



## Infectious Disease Policy

There are many infectious diseases that can affect children and young people, some common and others rare, including:

- Chickenpox (varicella);
- Gastroenteritis;
- German measles (rubella);
- Haemophilus influenzae infections;
- Hepatitis A;
- Measles (rubeola);
- Meningococcal;
- Poliomyelitis;
- Typhoid and paratyphoid fever; and
- Whooping cough (pertussis).

More information about these diseases can be found on the [Victorian Department of Health website](#).

### Harkaway Hills College's Policy

Harkaway Hills College is committed to providing a safe learning environment for all our students.

It is our policy that:

- we implement clear guidelines for the management of infectious diseases
- we provide education, support and resources for staff, parents/guardians, students and the wider College community on dealing with infectious diseases
- teaching staff are trained to recognise symptoms of common infectious diseases and how to deal appropriately with students who become ill at school
- we inform the Department of Health and Human Services of the occurrence of any notifiable conditions

### Parent/Guardian Responsibility

Parents/guardians are required to:

- inform the College of any excludable infectious disease their child is diagnosed with. The [complete list of infectious diseases](#) with the exclusion status of the disease can be found on the Department of Health and Human Services website
- inform the College if their child has been in contact with a person infected with diphtheria, measles (if the child is unimmunised) and whooping cough (if the child is under seven years old)
- give an immunisation status certificate in respect of each vaccine-preventable disease to the College
- follow medical advice with respect to exclusion from and return to school of their child
- comply with College staff directions for time out of school for the student's condition



## **Immunisation Policy**

All staff should be fully immunised and know their immunisation status, to protect them against the outbreak of vaccine-preventable diseases.

Immunisation status certificates must be provided upon enrolment and will be stored in student medical records which are kept up-to-date in accordance with our Student Medical Records policy.

It is the College's policy that for all students enrolling in early education services, confirmation of immunisation must be provided through an immunisation status certificate from the Australian Immunisation Register under section 143B of the Public Health and Wellbeing Act 2008 (Vic). All other certificates are invalid for the purposes of enrolment in early education services.

Students who have not received any immunisations must still provide a certificate. Certificates will assist in the event of a disease outbreak, where unimmunised children can be quickly identified and excluded from school until the risk of infection has passed. Records of the information in each immunisation status certificate must be kept for the duration that the student attends the College.

It is recommended that staff and students are immunised according to the [Immunisation Schedule Victoria](#).

Prospective students will not be excluded from attending school if they have not been immunised

## **Infection Control Policy**

Where the Principal believes on reasonable grounds that a student is suffering from a vaccine-preventable disease, they will notify the Department of Health and Human Services as well as the parents/guardians of the child, in order to receive instructions on the collection or exclusion of the child.

In the event of an outbreak of a vaccine-preventable disease at the College, any student diagnosed with the infectious disease should not attend school in order to prevent the spread of the condition among staff and other students.

Infected primary students and students who have been in contact with a person who has an infectious disease or condition that requires exclusion will be excluded from school in accordance with the [school exclusion table](#).

Specific management and communication arrangements will be made in consultation with the Department of Health and Human Services or another authorised representative of the Chief Health Officer.

When directed by the Department of Health and Human Services or another authorised representative of the Chief Health Officer, the Principal will ensure students at the College who are not immunised against vaccine-preventable diseases, do not attend the College until the Department advises that attendance can be resumed.



## **Incident Procedures**

In the event a student becomes unwell at the College with an infectious disease, immediate medical treatment should be provided following the procedures outlined in our First Aid policy. The student should then be transferred to the care of their parent/guardian

See **Appendix II** for the College's COVID-19 Safety Policy and Procedure.

## **Staff Responsibilities**

Staff must:

- advise the Principal if they know or reasonably suspect that a student may have an infectious disease
- implement infection control practices to minimise the risk of exposure to infectious diseases for themselves and students
- be aware of infectious diseases which they have been vaccinated against and keep their immunisation records up-to-date
- maintain privacy and confidentiality of student information and documentation on suspected/confirmed infectious diseases

## **Implementation**

This Policy is implemented through a combination of:

- staff training and supervision
- maintenance of staff and student medical records
- effective incident notification procedures
- effective communication procedures with students' parents/guardians
- initiation of corrective actions where necessary

**Last updated: July 2020**

# **Appendix I**

## **Contact for the Communicable Diseases Section of the Department of Health and Human Services**

- Phone 1300 651 160
- Email [infectious.diseases@dhhs.vic.gov.au](mailto:infectious.diseases@dhhs.vic.gov.au)
- Post to Reply Paid 65937, Melbourne VIC 8060
- [Online](#)



## **Appendix II**

### **COVID-19 Safety Policy and Procedure**

In the event of a staff member or student of Harkaway Hills College contracting COVID-19, a school shutdown will take place. The following procedure has been developed to ensure the safety of all other staff and students in the school.

A "Support Team" will oversee the implementation of a school shutdown.

#### **Roles of the Support Team**

##### **Principal**

- To inform staff and families of the immediate closure of the school via email.
- To liaise with The Department of Health and Independent Schools Victoria to determine the course of action for the school and the length of shut down.
- To inform PARED Victoria about the school closure.

##### **Admin Assistant**

- To provide verbal instructions to all classrooms regarding the shutdown procedure.
- To assist the teaching staff and Principal as required.

##### **Operations Manager**

- To communicate with Chaplain, contractors, gardeners, cleaners, as well as any visitors who have visited the College in the past 14-days.
- To arrange a deep clean of the College.

##### **Teaching Staff and Teaching Assistants**

- To oversee the safe departure of students.

#### **Shut Down Procedure**

In the event of a positive test result and the immediate closure of Harkaway Hills College, the following procedure will take place:

1. The Principal will inform all staff of the nature of the school closure via email. This will include specific instructions for student movement.
2. The Principal will email parents notifying them they have one hour to collect students from school via carline.
3. The Admin Assistant will visit every classroom to verbally inform staff of the closure and provide instructions for the departure of students.
4. Operations Manager will contact the Chaplain, contractors, gardeners, cleaners, as well as any visitors who have visited the College in the past 14-days.
5. Classroom teachers and teaching assistants are to cease lessons and immediately prepare students for school departure. This includes ensuring that all students have their schoolbooks and are accounted for prior to dismissal.



6. Specialist teachers are to assist classroom teachers if they are assigned to a class at the time.
7. Classroom teachers are responsible for ensuring all students are accompanied to the sandpit area beside the Admin building to prepare for collection via carline.
8. Teaching assistants will run the carline. Classroom teachers will supervise students in the sandpit area, ensuring there is physical distancing.
9. All staff are to remain on site for assistance until assistance is no longer required. When departing, staff should ensure they take their laptops and iPads home.

### **Follow Up**

1. The Principal will contact The Department of Health and Independent Schools Victoria to notify them of the positive COVID-19 diagnosis and receive instructions for the next steps. The length of the shutdown will be determined from advice by The Department of Health.
2. The school will provide details of the infected person's activities to The Department of Health, including whether the person had been at Harkaway Hills College while infectious. Contact tracing will commence to determine the risk of infection spreading to other staff and students as well as the wider community.
3. Operations Manager will contact cleaners to arrange a deep clean of school grounds.
4. Admin Assistant will notify parents and staff regarding the length of the shutdown as advised by The Department of Health.
5. The Principal will notify staff and families about the learning expectations during the shutdown. This will depend on the length and timing of the shutdown.

### **Ongoing Safety Measures**

*Last updated July 2020*

1. Any unwell staff, children and young people must remain at home. Anyone displaying COVID-19 symptoms must consult a doctor and take a COVID-19 test if advised.
2. Visitors to school grounds should be limited to those delivering or supporting essential school services and operations.
3. Additional staff, including parent volunteers, should be discouraged from attending school at this time. Activities dependent on and involving parent volunteers and/or external adults should be cancelled (incursions, SCOPE-IT, after school sport).
  - Private music lessons can continue but with heightened precaution and regular sanitising and hand washing.
4. Meetings between staff and parents can still take place, but they should meet physical distancing requirements of 1.5 metres between adults.
5. Promote fresh air flow indoors and maximise use of outdoor learning areas or environments with enhanced ventilation where possible and as practical depending on weather conditions.
6. School assemblies, excursions and other non-essential large gatherings must be postponed or adapted considering use of technology.



7. Avoid mixing between different cohorts is requested to aid containment.
  - Reduce the number of classes that interact together
  - Separate play areas for at least the first 3 weeks
  - Organise student traffic - Ask students to enter rooms in lines without rushing altogether
  - Prep students especially need reminders not to play with older girls
8. Close proximity between staff to be avoided
  - Maintaining a physical distance of 1.5 metres *not needed for students*, but required for adults.
  - Limit number of people eating lunch in the staff room – overflow into Ianthe's room
  - Always keep 1.5m away from each other
  - Avoid physical gestures when greeting
9. Hygiene:
  - All staff and students need to watch their hands on arriving to school, before and after eating, before entering the classrooms, after blowing nose, coughing etc.
  - Staff must wash their hands after using mobile phones if they are going to assist a student. Please clean phones regularly.
  - There must be hand sanitiser in every occupied room
  - Drinking fountains not to be used
  - Sharing of food should not occur. Sadly no birthday cakes, but individually wrapped items are permitted.
10. School arrival and pick up
  - All staff to take temperature in the morning as well as students
  - Morning carline will continue. Students whose classrooms are on the deck will be sent to that area in the morning, Grace will supervise.
  - After carline will be staggered:
    - o If eldest child is in Prep or Year 1 (3.00 – 3.15)
    - o If eldest child is in Year 2 and above (3.15 – 3.35)
  - Parents may only enter school grounds when it is essential.
11. Cleaning
  - Cleaners will continue thorough cleaning every evening
  - We are also required to clean high use surfaces during the day. Door handles, light switches, desks, taps.
  - Avoid using shared items if possible. If using shared items is essential, students must wash their hands before and after use. This includes music and sport.
  - Students must wash their hands before and after use of the playground and sandpit.
  - No contact sport.
12. First Aid
  - Physical distancing not always possible, staff must use gloves when administering first aid.
  - If a student has flu-like symptoms, they must be isolated and must wear a mask
  - If the student is unable to wear a mask (asthma, respiratory issues), then the staff member attending to them must wear a mask.
  - The First Aid room must be regularly cleaned.