



Dealing with Infectious Diseases Policy

Aim

CSIROCare endeavours to minimise the transfer of any illness by enforcing strict hygiene procedures and exclusion where necessary

Body

Should a child show symptoms of a communicable disease, the following procedures should be followed:

- Parents should be immediately notified to collect their child. If educators are unable to contact either of the child's parents, they will proceed to contact the emergency contact person/s authorised to collect the child (as noted in the child's enrolment form)
- Where possible, if a potential infectious illness is suspected, and whilst awaiting parental collection, the child should wherever possible be separated from other children to minimise further spread of infection.
- Parents arriving to collect the child should be provided with a fact sheet detailing symptoms of the possible illness and advised that they need to take the child to their medical practitioner for confirmation of the illness. If the illness is an excludable one, parents should be notified that they may not return the child to the centre without a Doctor's Certificate stating the child is no longer infectious.
- Once a communicable illness has been confirmed, a notice will be placed on the front door advising all families of the fact that a child/children is suffering a particular illness that is considered to be highly contagious. An email will also be sent out to all families notifying them of the communicable illness, as well as an information sheet about the illness. The playroom and resources are disinfected.
- All illnesses/ diseases will be checked on Schedule 3 of the Health (Infectious Diseases) Regulations 2001 (see attached Appendix B) and if required we will contact DET or the Health Department. The telephone number for the Department of Education and Early Childhood Development Communicable Disease Control Unit is: **1300 651 160**
For urgent notifications outside office hours, the department has an after hours service which is: **1300 790733** Advise the operator that you wish to make an 'urgent infectious disease notification'.
An email will be sent to the appropriate Playroom's families advising them of the contagious illness, along with an information sheet detailing symptoms, treatment and exclusion details (if any).
- Educational materials for parents regarding communicable diseases and exclusion tables are provided in the foyer area
- In the event of an outbreak of an infectious or communicable disease the centres Health and Hygiene policy and procedures will be followed. Detergent and warm water will be used when

disinfecting. We will increase the frequency of cleaning and surface disinfection, including high contact areas.

- In the event that the Centre Cook has gastroenteritis an exclusion period of 48 hours will be enforced. All other educators will be excluded from the service for 24 hours.
- The centre has a log book for recording outbreaks of infectious diseases, including time of observation, detailed descriptions, communication with parents and actions taken. This task is carried out by the director and is kept in the office.

Notifying Authorities of Infectious Diseases

Overview

Notifiable infectious diseases are included in Schedule 3 of the [Health \(Infectious Diseases\) Regulations 2001](#) and are divided into four groups on the basis of the method of notification and the information required. Notification forms are available from the Department:

Telephone: **1300 651 160**

All notifications and related inquiries should be directed to:

**Communicable Disease Section
Public Health group
Department of Human Services
Reply Paid 65937
Melbourne, Vic 8060**

Facsimile: **1300 651 170**

For urgent notifications after hours contact the Duty Medical Officer via pager service: **13 22 22** and quote page number **46870**

Disease groupings

Group A - Diseases require immediate notification to the Department of Human Services by telephone or fax upon initial diagnosis (presumptive or confirmed) with written notification to follow within five days:

- Anthrax
- Abrovirus infections
 - Japanese encephalitis virus
 - Murray Valley encephalitis virus
- Botulism
- Chlora
- Diphtheria
- Food-Borne and water-borne illness (two or more related cases).
- Haemolytic uraemic syndrome (HUS)
- Legionellosis
- Measles
- Hemophilus influenzae, type B infection (meningitis, epiglottitis, other invasive infections)
- Meningococcal infection (meningitis or meningococcaemia)
- Plague
- Poliomyelitis

- Rabies
- Severe acute respiratory syndrome (SARS)
- Smallpox
- Tularaemia
- Typhoid and paratyphoid fevers
- Viral haemorrhagic fevers
- Yellow fever

Group B - Diseases require written notification only within five days of diagnosis.

- Arbovirus infections
- Ross River virus
- Barmah forest virus
- Dengue virus
- Kunjin virus
- Other Arbovirus infections
- Brucellosis
- Campylobacter infection
- Creutzfeldt-Jakob disease (CJD)
- Cryptosporidiosis
- Giardiasis
- Hepatitis A
- Hepatitis B
- Hepatitis C
- Hepatitis D
- Hepatitis E
- Hepatitis viral (not further specified)
- Influenza (laboratory confirmed)
- Leprosy
- Leptospirosis
- Listeriosis
- Lyssavirus – Australian bat lyssavirus
- Lyssavirus – other (specify)
- Malaria
- Mumps
- Mycobacterium ulcerans
- Pneumococcal infection (invasive)
- Psittacosis (ornithosis)
- Pertussis
- Q fever
- Rubella (including congenital rubella)
- Salmonellosis
- Tetanus
- Tuberculosis
- Variant Creutzfeldt-Jakob disease (vCJD)
- Verotoxin-producing Escherichia coli (VTEC)

Group C - Diseases include the sexually transmissible diseases and should be notified using the same form. To preclude identification of the patient, only the first two letters of the given and family name of the patient are required.

- Chlamydia trachomatis genital infection
- Donovanosis
- Gonococcal infection

- Syphilis/congenital syphilis

Group D - Diseases include HIV infection (Human Immunodeficiency Virus) and AIDS (Acquired Immunodeficiency Syndrome) and written notification is required within five days of confirmation of diagnosis. A separate form is used for this purpose due to the need to have national uniformity in collection of data. Copies of this form are available upon request from Communicable Disease Control, telephone **1300 651 160**.

- Acquired immunodeficiency syndrome (AIDS)
- Human immunodeficiency virus (HIV) infection

Notification method

The **standard** notification form is applicable for all group A, B and C diseases and contains the minimum mandatory information required. Using the standard method, you can notify securely online or download a form to complete and post/fax later. Important - If notifying online, please read the security and privacy notice on the first page of the online notification form.

or

The **enhanced** notification forms are available for specified diseases where indicated. These enhanced forms collect the same mandatory information as the standard form (above), plus additional optional epidemiological data about the case.