

Outside of School Hours Care Dealing with Infectious Disease Policy



Aim:	Waubra Primary School Outside of School Hours Care (OSHC) is committed to the providing and adhering to guidelines to follow when a child attending shows symptoms of an infectious disease, a child has been diagnosed with an infectious disease, managing, and minimising the spread of infectious diseases, illnesses, and infestations (including head lice) and managing and minimising infections relating to blood-borne viruses.
Date of Operation:	24/04/2026
Review Dates:	24/04/2027

POLICY

This policy overviews the prevention and effective management of acute illness in children at Waubra Primary School OSHC. The service will minimise the spread of potential infectious diseases between children and educators by excluding children and staff who may have an infectious disease or are too ill to attend the service in line with public health guidelines and legislation. Waubra Primary School OSHC will follow the recommended minimum period of exclusion from primary schools and children's services for infectious disease cases and contacts, included in the Public Health and Wellbeing Regulations 2019.

COVID-19 Note Waubra Primary School OSHC has developed a COVIDSafe Plan that supports Waubra Primary School COVIDSafe Plan. Please refer to this document for Waubra Primary School OSHC COVIDSafe information.

The OSHC Nominated Supervisor and Person with Management or Control is required to:

- Ensure that the COVIDSafe Plan is adhered to in the day-to-day operation of the OSHC service
- Monitor the State Government COVID-19 restrictions as they impact OSHC, including actioning adjustments as advised by the Department of Health which may interrupt services
- Ensure that the Coronavirus Hotline is contacted on 1800 675 398 if it is suspected a child or staff member may have coronavirus or if there are general questions
- Contact the Department of Health on 1300 651 160 (open 24 hours a day) if it is identified that child or staff member is a confirmed case.

COVID-19 related questions and concerns as they pertain to Waubra Primary School OSHC are to be directed to the Department of Education and Training COVID-19 Hotline on 1800 338 663 (8:30am – 5pm Monday to Friday).

Waubra Primary School Council is responsible for:

- Ensuring that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease
- Ensuring that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable via phone.
- If deemed appropriate and the impact of the infectious disease could spread to the wider school community, all parents/guardians will be notified via usual school methods (including Compass, Facebook and newsletter).
- Taking reasonable steps to ensure the safety of children and staff including reserving the right to temporarily close the OSHC service for cleaning and disinfecting, as may be required after a confirmed case of an infectious disease.
- Ensuring that the OSHC service follows all requirements of the Victorian Government's No Jab, No Play legislation

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- Ensuring that immunisation details are recorded on the enrolment form for all children.
- Supporting all OSHC staff at the service to implement the requirements of the recommended minimum exclusion periods
- Ensuring information about immunisation legislation is displayed and is available to all
- Ensuring that appropriate and current information and resources are provided to educators/staff and parents/guardians regarding the identification and management of infectious diseases, blood borne viruses and infestations
- Keeping informed about current legislation, information, research, and best practice.

Waubra Primary School OSHC Nominated Supervisor is responsible for:

- Ensuring that any changes to the Public Health and Wellbeing Regulations Exclusion Table or immunisation laws are communicated to educators/staff and parents/guardians in a timely manner
- Conducting a thorough inspection of the service on a regular basis, and consulting with educators/staff to assess any risks by identifying the hazards and potential sources of infection
- Ensuring that all OSHC service attendees adhere to the Hygiene Policy and the procedures for infection control relating to blood-borne viruses
- Ensuring that when Waubra Primary School OSHC is made aware of student illness that is a medically confirmed case(s) of pertussis, measles, mumps, rubella, meningococcal disease polio, or COVID-19, this should be reported within 24 hours to the Incident Support and Operations Centre (ISOC) as per Regulation 84(2) of the Public Health and Wellbeing Regulations 2019
- Ensuring that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease
- Ensuring that information about the recommended minimum exclusion periods is displayed at the service and is available to all stakeholders including staff, parents/guardians, students and volunteers
- Ensuring that a child who has been infected with an infectious disease or has been in contact with a person who has a confirmed infectious disease is excluded from the service in accordance with the recommended minimum exclusion periods as required by the Public Health and Wellbeing Regulations 2019
- Establishing and ensuring that good hygiene and infection control procedures are adhered to by everyone at the service
- Ensuring the minimum exclusion requirements for infectious diseases are adhered to as per the recommended minimum exclusion periods
- Notifying the Person with Management or Control and parents/guardians in writing of any outbreak of infectious disease at the service, as well as displaying this information in a prominent position
- Advising the parents/guardians of a child who is not fully immunised on enrolment that they will be required to keep their child at home when an infectious disease is diagnosed at the service. This involves informing a parent/guardian that this arrangement continues until there are no more occurrences of that disease and the exclusion period has ceased
- Requesting that parents/guardians notify the service if their child has, or is suspected of having, an infectious disease or infestation
- Providing information and resources to parents/guardians to assist in the identification and management of infectious diseases and infestations
- Notifying the parent/guardian when an infestation of head lice has been detected requesting, they collect the child and commence treatment
- Notifying all parents/guardians when an infestation of head lice has been detected at the service in writing within 24 hours
- Maintaining confidentiality at all times (refer to Confidentiality of Records Policy).

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Educators are responsible for:

- Observing signs and symptoms of children who may appear unwell, and informing their Supervisor
- Not attending work if infectious, or believed to be infectious with an infectious disease
- Monitoring any symptoms in children that may indicate the presence of an infectious disease and taking appropriate measures to minimize cross-infection
- Complying with the Hygiene Policy of the service and the procedures for infection control relating to blood-borne viruses
- Maintaining confidentiality at all times
- Encouraging parents/guardians to notify the service if their child has an infectious disease or infestation.

Definitions

Blood-borne virus: A virus that is spread when blood from an infected person enters another person's bloodstream. Examples of blood-borne viruses include human immunodeficiency virus (HIV), hepatitis B, hepatitis C and viral haemorrhagic fevers. Where basic hygiene, safety, infection control and first aid procedures are followed, the risks of contracting a blood-borne virus are negligible.

Communicable Disease and Prevention Control Unit: Responsibility for communication and advice in relation to infectious diseases on behalf of the Secretary of the Victorian Department of Health and Human Services. The unit must be contacted by telephone on 1300 651 160.

Exclusion: Inability to attend or participate in the program at the service.

Illness: Any sickness and/or associated symptoms that affect the child's normal participation in the program at the service.

Infestation: The lodgement, development and reproduction of arthropods (such as head lice), either on the surface of the body of humans or animals, or in clothing.

Infectious Disease: An infectious disease designated by the Communicable Disease and Prevention Control Unit, Victorian Department of Health and Human Services in Schedule 7 of the Public Health and Wellbeing Regulations 2019, the Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts.

Minimum Exclusion Period: The period recommended by the Victorian Department of Health for excluding any person from attending a children's service to prevent the spread of infectious diseases as specified in Public Health and Wellbeing Regulations 2019. The exclusion period table, published by the Department of Health, can be accessed at <https://www2.health.vic.gov.au/publichealth/infectious-diseases/school-exclusion/school-exclusion-table>.

Pediculosis: Infestation of head lice that is transmitted by having head-to-head contact with another person who has head lice. Pediculosis does not contribute to the spread of any infectious diseases, and outbreaks of this condition are common in schools and childcare facilities.

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Roles and Responsibilities

Role	Responsibility
Educators and Supervisors	Educators, Supervisors, will oversee the implementation and service adherence to this policy. All Educators are responsible for the daily implementation of the policy when directly supervising children
Nominated Supervisor / Person with Management or Control	Nominated Supervisor / Person with Management or Control are responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
School Council / Principal	Provide official sign off on the Policy.

Policy Review

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Waubra Primary School OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g., parents, school community etc. will also inform policy updates and review.

Legislation and Standards

- [Incident Support and Operations Centre \(ISOC\)](#)
- [No Jab No Play](#)
- Department of Education and Training [Immunisation Policy](#)
- Department of Education and Training [Infectious Disease Policy](#)
- [Child Safe Standards](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011 \(Regulation 88\)](#)
- [National Quality Standards](#) (Quality Area 2: Children's Health and Safety, Quality Area 6: Collaborative Partnerships with Families and Communities)
- My Time, Our Place: Framework for School Age Care in Australia
- Health Records Act 2001
- Information Privacy Act 2000 (Vic)
- Occupational Health and Safety Act 2004
- Privacy Act 1988 (Cth)
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015 (Vic)
- [Public Health and Wellbeing Regulations 2019](#)

Supporting Documents

- [Exclusion Table](#)
- [COVIDSafe Plan](#)

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Staff Acknowledgement

I acknowledge:

- receiving the Waubra Primary School OSHC Dealing with Infectious Disease Policy;
- that I will comply with the policy; and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your Name:	
Signed:	
Date:	
Waubra Primary School OSHC sign off:	Date: