



**Emmerick Street Community Pre-School**  
**15 Emmerick Street, Lilyfield**

# Policy

Policy Name:	<b>EXCLUSIONS POLICY</b>
Policy Number:	<b>QA 2 002</b>
Quality Area:	<b>2: CHILDREN'S HEALTH AND SAFETY</b>
Date Developed:	<b>MAY 2013</b>
Version:	<b>FINAL (3)</b>
Reviewed:	<b>JUNE 2018</b>
Review date:	<b>AS NEEDED</b>

### 1. Background

When children or staff are unwell, they may need to stay at home for treatment or recovery, even if they feel well enough to attend preschool, as exclusion is one of the most important ways of reducing the spread of infection.

The spread of infectious diseases can be reduced significantly by excluding a person who is known to be infectious from contact with others who are at risk of catching the infection.

Standard exclusion periods are recommended by the National Health and Medical Research Centre (NHMRC), based on the time a child is infectious to others. In addition, the local Public Health Unit may in certain circumstances exclude children or staff who have been in contact with an infectious person.

Some (but not all) of the diseases that require exclusion are specifically notifiable (under the Public Health Act 2010). See list at:

<http://www.health.nsw.gov.au/publichealth/infectious/notification.asp#school>

### 2. Links to other policies:

- Health and Hygiene Policy
- Infectious Diseases Policy
- Managing a child with high temperature Policy

### 3. Aim

Minimise the spread of infectious diseases between children and staff. This is achieved by conforming to the NHMRC (and other legislative) recommendations for the exclusion of children and staff with infectious diseases.

### 4. Practices

- Discuss and provide families and staff with a copy of the centres exclusion policy before commencing at the centre.
- Store a copy of the NHMRC Recommended “*Minimum Exclusion Periods*”.
- Ensure all staff and persons normally working or visiting the Centre and families conform to all infectious disease policies.

The Nominated Supervisor will:

- Notify the Public Health Unit (Camperdown Office Ph: 95159420 and ask for Public Health Officer) of any diseases that occur in clusters to obtain advice on the most appropriate way to deal with and minimise the spread of the disease(s).
- Notify the public health unit when a known or suspected person (child or staff) is present with any vaccine preventable diseases and follow the appropriate directions given by the public health officer.
- Notify the Public Health Unit of any child or staff member diagnosed with the following diseases:
  - Diphtheria

- Measles
  - Haemophilus Influenza type b (Hid)
  - Mumps
  - Pertussis (Whooping Cough)
  - Meningococcal disease
  - Rubella
  - Tetanus
  - Poliomyelitis
- Report to and seek advice from the local Public Health Unit if occurring in two or more persons (children or staff) have:
- gastroenteritis/ diarrhoea/ food poisoning
  - Respiratory Disease
- Under the Food Act (NSW) 2003 exclude staff from food handling duties that have pustular infections (such as boils) of the skin that cannot be covered or who are sick from gastroenteritis or hepatitis A.
- Exclude children and staff who:
- Are acutely sick and may need to see a doctor.
  - Have an infectious disease until they are no longer contagious or their disease is contained e.g. covering a cold sore with special medicated strips.
  - Are too sick to participate in normal daily Preschool activities.
  - May require extra supervision to the detriment of the care and safety of the child or other children.
- Ensure that staff who have symptoms which may indicate a potential illness are not caring for children and advise them to seek medical advice.
- Ensure that staff who have symptoms which may indicate a potential illness are replaced to provide appropriate supervision for children.
- Request from the Public Health Unit a clearance to attend for children and staff who have had any of the diseases notified to the unit as listed above.
- Inform parents in writing when an infectious disease is suspected or confirmed at the centre. Include information regarding symptoms to be aware of, and exclusion periods.
- Request that when a child or staff member has fully recovered from an infectious disease they obtain a certificate from their doctor which specifically states the child or staff member is not infectious and is able to attend care or return to work.
- **Note:** If the Nominated Supervisor does not agree that the child or staff member meets the criteria for return to care as stated in the NHMRC guidelines, advice will be sought from the Public Health Unit prior to allowing the child or staff member to return.
- Keep up to date information in relevant community languages regarding infectious diseases.

- Keep a record, detailing the name of the person, the illness and date of all illnesses that are suspected or confirmed at the centre.
- Refer difficult or unresolved situations to the local Public Health Unit, or discuss with the child's doctor (with the parent's or legal guardian's consent), before accepting the child into care, difficult situations in relation to infectious diseases will be referred to the Public Health Unit.

Educators will:

- In consultation with the Nominated Supervisor exclude a child with any of the following symptoms which, might indicate they have a potentially serious illness, and advise the family to take the child to, or advise the staff member to go to, a doctor or hospital:
  - Vomiting
  - Rash, especially if purplish or haemorrhaging spots (possibly meningococcal) or blistering (possibly staphylococcal)
  - Headache
  - Stiffness of the neck
  - Aversion to light (photophobia);
  - Severe pain anywhere (including toothache);
  - Swelling of the lips, mouth, tongue, throat, neck or airways;
  - Hives (urticaria);
  - Severe asthma, wheezing, or any difficulty breathing;
  - Drowsiness or any unusual state of consciousness or behaviour;
  - Convulsion or epileptic seizure.
- In consultation with the Nominated Supervisor exclude a child or staff member with any of the following symptoms, which might indicate they have an infectious illness, and advise the family to take the child to, or advise the staff member to go to, a doctor or hospital:
  - Diarrhoea
  - Generalised rash
  - Enlarged or tender lymph glands
  - Severe cough with fever
  - Head lice, nits, scabies, tinea ('ringworm'), impetigo ('school sores'), or mouth ulcers not yet treated
  - Mouth ulcers due to herpes simplex virus or coxsackie virus
  - Infection or yellow or green discharge of the eyes or ears
  - Excessive yellow or green discharge of the nose
  - If any other infectious disease is suspected.
- In consultation with the Nominated Supervisor, notify families that children must stay home or notify staff that they must stay home, until they are no longer contagious or their disease is contained e.g. covering a cold sore with special medicated strips.

- Consider a child may be sick or is developing an illness, and seek advice from the child's family and/or a doctor, if they notice a child has any of the following symptoms:
  - A fever (temperature over 37°C or feels feverish to touch)
  - Irritable, agitated, fretful, crying, not able to be comforted, behaving abnormally
  - Listless, quiet, inactive, has no interest in normal play activities
  - Not wanting to eat or drink
  - An unusual colour or smell to the urine or faeces.
- When a child has a fever of 38°C refer to and follow the practices in the Managing a Child with a High Temperature Policy.
- Advise families that when children have commenced treatment with a medication, the child should not attend Preschool for **at least** 24 hours to ensure the child is recovering and is not having side effects from the medication.

Families will:

- Keep their child at home if they have been diagnosed with a serious sickness or illness, as above.
- Keep their child at home if they have symptoms that may indicate they have a serious sickness or illness. Seeing a doctor is recommended.
- When their child has commenced treatment with a medication, keep their child at home for **at least** 24 hours to ensure the child is recovering and is not having side effects from the medication.
- Note: If exclusion guidelines, under the NHMRC, require them to stay home longer, this takes priority.
- Take educators advice under the NHMRC guidelines: When a child is sent home with symptoms of a serious sickness or illness, obtain a doctors certificate stating the diagnosis and when he or she will be fit to return to preschool and bring this when their child returns to preschool.
- Note: if the Nominated Supervisor or Responsible Person feels the child should be excluded for longer under the NHMRC exclusion periods, this takes precedence over the doctor's certificate.

## 5. Evaluation

The spread of infectious diseases between children and staff are minimised in the Preschool.

**Relevant Legislation**

Children (Education and Care Services National Law Application) Act 2010, 104;  
Education and Care Services National Regulations 2011;  
Public Health (Amendments) Act 1991 (NSW); Food Act 2003;  
Work Health and Safety Act 2011 and Regulations 2011;  
Links to National Quality Standards 2.1, 2.1.2

**Sources**

Staying Healthy in Early Education and Care Services, 5<sup>th</sup> Edition, NHMRC, 2012;  
Health and Safety in Children's Centres: Model Policies and Practices, 2<sup>nd</sup> Edition, 2003;  
NSW Children's Services Health and Safety Committee, the School of Public Health and  
Community Medicine, University of New South Wales, Early Childhood Australia (NSW Branch),  
NSW Department of Community Services, NSW Department of Health, Work Cover Authority of  
NSW; <http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx>; Disease  
Notification: <http://www.health.nsw.gov.au/publichealth/infectious/notification.asp#school>.