

Y Canberra Region Health and Wellbeing Policy

Policy Statement

The Y Canberra Region is committed to providing a healthy and hygienic environment for participants to grow in body, mind and spirit. High standards of hygiene practices prevent the spread of illnesses including exclusion periods, handwashing and effective cleaning procedures.

Objectives

- To minimise cross infection by implementing clear health and hygiene procedures for Y people and participants
- To have clear procedures to guide Y People when addressing the attendance or nonattendance of an unwell participant.
- To provide a procedure to notify Parents / Guardians when signs and symptoms of illness are evident of participants being unwell.
- To illustrate the ACT / NSW Health exclusion guidelines

Policy

Y People are guided by the 5th Edition Staying Healthy: Preventing infectious diseases in early childhood education and care services. We have a responsibility to ensure the health and safety of Y Canberra Region participants and achieve this by:

- Providing supervised reassurance, comfort and care to the unwell participants until collected.
- Ensuring Y People monitor participants for any sign or symptom of illness.
- Contacting the Parent / Guardian or authorised emergency contact to request collection of the participants.
- Adhering to recommended exclusion periods provided by ACT / NSW Health Regulations
- Implementing and advocating for personal and environmental hygiene practices
- Requesting Parent / Guardians to inform Y services of participant's health, wellbeing, illness.
- Providing information of the policy and procedure for exclusion periods to prevent cross infection.
- Completing all documentation and reporting procedures including the SOLV incident report and where required the service Illness Register (CS ONLY)
- Acknowledging Y People are not health professionals and advise Parents / Guardians to be guided by the expertise, knowledge and experience of a medical practitioner

Y Canberra Region – Health and Wellbeing

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RO19	Y Canberra Region	Internal	27/07/2016	02/06/2021	Approved

Procedure

Infection, Illness and Exclusion

Participants with an infection or illness as defined below are not able to attend or remain at the service. This procedure is implemented to protect the health and wellbeing of all participants in Y Canberra Region services and programs.

A participant who presents with any of the following symptoms cannot be admitted or remain at the service / program.

- ear, eye or discolored nasal discharge
- an undiagnosed rash
- high temperature of 38 degrees or above.
- infectious sores or diseases
- infectious vomiting and/or diarrhoea
- an unwell participant (asthma, difficulty breathing, barking cough, rib retraction etc.).
- following surgery (medical certificate required to return)

Ear, Eye or Nose discoloured discharge

- Discharge coming from the ear, eye or nose Parents / Guardians are asked to collect participants from care (if not related to teething and able to cope with the day)
- Consider if the discharge is accompanied by other symptoms such as a temperature
- Ensure contact with other participants is limited where possible
- Maintain effective handwashing procedures

Ear Infections

Ear infections include inflammation and infection of the middle ear. Symptoms may include:

- Signs of a cold (runny nose, sore throat, cough)
- Pains in the ear
- Runny fluid or pus
- Pulling at ear
- Fever
- Not eating
- Limited hearing
- Diarrhoea or vomiting

Conjunctivitis

Conjunctivitis is an eye condition where the white part of the eye becomes inflamed, infected and irritated and could include yellow discharge from the eye. Conjunctivitis is highly infectious and is spread by coming into contact with the eye secretions (via direct contact, clothing and items which have come into contact with the eye secretions. Exclusion is required until this discharge has ceased.

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Rashes

Rashes are common and caused by viral infections however are not always infectious. Y People will take note of the rash in addition to the signs and symptoms of possible illness to assess the participants wellbeing.

Rashes are described as:

- Small, red, pin heads
- Fine and lacy
- Large red blotches
- Welts
- Blisters
- Raised slightly with small lumps
- Swollen
- Itchy

If a rash is suspected Y People will:

- Take the participants temperature for signs of illness
- Contact the Parent / Guardian or emergency contact
- Advise Parent / Guardian to seek medical advice
- Request Parents / Guardians to advise Y Canberra Region (individual service supervisor / manager) of medical diagnosis, discuss and inform of any exclusion period.

Hand, foot and mouth disease

Hand, foot and mouth disease is a common viral infection. The symptoms include tiny blisters appearing on different parts of the body e.g. nappy area, palms of the hands and soles of the feet. Other symptoms may include a fever, sore throat, cough and running nose. Hand, foot and mouth is highly infectious and spread by touch, air and bodily fluids. Parents / Guardians are asked to keep participants at home until the blisters are dry and they are feeling well.

High Temperatures or Fevers

A High Temperature is a symptom that is often observed in participants. A normal temperature range for participants 0 – 18 year is 36.5°C - 38°C. A Fever is defined as a body temperature higher than 38°C. A fever is not an illness, rather a sign of an illness. Y People will observe and monitor all signs and symptoms of illness to assess the need for collection and / or immediate medical attention e.g.

- Earache
- Difficulty swallowing
- Breathing rapidly
- Rash
- Vomiting / Diarrhoea
- Body pain (neck, head)
- Bulging of the fontanelle (the soft spot on the head in infants)
- Sleepy or drowsy
- Appearing unwell

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Y People support to reduce a fever by applying First Aid procedures such as:

- Encouraging to drink water
- Removing / assist in the removal of excessive clothing (within the guidelines of Safeguarding Policies)
- Sponging / providing a washer of lukewarm water for the forehead, back of neck and exposed areas of skin

If after providing First Aid, the temperature remains 38°C or above, Parents / Guardians where able, will be contacted to collect participants

Panadol / Paracetamol / Ibuprofen and any form of pain relief will not be administered unless prescribed by a Medical Practitioner with a supporting chemist label and action plan detailing the illness or condition.

A 24-hour exclusion period is required after a fever and the administration of pain medication unless medical clearance has been provided.

Infectious Sores

Infectious sores are transferred by direct contact with an infected participants body (including through clothing) and bodily fluids. Sores can be described as crusty or moist, mucous, red and raised.

Y People who observe sores on a participant will:

- Contact the Parent / Guardian for collection and advise of any required exclusion period
- Advise Parent / Guardian to seek medical advice
- Request the Parent / Guardian advise the nominated supervisor / manager of diagnosis.
- Share the importance of effective handwashing to reduce the spread of infection.

Impetigo (school sores)

School sores are an infection showing flat, yellow, crusty or moist patches or blisters on the skin. They are usually in exposed areas such as the face, arms and legs. School sores are highly infectious and spread by contact with the sores, secretions from the sores either directly, through clothing and by items which have come into contact with the secretions.

Infectious Vomiting and Diarrhoea

- Vomiting and Diarrhoea may be an illness triggered by infection and inflammation of the digestive system.
- Prevent dehydration by replacing lost fluids with water.
- Participants remain infectious as long as the organisms are present in the faeces and whether or not they have symptoms.

The exclusion period for vomiting and/or Diarrhoea is until the infectious vomiting and / or Diarrhoea has ceased for a minimum of 24 hours.

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Infectious Diarrhoea or vomiting is considered to be:

- **One or more** cases depending on the consistency, smell and general wellness of the participant
- **One case** if there have been other cases noted in the service or community.
- When **vomiting is induced** by excessive coughing

Where a participant has a case of vomiting and / or Diarrhoea Y People will:

- Contact the Parent / Guardian for collection (where able)
- Advise Parent / Guardian to seek medical advice
- Request the Parent / Guardian to advise Y Canberra Region supervisor / manager of medical diagnosis, discuss and inform of any exclusion period.
- Emphasise the importance of effective handwashing to reduce the spread of infection.

Exclusion is required until vomiting and /or Diarrhoea has ceased for a minimum of 24 hours or as advised by ACT / NSW Health Department

The Unwell Child

Often participants are unwell but do not display specific signs and symptoms that require exclusion. Under these circumstances an unwell participant is better off at home.

A participant will be considered to be unwell by a Y Person if they display any of the following:

- Inability to cope with the routine, play and general experiences of the day.
- Displaying emotional behaviours that are not typical of the participant.
- Not eating or drinking
- Advising Y People of illness or being unwell over a period of time

Prior to contacting the Parent / Guardian for collection the following steps are taken by the educator.

- observe the participant in their environment to determine the ability to engage in the experiences offered
- assess the participants emotional well being
- monitor the participant's ability to socialise, cooperate and engage with others

The Manager / Supervisor's decision on the wellness of a participant is final.

If required, to support the health and wellbeing of Y People and its participants the Parent / Guardian / Authorised Person will be required to collect the participant in a prompt time frame.

Following Surgery

As participants return from surgery / medical treatment it is important that Y People place their safety and wellbeing as a priority. Following surgery / medical treatment participants should not return if:

- fracture or broken bone is unstable.
- their wound or similar excludes them from engaging in play and experiences
- A medical certificate is required stating the participant is fit to return and be involved in the program.

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Coronavirus (COVID – 19)

COVID-19 is a new disease, so there is no existing immunity in our community. This means that COVID-19 could spread widely and quickly. To help reduce the spread and protect those who are most at risk it is important we take the recommended steps to protect all Y Canberra Region and their participants.

COVID-19 is spread from contaminated droplets which spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. People with COVID-19 may experience symptoms such as fever, flu-like symptoms such as coughing, sore throat, fatigue and shortness of breath. If participants of our programs are unwell with cold and flu symptoms, have travelled recently in a high risk area, countries or have been in close contact with someone who is a confirmed case of COVID-19 they are excluded from the YMCA Canberra services.

Steps to take if a Y Person or participant show signs or symptoms of COVID-19:

- Stay home from the service
- Call your service Nominated Supervisor / Manager
- Seek medical advice immediately
- Self-isolate for 14 days or until such time as the symptoms clear and / or they have been certified as fit to return to work.

Coronavirus is reduced by conducting effective hygiene practices:

- Cover your coughs and sneezes with your elbow or a tissue
- Dispose of tissues properly
- Wash hands with soap and water, including before and after eating and after going to the toilet.
- Use alcohol-based hand sanitisers
- Clean and disinfect surfaces regularly.

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Periods of Exclusion for Participants with Infectious Conditions

The **Public Health and Wellbeing Regulations 2019** require participants with the following conditions to be excluded from school, preschool, child care or family day care for the periods specified.

Minimum period of exclusion from primary schools and children's services¹ for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	COVID – 19	Coronavirus	Exclude for up to 14 days or until such time as the symptoms clear and / or they have been certified as fit to return to work.
4	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
5	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
6	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
7	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
8	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
9	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
10	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
11	Hepatitis B	Exclusion is not necessary	Not excluded
12	Hepatitis C	Exclusion is not necessary	Not excluded
13	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
14	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded

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15	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
16	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
17	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
18	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
19	Meningitis (bacterial — other than meningococcal meningitis)	Exclude until well	Not excluded
20	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
21	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
22	Mollusca contagious	Exclusion is not necessary	Not excluded
23	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
24	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
25	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
26	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
27	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
28	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
29	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
30	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
31	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Parents / Guardian's must notify the Nominated Supervisor / Manager as soon as possible when a participant has been in contact with one of the above listed exclusion conditions.

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Health, Recreation and Accommodation Services (HRA) ONLY

Accommodation Duty of Care

External Hire – *Teachers / Supervisors* are responsible and have a duty of care to participating children and young people's health and wellbeing

Internal Programs – *Y People* are responsible and have a duty of care to children and young people's health and wellbeing

The unwell child

An unwell participant displays specific signs and symptoms that may be contagious. In these events they are collected by the parent / guardian (where possible) or they are isolated from the group.

When determining participants wellbeing:

- observe the participant in their environment to determine the ability to engage in the experiences offered
- assess the participants emotional / physical well being
- monitor the participant's ability to socialise, cooperate and engage with others

Isolation of an unwell child depends on circumstances, time of day and room availability e.g.

- If we are informed in the morning, the unwell participant is moved to a new room near supervision, their current room is cleaned during the day and remaining students can stay there
- If we are informed of an evening: the unwell participant will stay in the room and remaining students are relocated to a clean space.

External Hire users are provided with a group pack including local health services and information for an after-hours doctor's service.

Y People at reception are available for advice and/or assistance

Inform Accommodation Services, Y People if guests display symptoms of the following nature: fever, vomiting, Diarrhoea, and/or other flu-like symptoms.

In the interest of public health, we have a minimum 24 – 48-hour exclusion period for any guests displaying symptoms of infectious illness.

Motion sickness: we often have participants who vomit during travel (bus). Applying the 24 – 48hr window here is down to discretion.

ACT Health Protection Services will be contacted in the case of a diagnosed infectious outbreak.

Y people will seek advice from relevant health advisors where required e.g. ACT Health Protection Services, COVID Hotline

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Hygiene / Infection Control

High contact cleaning of the Dining Hall is conducted in the event that an incident (vomit) happens during a meal service.

High contact cleaning would be arranged with HK for student rooms. GAVS should be able to provide you with that procedure (similar to COVID procedures).

In the interest in restricting the spread of illness, keep symptomatic guests in their rooms prior to receiving advice from staff members. Non-negotiable exclusion zones include the dining hall and both common rooms. In the event that we have appropriately available rooms, we can look at isolating guests to prevent the spread through cabin groups.

Scope

The scope of this policy applies to all Y Canberra Region programs including Health, Recreation and Accommodation (HRA), Space Squad (SS) and approved services operating under the Education and Care Services National Regulations (2011). (CS)

Roles and Responsibilities

Department / Area	Role/Responsibility
Supervisor / Manager's	<ul style="list-style-type: none"> • Ensure hygiene and exclusion procedures are adhered to. • Maintain medical information and immunisation records. • Ensure Parents / Guardians are informed of this policy • Complete Medical Condition, Dietary, Behaviour Support Requirements Form and update annually or as required. • Report outbreaks of illness to relevant health authorities (CS) • Inform Parents / Guardians of medical condition outbreaks, exclusion periods and time frames for returning to the service. • Ensure Y People are trained in the policy and procedures
Safeguarding, Risk and Quality Team	<ul style="list-style-type: none"> • Development, monitoring and review of the policy and procedures • Facilitate policy and procedure training
Y People	<ul style="list-style-type: none"> • Maintain a clean and hygienic environment. • Reassure and support participants to feel comfortable • Notify the Supervisor / Manager of the participants wellbeing. • Contact Parent / Guardian's or emergency contact and request collection of the participant if required. (CS) • Maintain supervision until the contacted person arrives (CS) • Request Parent / Guardians inform the service / program of any medical diagnosis. • Complete the Y Canberra Region reporting procedures as per Illness, Injury, Incident Reporting procedures e.g. SOLV (CS)

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	<ul style="list-style-type: none"> Stay informed of Medical Condition, Dietary, Behaviour Support Requirements Forms, Risk Communication Plans, Medical Condition Action Plans and Behaviour Support Plans and ensure they are followed.
Parent / Guardian	<ul style="list-style-type: none"> Collect participant on request promptly (CS) Ensure any diagnosed medical condition is reported to the Supervisor / Manager Adhere to exclusion periods as detailed from the Public Health and Wellbeing Regulations 2019 Advise and update any changes to the participant's medical condition, wellbeing and health records, including immunisation. Be available for emergency contact at any time whilst the participant is in attendance at a Y program or service.
Health, Recreation and Accommodation (HRA)	<ul style="list-style-type: none"> Follow the direction of the Child Health and Wellbeing Policy to ensure the safe health and wellbeing of its participants. Monitor participants for infectious disease outbreaks Report any relevant infectious disease outbreaks to ACT Health Protection Services Provide a comfortable space for unwell child away from other participants

Monitoring, Evaluation and Review

Policy will be reviewed in 2023 or as required.

Related Policies and Procedures

Medication Administration

Medical Conditions

Hygiene

Incident Management

Safe Sleeping and Rest

Standards/ Legislation/ Resources:

Staying Healthy in Childcare – Preventing Infectious Diseases in Childcare – 5th Edition

National Childcare Accreditation Council – factsheet for families, www.ncac.gov.au/factsheets/illness.pdf
June 2011

Victoria Health - <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>

ACT Health https://www.education.act.gov.au/data/assets/pdf_file/0005/845267/20160322-InfectiousDiseasesProcedures.pdf

Infection Control Guidelines <http://www.det.act.gov.au> June 2011

Guide to National Quality Framework – Quality Area 2 Childrens Health and Safety
<https://www.acecqa.gov.au/sites/default/files/2020-09/Guide-to-the-NQF-September-2020.pdf>

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