



Infection Control Policy

Indooroopilly Montessori Children's House
Date: Sept 2004
Dates Reviewed: Feb 2006, Oct 2007, Feb 2008, June 2008,
January 2009

Policy Statement

IMCH is committed to providing to its community an environment in which all staff strictly follows correct hygiene and health regulations so as to prevent the introduction and or spread of infections or infectious diseases.

Rationale

"Infections with or without illness are common in children.....When children spend time in childcare or other facilities and are exposed to a large number of children for a period of time, infectious diseases are spread". (Department of Human Service & Health 1994)

Aims

- ◆ To make staff aware of how infections spread.
- ◆ To implement effective methods and procedures for the prevention of illness and infection.
- ◆ Provide staff training regarding effective methods for infection prevention.

Stakeholder Responsibilities:

1. Management will ensure that:

- ◆ Staff are:
 - Provided with training through staff meetings or workshops to ensure understanding of important health and hygiene procedures.
 - Provided with relevant information (procedures, pamphlets) from recognised health authorities, to increase knowledge about infectious diseases, health and hygiene issues and immunisation.
 - Notified of any outbreak of infectious diseases at the Centre and provided with regular updates.
 - Provided with appropriate cleaning equipment, products and cleaning procedures.
- ◆ Parents are:
 - Provided with relevant information (procedures, pamphlets) from recognised health authorities, to increase knowledge about infectious diseases, health and hygiene issues and immunisation.
 - Notified of any outbreak of infectious diseases at the Centre and provided with regular updates.

- Provided with comprehensive information as to the Centre's Policy and Procedures in the event of sickness and infectious diseases. (**Parent Handbook**).

All relevant **legislative regulations** regarding **health risks of children's sandpits** are strictly followed.

Any notification of an infectious disease at the Centre is registered in the **IMCH Infectious Diseases Register** and that the Queensland Health Department Queensland Health is notified.

All **procedures/guidelines/checklists** provided to staff **are updated as necessary**.

This Policy is **Reviewed** annually or as required.

2. Staff will:

- ◆ Not attend the Centre if suffering from any illness that may put others at risk.
- ◆ Notify their supervisor if becoming unwell at work.
- ◆ Participate in training in workshops, seminars and staff meetings to ensure understanding of important health and hygiene procedures.
- ◆ Acquaint themselves with information pamphlets/procedures/guidelines provided by Centre Management.
- ◆ Be alert and watchful for signs/symptoms of illness of children and record any finding in the Centre's "Illness Record" or Infectious Diseases Register located in the front office.
- ◆ In the event of a child being unwell at the Centre, follow the steps as detailed in the Centre's Dealing with Unwell Children procedure.
- ◆ At all times carry out their duties in accordance with the policies and procedures of the Centre.

3. Parents will:

- ◆ Inform staff by phone or in writing as soon as possible if their child is diagnosed as having an infectious disease.
- ◆ Keep their child at home until he/she is fully recovered. (Details in **Parent Handbook**).
- ◆ Adhere to the Exclusion Policy. (Details in **Parent Handbook**).
- ◆ Collect their child from the Centre as soon as it is possible after being notified their child is showing signs of illness.
- ◆ Acquaint themselves with all relevant information (health pamphlets/**Parent Handbook**) provided by the Centre.

All Procedures, Pamphlets and Guidelines relevant to this Policy are located at Section 4 of the IMCH WH&S Manual

Sources

Early Years Training Group.
Staying Healthy in Childcare. N.H.M.R.C.
Department of Human Service & Health 1994.
Enhancing Children's Development. Dau,E,2004

Principles: 5.5; 6.3; 6.6