



ST HILDA'S SCHOOL
GOLD COAST

Parent Handbook

OSHC - Parents Handbook

Registered CRICOS Provider No. 00510M



ST HILDA'S SCHOOL
GOLD COAST

The Homily of St Hilda

Trade with the gifts God has given you.

*Bend your minds to holy learning that you may escape the fretting moth of
littleness of mind that would wear out your souls.*

Brace your wills to action that they may not be the spoils of weak desire.

Train your hearts and lips to song which gives courage to the soul.

Being buffeted by trials, learn to laugh.

Being reproved, give thanks.

Having failed, determine to succeed.



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Welcome

The purpose of the Outside School Hours Care (OSHC) service is to provide high quality care for school-aged children from Pre-Preparatory to Year 6 in a safe and caring environment. The program held in the OSHC Rooms and playground compliments learning at school and at home. Activities include outdoor and indoor play, arts and crafts, cooking, incursions, and excursions during Vacation Care.

The OSHC Program

Before and After School Care is offered to students of St Hilda's School, while Vacation Care is open to children from any school. My Time, Our Place is the Framework followed for Outside School Hours Care ensuring that children engage in experiences that contribute to their on-going development.

Hours of Operation

Before School Care: 7.00am – 8.00am

After School Care: 3.30pm – 6.00pm

Vacation Care: 7.00am – 6.00pm

Children are not permitted on the premises until opening hours.

St Hilda's School OSHC Philosophy

At St Hilda's Outside School Hours Care we believe that each child is a unique human being whose potential is limitless, and that childhood is a time to be valued and enjoyed. Our educational philosophy is inspired by the Principles of Reggio Emilia. St Hilda's OSHC values each child as a strong, capable and resilient learner, with a sense wonder and a passion for learning. We believe that:

Children

- Are strong, capable and resilient learners. Intrinsically creative thinkers, they deserve environments that value and support their creativity through all forms of expression
- Learn best through play-based learning which supports opportunities for an inclusive environment and is scaffolded and challenged by educators who engage actively with children
- Are supported by responsive educators to be successful and confident learners who take on new challenges and are involved in making decisions about matters that are important to them.

Families

- Are unique and are recognised as the first and foremost teachers of their children. Their ideas, values and beliefs are respected, and they add a rich diversity of culture, beliefs and knowledge within OSHC
- Are involved in programming in a collaborative manner
- Are encouraged to build reciprocal relationships between families and educators that are strengthened and sustained over time.

Our Community

- Is recognised and welcomed into OSHC as additional stakeholders who can assist children to deepen their understanding of their place within the wider world
- Maintains partnerships between children, families, educators, staff and our local community
- Is respectful and works toward shared understandings and common goals.

Curriculum

- Is informed by the National Quality Framework (NQF), My Time, Our Place (MTOPE), Principles of Reggio Emilia and research. The curriculum is driven by children's interests and is developed through a collaborative process involving the community and is differentiated to provide individualised learning
- We value the importance of play. We see children as inquisitive and active learners and that play is the best method for fostering an inquiry approach to learning. The planning cycle is undertaken to support this practice
- Celebrates cultural diversity
- The curriculum contributes to outcomes which build success for life and will incorporate the teaching of skills to prepare children for a lifetime of healthy interactions in all aspects of their lives. Values of Love, Compassion, Forgiveness, Hope and Grace and learning dispositions of optimism, resilience, curiosity, inquiry, and persistence are upheld.

The Environment

- Is aesthetically pleasing, safe and healthy, and creates a strong sense of belonging. It includes both indoor and outdoor play spaces that hold equal importance as learning spaces.
- Is protected through sustainable practices. Children's connections with the natural environment are supported
- Nurtures children's creative abilities, providing an opportunity to turn their feelings and thoughts into something physical.

Educators

- Acknowledge the Traditional Owners, Kombumerri People of the Ngarahngwal and Yugambah language groups of the Mibiny nation on which our building stands. We also acknowledge and pay our respects to all Elders past and present
- Form warm, trusting, and nurturing relationships with children, families and colleagues
- Believe that the Early Years are a vital time in a child's development and that positive and high-quality early childhood experiences strongly influence children as they grow and lay a solid foundation for their life
- Have a commitment to high expectations for all children's learning and development based on our belief that they are competent and capable individuals
- Are guided professionally by *Early Childhood Australia's* Code of Ethics and the *United Rights of the Child*
- Are supported to be innovative educators through comprehensive professional development
- Make an ongoing commitment to reflective practice.

OSHC Staff

Nominated Supervisor/Director of Pre-Preparatory:

Mrs Lisa Cleverly, Bachelor of Education (Primary), Diploma of Teaching (Primary), Diploma of Early Childhood Education and Care, Graduate Certificate of Theology

Telephone: (07) 5577 7378

Email: lcleverly@sthildas.qld.edu.au

OSHC Coordinator:

Miss Annika Wilson

Cert III in Early Childhood Education & Care

Studying Diploma in Early Childhood Education & Care

Telephone: (07) 5577 7211 or 0428 639 706

Email: oshc@sthildas.qld.edu.au

Administration Officer:

Miss Tere Brown, Cert III in Early Childhood Education & Care

Telephone: (07) 5577 7346

Email: tebrown@sthildas.qld.edu.au

Educators:

Mia Abela	Stef Baumann-Ramirez	Tiana Besnard
Thea Boiser	Charlotte Byrne	Suzi Chun
Natalie Flick	Melissa Forbes	Sallyanne Gordon
Annette Grodomirski	Caitlin Hannigan	Lily Lovegrove
Alicia Maiorana	Regina McNamara	Zoe Miles
Charlie-Rose Mills	Claudia Nickel	Heather Nelson
Ella Norton	Miss Violet Odgaard	Sarah Park
Amanda Robards	Georgia Schmidt	Danielle Townsend-Saw

Trainees:

Alice Alexander	Shoshana Ezair	Charli Fife
Leilani Turner	Lidia Wynn	

Educational Program and Practice

The Program

St Hilda's School OSHC Program Goals:

- Create a stimulating attractive, age appropriate, supportive, and safe environment that is child centered
- Provide a wide variety of supervised play and recreational activities, which assist in the social, emotional, creative and physical development of school-aged children
- Cater for each child's needs and interests
- Offer high quality care for St Hilda's School students
- Provide a social and friendly atmosphere that develops co-operation and community skills in children.

We aim to promote the healthy growth and development of each child in St Hilda's OSHC according to their own potential. We ensure that each child can reach that potential by delivering a flexible program which can be tailored to meet individual needs.

St Hilda's OSHC produces high quality programs which reflect its goals and philosophy. These programs are based on the needs and interests of each child and the group. We achieve this through observations, record keeping, child and parent feedback responses and regular evaluations of the program. The educators are also involved in regular reflective practice of the program. Learning activities and experiences should balance stimulation, flexibility, uniqueness, diversity, creativity, investigation, experimentation, and discovery.

The program includes a wide selection of structured and unstructured activities that are stimulating, interesting and exciting and is developed in consultation with the children attending the service.

Our Service is committed to the Early Years Learning Framework for Australia (EYLF), My Time, Our Place (MTOPL) Framework and our program is inspired by the Principles of Reggio Emilia. The approved learning frameworks include principles, practices and learning outcomes that guide educational leaders and educators in their curriculum decision making, and assist them in planning, delivering and evaluating quality programs in education and care settings.

The EYLF describes a vision of children's learning, characterised by:

- Belonging — recognising that knowing where and with whom you belong is integral to human existence, providing a basis for children's interdependence and relationships with others
- Being — recognising and valuing the "here and now" in children's lives, and viewing childhood as more than simply preparation for adulthood or for the future
- Becoming — recognising the rapid and significant learning and development that occurs in the early years, and the capability and potential of all children.

My Time, Our Place Framework

- Each child's learning will be based on their interests and strengths and guided by educators
- Educators work in collaboration with families to provide relevant learning experiences for each child, based on their interests and family experiences
- Every child will be equally valued. Their achievements and learning will be celebrated
- Educators will observe and record the strengths and learning of children who attend regularly
- Educators will work closely with children and families to produce ideas for experiences
- Learning outcomes will be linked to the curriculum during and after each child's learning has occurred
- Experiences will be constructed on the children's interests, educators extending children's interests, spontaneous experiences and family contribution
- Where appropriate, the Service will liaise with external agencies and support persons to best educate and care for children with additional needs

- Where appropriate, the curriculum (play and learning experiences) will build and develop each child's Portfolio sharing each child's strengths and development
- The learning journey is shared in Journals
- Experiences will be evaluated and reflected upon continuously by educators.

The educational program contributes to the following outcomes for each child:

- The child will have a strong sense of identity
- The child will be connected to and contribute to their world
- The child will have a strong sense of wellbeing
- The child will be a confident and involved learner
- The child will be an effective communicator

Reggio Emilia Approach

Our program is inspired by the Principles of Reggio Emilia. These guiding principles include:

- Children are capable to construct their own learning
- Children are collaborators and learn through interaction within their communities
- Children are natural communicators and should be encouraged to express themselves however they feel they can
- The classroom environment acts as the third educator
- Teachers are partners, nurturers, and guides who help facilitate the exploration of children's interests as they work on short and long-term projects
- Documentation is a critical component of communication.

Program Guidelines

Provide a balance of activities:

- Indoor / outdoor / quiet / active
- Individual / small group / large group
- Child initiated / adult initiated
- Service-based incursions and excursions.

Multicultural Diversity

We aim to recognise the diversity of cultures in Australia and help foster an awareness and acceptance of other cultures within each child, through the thoughtful integration of a variety of cultural activities in the program. All activities and behaviour at St Hilda's OSHC will be considerate of the cultural and linguistic diversity of the families within the community. Children will be encouraged to explore and share a range of cultural activities and experiences in an environment free from racial prejudice and harassment.

St Hilda's OSHC recognises that Australia is a multicultural society composed of people from a wide variety of ethnic backgrounds. We recognise the impact culture plays on families, educators and the community and make every effort to provide an educational facility which is sensitive to the needs of different cultures and which affirms human differences and the right of people to make choices about their own lifestyle. We aim to foster within each child an awareness and acceptance of other cultures by:

- Recognising the beauty, value and contribution of every child
- Acknowledging the child's home culture
- Involving parents in the program
- Fostering self-esteem and positive self-concept
- Teaching children about different cultures
- Exploring differences and similarities between culture
- Helping children learn from each other through play
- Developing an awareness of how to operate in a democratic learning community
- Encouraging children to retain their first language.

Implementation

The children will have the opportunity to read a range of books, listen to a variety of music, cook different foods and participate in events which will promote an awareness of multiculturalism.

Parents from non-English speaking backgrounds will be welcomed into the Service so that they can contribute their knowledge of their culture to enhance the overall program.

The educators will encourage children to value differences through demonstrating and modelling appropriate behaviours.

Relationships With Children

Behaviour Guidance

The right for children to receive positive guidance in a supportive and respectful environment is protected in National Regulations. Children learn to face a variety of challenges throughout their lives and through this develop not only self-regulation, but positive dispositions such as resilience and perseverance. Learning the difference between acceptable and unacceptable behaviour assists children to regulate their own behaviours in different social and emotional environments as well as when interacting with peers and adults.

We aim to create positive relationships with children making them feel safe, secure, and supported within our Service. We will ensure children are treated with respect, consistency, fairly and equitably as they are supported to develop the skills and knowledge required to behave in a socially and culturally acceptable manner.

Supporting children to develop socially acceptable behaviour and self-regulation is a primary goal for educators and families. This is embedded in fundamental documents including the My Time Our Place (MTOP), The Education and Care Services National Regulations (NR) and the National Quality Standard (NQS).

A child who is fully engaged in learning usually demonstrates positive behaviour. Therefore, the OSHC Educator will make every effort to be sensitive to the interests and needs of individual children to minimise any inappropriate behaviours.

By anticipating problems and re-directing children into a positive play environment, few problems should result. The children will be encouraged to solve minor problems by themselves by discussing with the educator's appropriate words or phrases which could assist in resolving conflict. These verbal skills will empower the child and assist in the development of the skills of negotiation, compromise, and restorative practice from an early age.

If a child is behaving inappropriately, the educators will consider the most appropriate procedure for the individual child, considering their age, place, danger etc and in keeping with our policies and procedures, School Values and 'Statement of Commitment.'

Treasures From Home

While we do not wish to dampen the child's enthusiasm, we would appreciate it if toys were not brought from home. Treasures can be lost and broken so it is best to leave them at home. Your child is encouraged to bring any type of interesting specimen or object - rocks, shells, flowers, or animals - to enrich the program.

If your child needs the 'security' of a familiar and much-loved object e.g., Blanket or soft toy, these are of course welcome at the beginning of the year to assist your child to settle into her new environment. Your child will be encouraged to put these 'treasures' in a safe place when not needed.

Educators are unable to assume responsibility for children's clothing, toys, or other personal possessions. iPads, mobile phones, rollerblades, scooters, and skateboards are not appropriate for use in OSHC and should not be brought / ridden on school grounds, unless otherwise stipulated.

Collaborative Partnerships with Families

Orientation for Families

Orientation is an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the Service. Such partnerships enable the Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

We aim to ensure children and families are provided with an orientation procedure that allows the family to transition into the Service positively and informatively, meeting the children and families' individual needs. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

Orientation takes place for both parents and children, to welcome them to the Service and School, to manage this time of transition to the new environment with sensitivity and support building partnerships between families and the Service, to make parents aware of our policies, aims, goals and procedures and to encourage parent participation. A Handbook will be distributed to families on enrolment.

It is a policy of St Hilda's OSHC to ensure that parents are always informed in respect of staffing and the experiences offered to the children in our care. As a result, it is our policy to ensure that parents always have access to the following:

- The OSHC's Educational Philosophy on Learning and Child Development
- The Goals of the OSHC Program
- OSHC Policies and Procedures
- A description of the activities/experiences offered to the children.

Parents are invited to speak to the OSHC Co-ordinator at any time to discuss the educational philosophy, staffing, policies, learning experiences, outcomes or means of monitoring each child's progress.

The children will participate in an Orientation to familiarise them with their room, educators, and their peers. Parents can view OSHC Policies and Procedures in the OSHC Room.

Court and Parenting Orders

Parents are required to ensure any court or parenting orders for their child in OSHC have been submitted to the Director of Pre-Preparatory and are updated, as necessary.

Parental Involvement

We value and pride ourselves on our partnership with families. We believe families are children's first teachers and therefore we embrace parents, guardians and family involvement within our Service. Participation by parents, guardians and families conveys a positive impression to children and allows them to feel supported as well as a sense of belonging.

Parent participation helps to:

- Gain an insight into the needs of individual children
- Develop an awareness of different ways of interacting with children
- Develop an awareness of how young children interact socially with their peers
- Gain a better understanding of your child
- Gain an insight into OSHC Activities and Program.

Parent's input is valued in such things as discussion groups, policy review and contributing suggestions to the planning. Materials used throughout the program will be acquired / purchased from a variety of sources. Parents are requested to participate in the collection and sorting of equipment at various times during the year.

Parents are invited to participate in the program and should feel welcome at the Service. Here they will be learning about their child in a different setting, which is of great importance in the development of a

stable and happy individual. All parental volunteers must complete an induction with the Director of Pre-preparatory prior to commencing any activity in OSHC.

If a parent has any concerns, suggestions or questions regarding OSHC, they are requested to contact the OSHC Co-ordinator, who will endeavour to resolve any problems or answer any questions.

Expectations of OSHC Community

The OSHC Service is a place which promotes values that are in keeping with the School's Mission. All children, parents, educators, and staff have the right to be safe, and feel safe, in their School community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. The Expectations of the OSHC Community sets clear standards of behaviour which are expected of members of the OSHC Community. It specifies the consequences for any member of the OSHC Community who does not comply with those standards of behaviour, whether those persons are on the School's property, in transit or at another location for the purpose of any School-authorized events or activities.

Parents play an important role in the education of their children and have a responsibility to support the efforts of staff in maintaining a safe and respectful learning environment for all children. Parents fulfil this responsibility when they:

- Show an active interest in their child's education and progress
- Communicate regularly with the Service
- Assist their child to be neat, appropriately dressed and prepared for OSHC activities
- Promptly report to the Service their child's absence or late arrival
- Become familiar with the Expectations of the OSHC Community and Rules
- Encourage and assist their child in following the rules of behaviour
- Work with OSHC Educators in dealing with behavioural guidance issues including their children.

Standards of Behaviour

As a minimum, all members of the OSHC Service community are expected to behave with respect, civility and in the manner of a responsible citizen and must:

- Respect and comply with all applicable Commonwealth and State laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and opinions
- Always treat one another with dignity and respect, and especially when there is a disagreement
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- Respect the legal and moral rights of others
- Show proper care and regard for Service property and the property of others
- Take appropriate measures to help those in need
- Respect persons who are in a position of authority
- Respect the need of others to work in an environment of learning and teaching.

Protection of Privacy

Before any photographs, video or audio recordings are taken, parents will be required to give permission by signing the School's *Standard Privacy Collection Notice* on enrolment.

Leadership and Service Management

Bookings and Fees

Outside School Hours Care can be booked on a permanent (set days each week) or casual basis by contacting OSHC on the day that care is required. Bookings will be accepted provided there are places available.

Before School Care

7.00am—8.00am @ \$20.00 per session.

If children will not be attending Before School Care on a day they have been booked, OSHC must be notified no later than 4.00pm on the day prior. Failure to do so will result in a forfeit of fees.

After School Care

3.30pm—6.00pm @ \$40.00 casual rate for the afternoon or part thereof
(\$35.00 for permanent whole term bookings)

Children who are not collected by their parent from Pre-Preparatory Classrooms at 3.30pm, from Prep – Year 3 pick-up areas at 3.45pm, from Junior School Library at 4.30pm or from Co-curricular Clubs or sports training at the advertised finishing time will be accompanied to After School Care and booked in. Please note that After School Care charges will then apply.

If children will not be attending After School Care on a day they have been booked, the School/OSHC must be notified no later than **2.00pm**. Failure to do so will result in a forfeit of fees.

Vacation Care

\$85.00 per day + any incursion costs. Payment is required on booking.

If children will not be attending Vacation Care on the day they have booked, 48-hour notice must be provided to avoid fees.

Fees

All regular bookings and fees are charged fortnightly in advance. Payment of fees is through Debit Success as a weekly or fortnightly payment. Parents are required to return the Debit Success Form to the Pre-Preparatory Office prior to commencement at St Hilda's School Pre-Preparatory Centre.

Parents will be sent a link to confirm enrolment and link St Hilda's to an Xplor Home App account. Parents who do not have an Xplor Home Acc already, will create one from the email sent. Here is where you will sign your daughter in/out daily. Both parents will need a separate account. One parent will be set up as the Primary Account Holder and will be able to view Finance details via the app. Statements can be sent on request.

If an account falls into arrears and attempts are not made to rectify the position, your child's place may be jeopardised.

Late Fees

\$50.00 late fee will apply from **6.01pm—6.15pm** with a further charge of **\$1.00** each minute thereafter.

Contact Details – Telephone: 5577 7211 or 0428 639 706 Email: OSHC@sthildas.qld.edu.au

Child Care Subsidy

St Hilda's School Pre-Preparatory/OSHC is an Approved Child Care. If you participate in Before School Care, After School Care or Vacation Care you may be eligible for the Childcare Subsidy. Once you have completed the information required with Centrelink, please forward the CRN numbers and dates of birth details of both child and parent to the OSHC Co-ordinator by email on OSHC@sthildas.qld.edu.au.

The Australian Government provides families with financial assistance to help cover the cost of approved childcare through the Child Care Subsidy (CCS). To find out if you are eligible for these options, you will need to apply either in person or online through Centrelink - humanservices.gov.au/childcare benefit or by telephone; 13 24 68.

Once enrolled in our centre, you will need to confirm the enrolment on your MyGov and sign the Complying Written Agreement (CWA).

The following information needs to be provided on the Enrolment Agreement.

- Parent/carer Customer Reference Number (CRN)
- Child CRN
- Parent/carer date of birth
- Child date of birth.

It is essential that the information given precisely matches that submitted to Centrelink. Any discrepancies will lead to claims being unable to be processed. It is the responsibility of the parent on enrolment to ensure this information is provided to OSHC.

For further information on Child Care Subsidy phone the Family Assistance Office for an assessment on 136150 or visit www.familyassist.gov.au

Please note that when a child does not attend care for over 14 weeks Centrelink unenrol the child automatically and the parent is required to re-enrol their child in the Service. You can email OSHC@sthildas.qld.edu.au and we can do this. You will then need to confirm enrolment on MyGov and sign the CWA.

Policies and Procedures

A series of Policies and Procedures for the service have been developed. The Policies and Procedures are reviewed on a regular basis to ensure that they are kept up to date with community expectations. A copy of the documentation is available at the Service for parents to view at the OSHC sign-in desk. The document includes guidelines and procedures on:

- Enrolment
- Fees and charges
- Delivery and collection of children
- Accidents, illnesses and medications
- Child protection
- Excursion policy and procedure.

Complaints

The Complaints Management in Anglican Education Policy Guidelines and Procedure establishes both informal and formal grievance resolution procedures, structured to promote a fair, sensitive, quick, and confidential process. Educators, parents, and children are encouraged to use this policy to resolve Service related disputes, problems, or concerns. We trust this policy contributes to maintaining harmonious and constructive relationships for the benefit of all. The purpose of the Complaints Management in Anglican Education Policy Guidelines and Procedure is to provide the requirements and expectations regarding management of complaints related to relevant Anglican Schools and Education and care services.

Early Childhood Information Service

The Early Childhood Information Service is a free state-wide information service provided by the Department of Education and Training. The service operates 24 hours, 7 days a week and provides information to assist families in choosing an early childhood education and care service that meets their needs.

The Early Childhood Information Service can provide the following information about early childhood education and care services including:

- The types of services available
- Service location, hours of operation and contact details
- Information on what to look for in a quality service
- St Hilda's Pre-Preparatory is licensed by the Office for Early Childhood Education and Care.

Under the National Law Act and National Regulations St Hilda's is required to comply with the Act and Regulations in respect of:

- Number of staff members
- Number of children
- Qualifications of staff
- Activities
- Experiences
- Programs
- Information for prospective developers about establishing a service in Queensland
- Information for students undertaking studies in the early childhood field.

Contact the Early Childhood information service: 13 QGOV (13 7468)
Ecec@qed.qld.gov.au

**St Hilda's Carer Reference Number is 420 704
887S**

Staffing Arrangements

Staff Policy

Educators are qualified and experienced in different areas of child development, care, health and welfare. All educators hold a Blue Card issued by Blue Card Services Queensland and a current First Aid Certificate.

Code of Conduct – Staff and Volunteers

Our commitment: Creating environments for children and young people to thrive – Code of Conduct for Anglican Schools and Education and Care Services has been adopted for St Hilda’s School and Pre-Preparatory Service. This Code applies to all staff and volunteers working within the School and Pre-Preparatory Service. It includes but is not limited to:

- Behaviour that includes, relates to, or impacts upon a person who the staff member or volunteer has contact with as part of their role within the Pre-Preparatory OSHC Service and School, and
- Behaviour that occurs in a physical or online environment.

It is also recognised that staff and volunteers may be subject to more than one Code of Conduct or similar requirement. For example:

- Early Childhood Australia (ECA) Code of Ethics
- OSHC Code of Conduct

All staff will receive a copy of the ASC Code of Conduct for Anglican Schools and Education and Care Services on employment and are asked to acknowledge their agreement to the Code. Copies are also available on the Staff Portal and the School Website under OSHC/Safeguarding Our Children.

Educator/ Child Ratios

The OSHC Room is always under the care and guidance of at least two educators. The number of school children per educator is a maximum of 15 and for Pre-Prep age children a maximum of 11 to ensure an appropriate educator/child ratio. Our educator ratios are based on the recommendations of the Child Care Act 2002, Child Care Regulations 2017, and National Standards.

Child Care Students/ School Based Trainees

Child Care/Teaching Students and School Based Trainees are welcome at the Service. Their role is expected to be one of full participation in all aspects of the program. These duties include active input into the program, assisting with documentation and other daily routines and activities. School Based Trainees and Child Care/Teaching Students will always work under the guidance of trained educators. All students and trainees are required to hold a Blue Card issued by Blue Card Services Queensland and a current First Aid Certificate and undertake an Induction into the OSHC Service.

Volunteers

It is a policy of St Hilda’s OSHC not to accept volunteers at any time. All adults working with the children in the Service are employees of St Hilda’s School.

Children's Health and Safety

Child Protection

Statement of Commitment

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the service of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- every child: made in the image and likeness of God
- every child: loveable and loved, unique and unrepeatable
- outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people
- create conditions that reduce the likelihood of harm to children and young people
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations, or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools, and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Child Risk Management Strategy

The Child and the Youth Risk Management Strategy aims to identify potential risks of harm to children and young people and to implement strategies to minimise these risks. Our OSHC Child and Youth Risk Management Strategy provides a clear and consistent framework to guide and support children, young people, parents, employees, volunteers, and visitors to St Hilda's' OSHC.

A copy of this document can be found on the School's website under Outside School Hour's Care - Safeguarding our Children Child Protection. Staff in OSHC will receive annual training in the strategy and participate in its review each year.

Speaking to a trusted adult

If children are at any time feeling unsafe or fearful of being harmed or they are concerned for another child, we encourage them to speak with a trusted adult. This could be an educator, or one of the Service's Child Protection Contacts as listed below.

Child Protection Contacts:

Mrs. Lisa Cleverly, Director of Pre-Preparatory
Miss. Annika Wilson, OSHC Coordinator

Further information on Child Protection at St Hilda's School OSHC can be found on the School website on the OSHC Page.

Medical Conditions

St Hilda's OSHC educators aim to support parents/carers of children with medical conditions to feel secure in the care their children receive whilst in OSHC. We ensure that all educators understand their duty of care to children in the event of an emergency and that all educators feel confident in knowing what to do in an emergency.

Parents of children with allergies, asthma, anaphylaxis, or other medical conditions are required to inform service educators of their needs, they are also required to complete an Allergy Action Plan, Asthma Action Plan or Anaphylaxis Action Plan. Alternatively, families can contact St Hilda's OSHC Coordinator for further information.

All children with a diagnosed medical condition must have a risk minimisation and communication plan in place. A meeting will be arranged with the parents/guardian as soon as the Service has been advised of the medical condition. In conjunction with parents the risks relating to the child's specific health care need, allergy or medical condition are assessed and minimised.

Illness and Infectious Diseases

The spread of infections in the early childhood environment is facilitated by crowding and microbial contamination of the environment, as well as the unhygienic behaviours and greater exposure of young children. Our Service will minimise children's exposure to infectious diseases by adhering to all recommended guidelines from relevant authorities regarding the prevention of infectious diseases, promoting practices that reduce the transmission of infection, ensuring the exclusion of sick children and educators, supporting child immunisation and implement effective hygiene practices.

We aim to provide a safe and hygienic environment that will promote the health of the children. As the care needs of a sick child cannot be met without dramatically reducing the general level of supervision of the other children, or risking other children's health, parents will be asked not to bring sick children to St Hilda's OSHC and to collect children who are unwell. If their child is unwell, it is often most appropriate to keep them at home. A child who is sick will not be able to perform well and is likely to spread the illness to other children and staff. Please make arrangements to care for their child at home if they are not well.

Parents are not to send their child to OSHC if they have:

- Fever in the past 24 hours
- Vomiting or diarrhoea in the past 48 hours
- Strep throat
- Bad cold, with very runny nose or bad cough
- Contagious infections
- Is otherwise obviously unwell.

All care and consideration will be given to the child who becomes ill while at OSHC. When a child becomes unwell at the Service, parents will be contacted to collect their child as soon as possible. Where it is not practical for their child to be collected straight away, their emergency contact will be required to collect them from the Service.

Children with infectious diseases will be excluded from the Service for the period recommended by the Department of Health. A record of each child's immunisation status will be kept in their personal file. The Service follows the guidelines set down by the National Health and Medical Research Council for the period of exclusion from the Service for infectious diseases.

It is important that the Service Child Care records contain up-to-date details of their child's health needs. Parents are responsible to ensure that these records are regularly updated. In the case of children who suffer allergic reactions or are asthma sufferers, it is imperative that we are advised of the necessary steps to be taken to deal appropriately if an emergency should arise.

Medication

Families requesting the administration of medication to their child will be required to follow the guidelines developed by OSHC to ensure the safety of children and educators. OSHC will follow legislative guidelines and standards to ensure the health of children, families, and educators always.

When children require medication, families are required to:

- Notify educators, both via enrolment forms and verbally when children are taking any medications. This includes short and long-term medication use
- Complete a medication form for child requiring medication whilst they are at the Service
- Assist educators to complete long-term medication records in accordance with the medical practitioner completing and signing the plan
- Update long term medication record forms each term or as the child's medication needs change
- Be required to keep prescribed medications in original containers with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered
- Keep children away from OSHC while any symptoms of an illness remain
- Keep children away from OSHC for 24 hours from commencing antibiotics to ensure they have no side effects to the medication
- Not leave any medication in children's bags
- Give any medication for their children to an educator who will provide the family with a medication form
- Complete the medication form and the educator will sign to acknowledge the receipt of the medication. Please understand that no medication will be administered without written consent from the parent or authorised person
- The medication form requires the following information:
 - Name of child
 - Name of medication
 - Date, exact time and dosage to be administered (general time, e.g. Lunchtime will not be accepted)
 - Signature
- If anyone other than the parent is bringing the child to St Hilda's OSHC a written permission note from the parent, including the above information, must accompany the medication.

When paracetamol is administered due to a fever:

A parent / guardian will be required to collect their child immediately. The child will be excluded from the Service until fever has stopped for at least 24 hours. An Incident, Injury, Trauma and Illness Record Form must be completed and signed by the parent / guardian upon collection.

The family will be encouraged to visit a doctor to find the cause of the temperature.

While waiting for the child to be collected, educators will

- Remove excess clothing to cool the child down
- Offer fluids to the child
- Encourage the child to rest
- Provide a cool, damp cloth for the child's forehead and back of the neck
- Monitor the child for any additional symptoms
- Always maintain supervision of the ill child, while keeping them separated from children who are well.

The illness must also be recorded in the Illness Register.

Paracetamol cannot be administered for pain unless written permission / consent from the child's parent / guardian have been obtained (Medication Form) and it has been prescribed by a registered medical practitioner (i.e., Prescription label).

Hygiene

We aim to provide a healthy and hygienic environment that will promote the health of the children, educators, and parents. All people at St Hilda's OSHC will follow preventative measures in infection control. Educators will ensure they maintain and model appropriate hygiene practices.

Having and encouraging good hygiene practices in early childhood is essential for reducing the risk of cross infection. Helping children to develop appropriate personal hygiene habits will become embedded as they grow and develop. It is important to work with families to ensure children follow simple hygiene rules by incorporating good hygiene methods in both the Service and home environment.

Personal Hygiene

Children are encouraged to develop good hygiene practices to reduce the risk of cross infection. Personal hygiene practices include:

- Children do not share hats and hair is to be tied back and off the face
- Children reminded not to share drinks, utensils or use items that have been dropped on the floor
- Children using effective hand hygiene and toileting procedures
- Cough and sneeze etiquette: children are encouraged to cough or sneeze into their inner elbow or use a tissue to cover their mouth and nose. All tissues should be disposed of in the rubbish bin straight away, and hands washed with either soap and water or an alcohol-based rub.

Health and Hygiene

The aim of the OSHC Service is to protect both Educators and children; therefore, care should be exercised at all times in the handling of bodily fluid i.e., Blood, urine, feces, vomit, saliva or mucous.

- Educators must wear gloves if there is a likelihood of contact with bodily fluids. Hands should be washed after removal of gloves
- Care should be taken to disinfect any area or clothing that has been soiled by any of the fluids
- Educators should cover any open wound for their own protection
- All educators should know the position of the first aid kit and the use of its contents. They are responsible to ensure contents are in date and the kits maintained.

Hand Hygiene

Our Service is committed to assuring the health and safety of all educators, staff, volunteers, families, and children, providing a safe and healthy environment. The importance to reducing the risk of infection is through effective hand hygiene. We aim to perform specific hand washing hygiene practices to minimise the risks associated with cross infection.

To ensure the greatest level of personal hygiene, it is a requirement of the Service to wash your hands On arrival at the service

- Before and after toileting
- After going to the toilet
- After wiping a runny nose or blowing your own nose
- Before and after administering first aid
- Before and after administering medication
- After using chemicals
- Before eating, preparing and serving food
- After cleaning up bodily fluids
- After removing protective gloves
- Playing outside
- After touch animals
- Before going home.

Children will be encouraged to follow educators modelling and wash their hands at appropriate times throughout the day. Educators will ensure all required hand washing equipment is easily accessible and appropriate for use.

Arrival and Departure

Children attending OSHC are required to be signed in and out electronically in the Register of Attendance on arrival each day. It is also a requirement that parents hand over their child to an OSHC educator on arrival in Before School Care and Vacation Care, and a School staff member hand over the child to an OSHC Educator in After School Care.

It is necessary for parents/guardians to also ensure that sunscreen has been applied to their child and to sign the Sunscreen Register on arrival in Vacation Care and Educators in After School Care.

Collecting your Child

If someone other than an authorised person is collecting your child, please ensure the educators are informed in writing, or that person is listed as a contact or collector on your child's enrolment. Photo ID may be required on collecting the child.

Children must not leave the building except in the manner as indicated on the enrolment form. Parents/guardians must communicate, in writing, alternative arrangements to the educators beforehand.

Immunisation

Parents are asked to ensure that all recommended immunisation injections are up to date and provide the service with an updated copy of their child's current immunisation record as necessary. Refer to information in the Appendix.

Children who are not Immunised

St Hilda's OSHC maintains a record of those children who are not immunised within the Service. Non-immunised children will be excluded from the Service if an infectious disease is present. This exclusion will be until there are no more occurrences of that disease at the Service and the recommended minimum exclusion period has ceased. This will occur even if the child is well.

St Hilda's OSHC is sensitive to the diverse cultural needs of families in our care and respects the rights of the families to make informed decisions regarding their child's immunisation. Immunisation information can be provided in languages other than English.

A child must be **fully immunised**, on a catch-up immunisation schedule or have a valid exemption at the time a parent makes their very first claim for CCS. A child at St Hilda's OSHC will no longer be exempt from meeting the requirements for CCS payments if their parents have registered an objection to vaccination based on personal or philosophical beliefs.

Illness and Infectious Diseases

Our Service will minimise children's exposure to infectious diseases by adhering to all recommended guidelines from relevant authorities regarding the prevention of infectious diseases, promoting practices that reduce the transmission of infection, ensuring the parents do not send their child to OSHC if they have:

- Fever in the past 24 hours
- Vomiting or diarrhoea in the past 48 hours
- Strep throat
- Bad cold, with very runny nose or bad cough
- Contagious infections
- Is otherwise obviously unwell.

All care and consideration will be given to the child who becomes ill while at OSHC. When a child becomes unwell at the Service, parents will be contacted to collect their child as soon as possible. Where it is not practical for their child to be collected straight away, their emergency contact will be required to collect them from the Service.

Children with infectious diseases will be excluded from the Service for the period recommended by the Department of Health. A record of each child's immunisation status will be kept in their personal file. The Service follows the guidelines set down by the National Health and Medical Research Council for the period of exclusion from the Service for infectious diseases.

It is important that the Service's child care records contain up-to-date details of their child's health needs. Parents are responsible to ensure that these records are regularly updated. In the case of children who suffer allergic reactions or are asthma sufferers, it is imperative that we are advised of the necessary steps to be taken to deal appropriately if an emergency should arise.

First Aid/ Injury

St Hilda's OSHC recognises that in accordance with the Work Health and Safety Regulations, Education and Care Services National Law and National Regulations it has a responsibility to provide first aid assistance to persons sustaining an injury or illness in the workplace.

In cases of emergencies or accidents where we feel medical attention should be sought, parents or nominated emergency guardians will be notified to collect the child as soon as possible. If parents or alternative emergency guardian cannot be contacted, educators, in consultation with the Director of Pre-Preparatory, have the authority to call an ambulance. A staff member will accompany the injured child to hospital and remain until parents arrive. When an accident has occurred, the Nominated Supervisor and the Anglican Schools Education and Care Service must be notified. The Anglican Schools Education and Care Service will contact the Department to make the required notification.

Sleep and Rest Time

St Hilda's OSHC defines 'rest' as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of children's day, we feel that it is important for children to participate in a quiet/rest period during the day to rest, relax and recharge their body. Effective rest strategies are important factors in ensuring a child feels secure and safe in an early childhood environment. After lunch, all children will rest/relax for at least twenty minutes.

Our Service will consult with families about their child's individual needs, ensuring they are aware of the different values and parenting beliefs, cultural or opinions associated with sleep requirements and work in collaboration with families to meet children's needs.

Fire and Evacuation Procedures

It is expected that the educators at the Service will always fulfil the 'duty of care' required in their role of caregiver, both on a personal level and in terms of the general safety and welfare of the children.

Regular Evacuations and Lockdown Exercises are held for educators and children every term and during Vacation Care each holiday period. The children are made aware of the procedures and are familiar with the noise of the bell and evacuation procedures.

The Evacuation Plan and drill is displayed at all exits.

Fire Evacuation Assembly Point



Lock Down Procedure:

The Lockdown Procedure occurs in the following instances:

- Police activity
- Violent intruder
- Hostage
- Custodial incident
- Storm/tempest

Action to be taken:

- Alarm sounds
- All staff and children must go to the nearest safe building
- Everyone must be away from windows or hidden from outside view, e.g. Under tables
- Windows must be locked
- Doors must be locked when everyone is inside
- Educators and children
- To wait for an announcement to end the lockdown.

Food Safety and Nutrition

Hand washing is a vital part of mealtimes and children are encouraged to wash their hands after toileting and before eating. St Hilda's OSHC recognises the importance of healthy eating to promote the growth and development of children and is committed to supporting the healthy food and drink choices of children in our care. It is acknowledged that the early childhood setting has an important role in supporting families in healthy eating. Our Service therefore recognises the importance of supporting families to provide healthy food and drink to their children.

Our aim is to encourage the consumption of nutritious and varied food of good quality at St Hilda's OSHC. Children will be encouraged to develop good eating habits through good examples and education. Parents will be encouraged to share family and multicultural values and ideas to enrich the variety and enjoyment of food by the children. High standards of hygiene will be maintained throughout any food preparation.

Our Service has a responsibility to help children develop good food practices and approaches, by working with families and educators. Mealtimes reflect a relaxed and pleasant environment where educators engage in meaningful conversations with children. When possible, educators will role model healthy eating behaviour. This assists in creating a positive and enjoyable eating environment.

Children should be seated while eating or drinking and supervised by educators. Children are encouraged to eat the food provided from home, but under no circumstances will a child be forced to eat. Water is always available. Children are reminded to speak with quiet voices at the table and good manners are always encouraged. A prayer is offered before eating. There will be no sharing of food at any time.

The program provides opportunities for the children to develop an interest and taste in a variety of foods through cooking activities. Any food provided by St Hilda's OSHC will be prepared in a hygienic manner. Where children are involved in food preparation, this will always be supervised, and hygienic conditions maintained.

Morning Tea and Lunch

In Vacation Care parents are required to provide their child's lunch and morning tea and a water bottle. Educators are to ensure that water is always available.

The Australian Children's Education and Care Quality Authority (ACECQA) outline strict guidelines regarding nutrition and health for children aged 0-5. To assist the children in deciding on a suitable morning tea or lunch choice within their lunchbox, perhaps a coloured sticker or different shaped containers will help them remember which food is appropriate at what time of the day.

Afternoon Tea

A nutritious afternoon tea is provided in After School Care and Vacation Care. A menu is displayed in the Service. Educators are to ensure that water is always available.

Nude Lunches

In OSHC the children are encouraged to learn to care for their environment. Therefore, we promote the use of re-usable containers in their lunch boxes and them bringing in a nude lunch. A nude lunch is one that contains no wrappings or packaging. This assists in reducing litter in the grounds and makes for a more nutritious lunch for the child, as there is less processed food. Any fruit or vegetable remains will be placed in our worm farm or compost bin.

Peanut Allergy

Several children have a severe allergy to peanuts and other nut-based products. Some of the children concerned can even have a reaction to people who have touched peanuts/nuts. As a result, we ask parents **not to include peanuts or nut products in lunchboxes.** We appreciate parent's co-operation in this matter, as it is our desire to keep all children safe whilst at the Service.

Clothing and Sun Protection

Children are required to wear clothing appropriate to the climate and which provides protection from the sun. This includes shirts with sleeves, a hat and closed in shoes which are required for excursions and some incursions. All items must be clearly labelled with your child's name. In addition, a complete set of clothes, including underwear must be brought at the Service for use in emergencies.

Parents are requested to apply sunscreen to their child before arriving at the Service and complete the Sunscreen Register when signing in. Sunscreen is available in each room and will be applied to the children before they go outside to play. All children must wear a play hat when they are engaging in outside activities. Any child without a hat will need to take part in activities in the undercover area next to the classroom.

Information Appendix

NATIONAL IMMUNISATION PROGRAM

Immunisation Schedule Queensland

July 2023



CHILDREN



Before vaccinating:

- ALWAYS review the Australian Immunisation Register (AIR) to check the patient's previous immunisation history
- Check the online Australian Immunisation Handbook (the Handbook) or download the Handbook app for information about catch-up vaccination, timing of vaccination for special risk groups at immunisationhandbook.health.gov.au/
- Check the correct vaccine dose number has been recorded and report all vaccinations to AIR as soon as possible.

LEGEND

- Reconstitute
- IM Intramuscular
- SC Subcutaneous
- AL Anterolateral

AGE	DISEASE	VACCINE BRAND	ALL CHILDREN (incl. Aboriginal and Torres Strait Islander children and Children with medical risk factors)	Additional vaccines for: Aboriginal and Torres Strait Islander children	Children born with medical risk factors	METHOD & SITE	IMPORTANT NOTES
IMPORTANT: Children diagnosed with medical risk factors for invasive meningococcal disease are funded to receive multiple doses of Meningococcal ACWY (Nimenrix) and Meningococcal B (Bexsero) vaccine. The number and timing of doses is dependent on the age at diagnosis. Refer to the Meningococcal chapter of the Handbook for number and timing of doses.							
Birth	Hepatitis B	H-B-VaxII paediatric OR Engerix B paediatric	●			IM / AL thigh	● Give within 24 hours of birth. Can be given up to 7 days after birth
	Tuberculosis	BCG		▲		Intradermal / Deltoid	▲ Aged <5 years living in Aboriginal and Torres Strait Islander communities. For further information regarding eligibility search 'BCG vaccination' on the Queensland Health website
2 months (can be given from 6 weeks) AND 4 months	DTPa-hepB-IPV-Hib	Infanrix Hexa OR Vaxelis	●			IM / AL thigh	● A primary series of DTPa-hepB-IPV-Hib vaccination should be given using the same vaccine (Infanrix Hexa or Vaxelis). If this is not possible, use the alternative brand of the same antigen combination to complete the series
	Pneumococcal	Prevenar 13	●			IM / AL thigh	● First dose must be given <15 weeks of age. Second dose must be given <25 weeks of age
	Rotavirus	Rotarix	●			Oral / By mouth	
	Meningococcal B	Bexsero		▲		IM / AL thigh	
6 months	DTPa-hepB-IPV-Hib	Infanrix Hexa OR Vaxelis	●			IM / AL thigh	● A primary series of DTPa-hepB-IPV-Hib vaccination should be given using the same vaccine (Infanrix Hexa or Vaxelis). If this is not possible, use the alternative brand of the same antigen combination to complete the series
	Meningococcal B (Indigenous children with specified medical risk conditions)	Bexsero		▲		IM / AL thigh	▲ Aboriginal and Torres Strait Islander children with medical risk factors for IMD (see Handbook)
	Pneumococcal	Prevenar 13		▲	◆	IM / AL thigh	◆ Medical risk factors for invasive pneumococcal disease (IPD) (see Handbook)
	Influenza (Annually 6 months to <5 years)	Age appropriate as supplied	●			IM / Age appropriate administration site	● Administer annually. In children aged 6 months to less than 9 years of age in the first year of administration, give 2 doses a minimum of 1 month apart. One dose annually in subsequent years. Information on age appropriate vaccines is available in the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines
12 months	Measles-mumps-rubella	Priorix OR MMRII	●			IM or SC / Deltoid	
	Meningococcal ACWY	Nimenrix	●			IM / Deltoid	
	Pneumococcal	Prevenar 13	●			IM / Deltoid	◆ Children diagnosed with medical risk factors for IPD at >12 months refer to the Adolescents & Adults schedule for number and timing doses
	Meningococcal B	Bexsero		▲		IM / Deltoid	
	Hepatitis B	H-B-VaxII paediatric OR Engerix B paediatric			◆	IM / Deltoid	◆ Premature baby <32 weeks gestation or <2000g birthweight only
18 months	Measles-mumps-rubella-varicella	Priorix Tetra OR Proquad	●			IM or SC / Deltoid	
	Haemophilus influenzae type b	Act-HIB	●			IM or SC / Deltoid	
	DTPa	Infanrix OR Tripacel	●			IM / Deltoid	
	Hepatitis A	Vaqta paediatric		▲		IM / Deltoid	
4 years	DTPa-IPV	Infanrix IPV OR Quadracel	●			IM / Deltoid	
	Hepatitis A	Vaqta paediatric		▲		IM / Deltoid	
	Pneumococcal	Pneumovax 23		▲	◆	IM or SC / Deltoid	◆ Medical risk factors for IPD (see Handbook) ▲ ◆ Dose at 4 years of age with additional dose at least 5 years later

<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation>
Scan QR code to download schedule

Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements¹ and recommendations.*

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the Intent of the Public Health Act 2005 for a person to be non-Infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.
2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting <i>including:</i> <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis <i>but excluding:</i> <ul style="list-style-type: none"> • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) See advice for these specific conditions below	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (Includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A ²	EXCLUDE until at least 7 days after the onset of jaundice ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person ¹
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED In adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: Infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



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SCHOOL MAP

