**Communicable diseases**

**Introduction**

In order to facilitate the management and notification of communicable diseases, Council staff will adhere to the procedures outlined below:

1. Confirm with family whether the disease is suspected or diagnosed. If suspected, request that the family has the diagnosis confirmed by a health professional and then let the service know.
2. Provide advice to the family about exclusion periods based on Parent Handbook guidelines. If necessary refer to “Staying Healthy in Child Care” for additional details (located in the main office).
3. Advise the Educational Leader in each room, the Nominated Supervisor/Responsible Person and the Administrative Officer about the outbreak of the disease and check when the child last attended the service.
4. Document the outbreak and actions taken in the room journal.
5. The Educational Leader, Nominated Supervisor/Responsible Person and/or the Administrative Officer should provide copies of detailed information about the disease, signs, symptoms, prevention and exclusion periods for all families and staff. This should be displayed on noticeboards and sign-in sheets.
6. The Administrative Officer or Nominated Supervisor/Responsible Person will make phone contact with all families who have children who are not immunised to advise of the exclusion period for their child.
7. Monitor children and staff who are attending the service for any signs/symptoms.
8. Review and amend children’s experiences within rooms to maximise hygiene practices and prevent the spread of infection.

**If the disease is notifiable**

1. Notifiable diseases include Diphtheria, Measles, Mumps, Poliomyelitis, Rubella, Whooping Cough. If Council staff notices any symptoms relevant to the notifiable diseases mentioned above they should report them to their nominated supervisor, responsible person and/or administration officer.
2. The Nominated Supervisor/Responsible Person and/or Administrative Officer should make contact with the local area health authority to advise of the outbreak of the notifiable disease and provide details of the child/family as requested. (See contact numbers located in the office for Greater Southern Area Health Service)
3. For more information Council staff can contact the Public Health Officer on (02) 4824 1840, or 02 6080 8900 (AH).