



REPORTING INFECTIOUS DISEASES PROCEDURE

According to Regulation 88- Education and Care Services National Regulations - the approved provider of the service must ensure that all reasonable steps are taken to prevent the spread of the infectious disease at the service. Parents and carers of each child being educated and cared for by the service must be notified of the occurrence as soon as practicable. Advice about notifying families about infectious diseases, symptoms and exclusion periods can be obtained through local public health units.

Working in conjunction with the *Control of Infectious Diseases Policy*, this procedure provides detailed steps to be taken in the event of an illness occurring when a child is educated and cared for at the Service.

Education and Care Services National Law or Regulations (R. 85, 86, 87, 88, 175 (2) (c) and 176(2)(a)) NQS QA 2: Element 2.1.1, 2.1.2 and 7.1.2 Health and Governance practices and procedures.
Related Policy: Control of Infectious Diseases Policy

Reporting Infectious Diseases	
Within all states and territories, management must ensure they have a current and up to date illness and infectious disease register. Each jurisdiction has guidelines regarding immediate notification to the Public Health Unit when they are aware of certain infectious diseases.	
1	The Nominated Supervisor/responsible person will ensure the OSHC Service has a current and up to date copy of the <i>Illness and Infectious Disease Register</i>
2	The Director/ Nominated Supervisor will inform all educators, staff, families and visitors in the service if there is an infectious disease outbreak
3	<p>The Nominated Supervisor/ responsible person and educators will implement the steps listed in the <i>Control of Infectious Diseases Policy</i> to control the outbreak. Including</p> <ul style="list-style-type: none"> • effective hand washing hygiene • cough and sneeze etiquette • appropriate use of gloves • exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus • effective environmental cleaning including toys and resources • requesting parents and visitors to wash their hands with soap and water or use hand sanitizer upon arrival and departure at the Service • physical distancing (if recommended by Australian Health Protection Principal Committee [AHPPC] and/or Safe Work Australia)

4	The Nominated Supervisor /responsible person will notify the local public health unit (PHU) within 24 hours of diagnosis or as soon as the OSHC Service has been made aware of the any vaccine preventable diseases specific to your state/territory	
5	Management should provide information specified in the Vaccine preventable disease notification form and seek advice from their local PHU when they suspect an infectious disease outbreak is affecting the Service, such as outbreaks of a gastrointestinal or respiratory illness.	
6	The Nominated Supervisor/responsible person and educators will follow directions from PHU relating to the provision of information to parents and/or the exclusion of children	
7	The Nominated Supervisor/responsible person will continue to update the <i>Illness and Infectious Disease Register</i> as directed by the PHU	

For further information on childhood infectious diseases, please refer to:

[Staying Healthy- Preventing infectious diseases in early childhood education and care services](#)

(5th Edition) Australian Government- National Health and Medical Research Council.

NEW SOUTH WALES	<p>Notify the local Public Health Unit (PHU) NSW within 24 hours of diagnosis by phoning 1300 066 055 or as soon as the Service has been made aware of one of the following vaccine preventable diseases:</p> <ul style="list-style-type: none"> • Diphtheria • Mumps • Poliomyelitis • Haemophilus influenzae Type b (Hib) • Meningococcal disease • Rubella ("German measles") • Measles • Pertussis ("whooping cough") • Tetanus
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