

# Procedure for Informing ACT Health Authorities of a Notifiable Diseases Outbreak

Reviewed 15.01.07

**Rationale:** Children spending time with other children have an increased risk of exposure to a wide range of infectious diseases. While it is not possible to stop the spread of childhood illnesses and infectious diseases, in our centre we can help to reduce their impact on our community.

**Aim:** to ensure all staff know what to do in the case of an outbreak of a notifiable disease outbreak.

## **Procedure:**

Staff are encouraged to use the ‘**Staying Healthy in Childcare**’ 4<sup>th</sup> edition resource folder; to ascertain whether the infectious disease is notifiable.

1. All illnesses in the centre are to be documented by staff using the *illness notification* form.
2. The Director is informed when more than 1 of any specific symptom is recorded.
3. If a suspected or definite case of a notifiable disease is diagnosed in the centre, The Director will contact ACT Health Authorities (the Public Health Officer, phone 62051700 or 62051705).
4. Staff from ACT Health will assist the centre and local doctors to control the disease/outbreak
5. The Director will inform all families using the centre and any persons coming to the centre that there is a notifiable disease by placing a sign in the front foyer, stating there is an infectious disease eg Mumps, the number of cases, in what room and a description of the symptoms.
6. The Director will document dates that the child/ren or staff members who have the notifiable disease were in the Centre over the infectious period.
7. All staff will implement suggested strategies from ACT Health such as preventive treatment or exclusion periods for children and/or staff who are at risk.
8. Anyone not immune to the infectious disease who has not received preventative treatment recommended by the public health officer must be excluded for the recommended period.

## Reference:

Staying Healthy in Childcare 4<sup>th</sup> Edition Doc 2005  
National Childcare Accreditation Council Source Book Quality Area 6  
Principle 6.6

**Date endorsed by Committee: 24.3.09**

**Date to be reviewed: 24.3.10**