINATED SUPERVISORS, RESPONSIBLE PERSON, AND EDUCATORS WILL ENSURE:**

- Happy Haven OSHC policies and procedures are adhered to at all times
- Families are notified as soon as practicable and no later than 24 hours of the illness, accident, or trauma occurring
- Families are advised to keep the child home until they are feeling well, and they have not had any symptoms for at least 24-48 hours
- An *Incident, Injury, Trauma and Illness Record* is completed accurately and in a timely manner as soon after the event as possible (within 24 hours)
- First aid qualified educators are present at all times on the roster and in the OSHC service

- First aid kits are suitably equipped and checked every 5 weeks (see *First Aid Kit Checklist*)
- First aid kits are easily accessible when children are present at the OSHC service and during excursions
- First aid, emergency anaphylaxis management training, and asthma management training is current and updated as required
- Adults or children who are ill are excluded for the appropriate period (see *Sick Children Policy*)
- Cold food is kept cold (below 5 °C) and hot food, hot (above 60°C) to discourage the growth of bacteria
- If the incident, situation or event presents imminent or severe risk to the health, safety and wellbeing of any person present at the OSHC service, or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident. Educators will ensure the Serious Incident is reported through to the Serious Incidents and Behaviour Support line, and an Incident, Injury, Trauma and Illness record is completed.
- Families are notified of any infectious diseases circulating the OSHC service within 24 hours of detection
- Children are excluded from the service if educators feel the child is too unwell to attend or is a risk to other children
- Staff and children always practice appropriate hand hygiene and cough and sneezing etiquette
- Appropriate cleaning practices are followed
- Toys and equipment are cleaned and disinfected on a regular basis which is recorded in the toy cleaning register or immediately if a child who is unwell has used toys or resources.
- Additional cleaning will be implemented during any outbreak of an infectious illness or virus
- All illnesses are documented in the service's *Incident, Injury, Trauma and Illness Record*

#### FAMILIES WILL:

- Provide up to date medical and contact information in case of an emergency
- Provide the OSHC service with all relevant medical information, including Medicare and private health insurance
- Provide a copy of their child's Medical Management Plans and update annually or whenever medication/medical needs change
- Adhere to recommended periods of exclusion if their child has a virus or infectious illness

- Complete documentation as requested by Happy Haven OSHC educators, *Incident, Injury, Trauma and Illness record* and acknowledge that they were made aware of the incident, injury, trauma or illness
- Inform the Happy Haven OSHC if their child has an infectious disease or illness
- Provide evidence as required from doctors or medical specialists that the child is fit to return to care if required
- Provide written consent for Happy Haven OSHC educators and staff to administer first aid and call an ambulance if required (as per enrolment record)
- Complete and acknowledge details in the *Medication Log* if required.

#### RESOURCES:

[Fever in children- \(health direct.gov.au\)](https://www.healthdirect.gov.au/fever-in-children)

*Staying Healthy: Preventing infectious diseases in early childhood education and care services*

[Recommended exclusion periods- Poster](#)

[Stopping the spread of childhood infections \(NSW Health\)](#)

[Minimum periods for exclusion \(SA\)](#)

**SOURCE:**

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Australian Government Department of Education, Skills and Employment. (2011). *My Time, Our Place: Framework for School Age Care in Australia*.

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Guide to the National Quality Framework. (2017). (amended 2020).

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Raising Children Network Australia, *Fever*, accessed on 10<sup>th</sup> April 2022, <https://raisingchildren.net.au/guides/a-z-health-reference/fever>

Revised National Quality Standard. (2018).

SafeWork Australia: <https://www.safeworkaustralia.gov.au/first-aid>

## REVIEW

POLICY REVIEWED	JUNE 2022	NEXT DATE	REVIEW	JUNE 2023
MODIFICATIONS	Split policy into separate documents to cut down on length and ease of understanding. Minor edits and formatting changes			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT DATE	REVIEW
April 2022	Merged previous policy with Child Care Desktop Version		April 2023	
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