



Laurimar Primary
Out of School Hours Care Service
Family Handbook 2017

Contents

| | |
|--|----|
| Introduction | 2 |
| Service Address & Contacts | 2 |
| Staff..... | 3 |
| Philosophy & Goals | 3 |
| Management and OSHC Educators..... | 5 |
| Programs..... | 6 |
| Parent/Guardian and Family Involvement..... | 6 |
| Program Induction..... | 6 |
| Parent and Career Code of Conduct | 7 |
| Hours of Operation and Fees | 8 |
| Fee Structure and Accounts | 9 |
| Enrolment Procedure | 10 |
| Bookings and Cancellations | 11 |
| Arrival and Collection of Children..... | 11 |
| Child Care Benefit and Child Care Rebate | 12 |
| Priority of Access | 13 |
| Confidentiality and Privacy | 13 |
| Supervision of Children | 14 |
| Court Orders | 14 |
| Children’s Health and Safety..... | 14 |
| Incident, Injury, Illness and Trauma Records | 14 |
| Infectious Disease | 15 |
| Medications | 16 |
| Medical Conditions..... | 17 |
| Children Diagnosed at Risk of Anaphylaxis | 18 |
| Nutrition | 19 |
| Sun Protection | 19 |
| Occupational Health and Safety | 19 |
| Excursions | 20 |
| Equity, Inclusion and Cultural Diversity..... | 20 |
| Inclusion Support Funding | 21 |
| Positive Behaviour Guidance | 22 |
| Visitors and Volunteers..... | 22 |
| Grievances and Complaints..... | 23 |
| Review of Policies and Procedures | 23 |
| Minimum Period of Exclusion Table | 24 |

Introduction

Laurimar Primary School would like to welcome you and your family to the Out of School Hours Care Service (OSHC). We have developed policies and procedures to ensure the Laurimar Primary OSHC service provides a safe, inclusive, diverse, fun, stimulating and engaging program for children.

Laurimar Primary OSHC is a licensed children's service that is required to work in compliance of the 'National Quality Standard for Early Childhood Education and Care and School Age. The National Quality Framework consists of:

- A national legislative framework that comprises of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.
- A National Quality Standard that outlines guiding principles, quality areas, standards and elements for children's services providers to work by.
- An assessment rating system to measure the standard of care that is being delivered by the children's service.
- A Regulatory Authority in each State and Territory who are responsible for service approval, monitoring and quality assessment of services in their jurisdiction
- The Australian Children's Education and Care Quality Authority (ACECQA).

Laurimar Primary OSHC was assessed against all the elements of the National Quality Standard by a representative of the Regulatory Authority in 2014, and received the rating of Exceeding National Quality Standards. Parents/guardians and families will be informed about the continued assessment process. The current assessment rating is on display within the parent information section.

Laurimar Primary OSHC encourages suggestions and feedback about the service from parents/guardians, families, children and the community about the operation of the program. Please take the time to read through the Family Handbook and use it as a guide to understand the operation and procedures of the OSHC service. If you have any questions or require assistance with enrolling your child or children into the program please do not hesitate to contact Laurimar Primary OSHC. We look forward to providing your child or children with a variety of fun, educational and stimulating activities and forming positive partnerships with parents/guardians, families and the school community.

Service Address and Contacts

Laurimar Primary OSHC

Armidale Road, Doreen VIC 3754

Telephone: 9717 6783

Fax: 9717 7199

Email: oshc@laurimarps.com

Approved License Places:

The maximum number of children who may be cared for or educated by the service in:

Before School Care: 150 children

After School Care: 150 children

Holiday Program: 150 children

Pupil Free Day: 150 children

Staff

Manager, Educational Leader and Nominated Supervisor: Emma Renn

Assistant Managers: Clint Cotter and Shannon Grech

Assistant Coordinator: Joanna McDonald

Supervisors (S) and Educators:

Julie Bamford (S)

Claire Jackson

Michaela Toppi (S)

Jason May

Katie Riddle (S)

Jennifer Kenny

Katie de Haan (S)

Brittany Spadaro

Cezanne Payne

Cosette Pearce

Erin Spencer

Lacey Demanuele

Rowena Pearson

Philosophy and Goals

Laurimar Primary OSHC aims to provide all children with a sense of belonging, a place to grow, to feel confident, happy and safe. This is achieved in a stimulating, supportive and inclusive environment for each child and their family, and includes all cultural, linguistically diverse and socio-economic backgrounds. We value all interactions, experiences, activities, routines and events; planned or unplanned; that occur.

Our service is committed to providing a high quality care program that demonstrates respect and understanding of the unique and various ways that children develop and learn. Children are encouraged to learn through play based activities and experiences at their own pace. Programming is reflective of children's current interests and provides opportunities to extend their learning. Children's choice is actively encouraged and their right to relax respected.

The practice of Laurimar Primary OSHC is guided by the My Time, Our Place Framework for School Age Care In Australia.

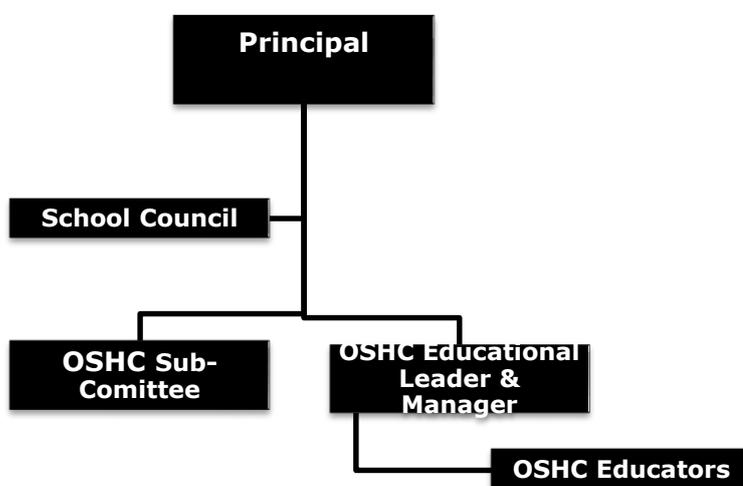
Goals and Principles

- To adopt and incorporate into daily practice the principles laid out in the United Nations Convention on the Rights of the Child, and the Code of Ethics. The Convention states that all children have the right to relax, play and to join in a wide range of cultural, artistic and other recreational activities. The Convention also recognises children's rights to be active participants in all matters affecting their lives and respects their family, cultural, other identities and languages. (Refer to articles 3, 12, 29, 30 & 31)
- The service acknowledges, celebrates and accepts that all people are individuals and ensures that an inclusive and equitable program is provided. Educators scaffold children's self worth, perspectives, expectations, knowledge and skills; children's beliefs and cultures are celebrated and shared within the program.
- Children's play, development and learning experiences are not limited to any particular time, place or method. Children are able to return to ideas and/or current projects. Materials are provided, including natural resources, to promote inclusive learning.
- Children are provided with opportunities to be challenged, encouraged to make choices, explore, experiment and investigate in a positive manner. The value of trial and error is acknowledged and consequences of children's choices discussed with empathy.
- Provide a stable, warm environment that ensures children, families, staff and visitors feel welcome, relaxed and free from harm.
- The program aims to foster and enhance children's social competencies and partnerships with their peers, staff and community through relationships built on trust and respect with open and clear communication.
- OSHC Educators are valued members of a team, working in a professional manner and are respectful, approachable and friendly towards all children, families and colleagues. Staff pedagogy is recognised in program planning and team members will incorporate reflective practice for continuous quality improvement.
- Guidelines, rules, routines and consequences are developed in collaboration with staff, children and families ensuring a common expectation and consistent approach to behaviour management.
- Maintain close links to the school to build consistency and community.
- Ensure meaningful, positive relationships are established with parents and families, as the feedback from family is an integral part of the program's success.
- Acknowledge the importance of the roles of the local, wider and global community play in a child's values and beliefs. We actively seek to incorporate community events and activities within the program.
- Ensure the environment of the service maintains the National Quality Standard in regards to the health and safety of all children and their families accessing the program.
- The service and program complies with the National Law 2010 and National Regulations 2011.

Management and OSHC Educators

The operation of Laurimar Primary OSHC is managed by the Principal, who is the licensee representative of the service. The School Council has established an Out of School Hours Care Sub-Committee to help oversee the management and development of the OSHC program. The OSHC program has an Educational Leader who is responsible for the planning and implementation of the program.

The OSHC Manager/ Educational Leader performs the administrative tasks required and is also responsible for invoicing families their accounts. The OSHC Educators work under the guidance and direction of the OSHC Educational Leader. Please refer to the flow chart below which outlines the management and staffing structure.



Laurimar Primary OSHC is regulated under the Education and Care Services Regulations 2011 to employ OSHC Educators that have or are studying for an appropriate qualification. OSHC Educators are required to have current training in: Anaphylaxis Management; Asthma Management; CPR and Level II First Aid. OSHC Educators must hold a current Working with Children Check (WWCC). Laurimar Primary OSHC encourages OSHC Educators to attend professional development training sessions.

Programs

Laurimar Primary OSHC will offer a program that is accessible to all children attending Laurimar Primary School. Programs will be developed for most components of the service; After School Care; Holiday Program and Pupil Free Day Care. Before School Care is an opportunity for the children to ease into their day and partake in spontaneous play. The program aims to provide children with a variety of fun, flexible and stimulating experiences in a safe and nurturing environment. Children will be provided with opportunities to participate in recreational activities that foster and enhance their emotional, physical, and intellectual development; to form positive partnerships and expand on their social interactions with their peers and OSHC Educators; to share their ideas and have an input to the program offered.

A weekly program of activities and menu will be on display for children, parents/guardians and families to view and give feedback on. The program will offer a balance of indoor and outdoor activities, quiet and rest time areas, facilitate children to complete homework and allow children to choose and participate in activities that they are interested in. The program offered is inclusive for all participants this includes children and families of cultural and linguistic backgrounds and children with additional needs.

Laurimar Primary OSHC will keep record of children's participation in the program by using photographs, video and written documentation for parents to see how their child is developing in the program. Parents/guardians will need to give consent on the enrolment record for the service to photograph and film their child participating in activities.

Parent/Guardian and Family Involvement

Laurimar Primary OSHC welcomes and values parent/guardian and family input; we recognise that culture and family values are the foundation of children's development. Laurimar Primary OSHC will embrace and incorporate feedback, ideas and resources offered by parents/guardians and families into the delivery of the program. Parents/guardians and family participation is fundamental to ensuring the service provides a high quality of care for your child or children. Your feedback will be used to help OSHC Educators to plan program activities; to validate the content of the OSHC policies and procedures, the OSHC Family Handbook and OSHC Educators code of conduct. All feedback will be integrated into the service Quality Improvement Plan.

Program Induction

Laurimar Primary OSHC will ensure that all new children attending the program are welcomed and their needs are nurtured and supported to help with a smooth transition into the program. Children will be introduced to all OSHC Educators at the service. Children already attending the program will be asked to help with the transition of new children into the OSHC service. All new children will be shown around the facility; where accessible play areas are, location of toilets, where to put bags and explained the routine and rules of the program. OSHC Educators will communicate with parents/guardians about their child's transition into the service. If you have any questions or require further information about the service please do not hesitate to contact the OSHC Manager / Educational Leader.

Parent and Carer Code of Conduct Policy

Rationale: Children, families and our extended school community have the expectation and right to access a safe school environment, including Outside School Hours Care (OSHC). All Laurimar Primary School and OSHC staff also have the same right to a safe work place. It is deemed that any person who exhibits or threatens abusive or violent behaviour towards staff or children directly contravenes this right.

All families and students are familiar with the Laurimar Primary School Student Code of Conduct, as previously signed by all families within the school community.

For the purpose of this policy, the term 'parent and carer' also includes any authorised nominee that is elected by the child's parent/guardian to collect or drop the child.

Aims:

- To clearly set out expectations of parent and carer behaviour.
- To clearly define unacceptable behaviours.
- To ensure the consequences of violent and threatening behaviours are known to all parents and carers.

Implementation:

Parents and carers are expected to demonstrate respectful behaviour towards all staff and children at all times, as in line with the Laurimar Primary School Student Code of Conduct. Any complaints can be referred to any member of the Principal Class Team or the Nominated OSHC Supervisor, in accordance with the Department of Education and Training (DET) Grievances and Complaints policy.

Threatening and abusive behaviour is defined by, but not limited to, "threats of violence to members of staff, students or any other person which is, for example; sexist, racist or homophobic; including intimidating language, swearing and/or aggressive body language."

(https://www.gov.uk/government/uploads/system/attachment_data/file/118582/customer-conduct.pdf) April 2015.

Issues and concerns related to peer interactions need to be directed to the classroom teacher or Nominated OSHC Supervisor. Parents are, under no circumstances, to approach any student in regards to behaviour, conduct or attitudes on the school premises or during school related events, including off-site activities.

Any person that exhibits or threatens abusive or violent behaviour will be asked to leave the premises immediately. If the person refuses to leave, the Police will be called and the Principal will be notified. Appropriate lock-down and/or evacuation procedures will be followed. In OSHC, a second staff member will remain with the Nominated Supervisor at all times. As soon as practicable, further assistance will be sought from the school's leadership team.

Under no circumstances is a staff member to be required, or feel obliged, to liaise either face to face, in correspondence or over the phone with any person exhibiting violent, abusive or threatening behaviour.

In the case of OSHC services, the offending person will no longer be able to access the service via physical, verbal or written means for an indefinite period to be determined by the Principal. A relevant trespass order notice may be issued by the Principal and enforced by the Police, if deemed necessary.

In the case of LPS operations, the offending person will no longer be able to physically access the school for an indefinite period to be determined by the Principal. This is done through a relevant trespass order notice that may be issued by the Principal and enforced by the Police, if deemed necessary.,

The child of the offending person will be allowed their normal access to OSHC and LPS operation as long as there is another responsible person able to drop and collect the child.

All incidences of threatening, violent or abusive behaviour towards any child or staff member will be recorded. Copies will remain either with the Principal or in the OSHC service.

A trespass order will be delivered by hand or via registered mail to the offending person within 24 working hours of the incident.

Any person accessing the OSHC service against the trespass order will have the matter referred to the Police and their child/ren's places within the program may be forfeited.

Any staff member involved in an incident of abusive, threatening or violent behaviour will be required to record the incident on EduSafe where an Incident Reporting Information System (IRIS) Alert will be generated, and a debrief will be required with the Principal or the Nominated OSHC Supervisor. Further counselling (Employee Assistance Program) and support services can be accessed by staff at any time.

Evaluation:

This policy will be reviewed as part of the school's four year review cycle.

This policy was last ratified by School Council in..... **June 2015**

Supporting Documentation:

- Laurimar Primary School Student Code of Conduct
- DET Grievances and Complaints policy
- Bookings and Cancellation Policy
- DET Trespass Order

Hours of Operation and Fees

| Session | Hours of Operation | Fees per Session |
|---------------------------|---------------------------|-------------------------|
| Before School Care | 7:00am - 8:45am | \$15.00 |
| After School Care | 3:30pm - 6:30pm | \$19.00 |
| End of Term | 2:30pm - 6:30pm | \$25.00 |
| Pupil Free Day | 7:00am - 6:30pm | \$58.00 |
| Holiday Program | 7:30am - 6:30pm | \$58.00 |

**Please note the service is not operational on public holidays. Fees are due to be reviewed by the committee June 2017.*

Annual Enrolment Fee

Parents/guardians and families who submit an enrolment form to Laurimar Primary OSHC will incur an Annual Enrolment Fee of \$27.50 per family.

End of Term Fee

Only applies to After School Care on the last day of term to cover the costs of the extended hour of care provided. Parents/guardians will be eligible to claim reduced fees:-Child Care Benefit (CCB) and Child Care Rebate (CCR) to cover the costs of the extended care session.

Late Pick Up Fee

A Late Pick Up Fee will apply if children are not collected by a parent/guardian or nominated authorised person by 6:30pm. A \$1.00 per minute charge will apply for the first 15 minutes; then a fee of \$2 per minute will apply after 6:45pm. The Late Pick Up Fee is an additional charge that is not covered by CCB. Laurimar Primary OSHC asks that parents/guardians contact the service to advise that you are running late so we can inform your child.

Non-notification Fee

If you fail to notify the program that your child will not be attending the booked sessions you will be charged a non-notification fee.

The non-notification fee for before school care will be \$7.50 per child, and will NOT have CCB deducted from this. The \$7.50 is in addition to your normal fees. For before care sessions, you can still ring on the morning of the booked session to cancel. In this instance you will be charged as a late cancel but will not have the non-notification fee applied.

Non-notifications for after school care will incur a \$9.50 fee in addition to your normal fee.

If your child is absent from school please notify us on 9717 6783 or email oshc@laurimarps.com

Pupil Free Day

Laurimar Primary OSHC will provide care on nominated Pupil Free Days from 7:30am to 6:30pm. Parents/guardians will be eligible to claim reduced fees:-Child Care Benefit (CCB) and Child Care Rebate (CCR) to cover the costs of pupil free day care. If Laurimar Primary OSHC cannot provide care on a Pupil Free Day due to minimal demand for care; parents/guardians who have registered interest for Pupil Free Day Care will not be charged a session fee.

Holiday Program

Holiday Program will operate during the school holidays and care will not be available on public holidays. Holiday program fees will be paid as per the normal before and after school care fees.

Fee Structure and Accounts

Laurimar Primary OSHC aims to provide parents/guardians and families with an affordable high quality care program. The service is Child Care Benefit Approved to help parents and families cover the costs of their child care fees. Fees for Laurimar Primary OSHC are set to cover the financial costs of the operation of the program and meet the projected budget for the service. Fees are subject to review and change. Parents/guardians and families will be given 14 days' notice of any changes to the set fees.

Fees are charged on a per session attendance per child. Children's attendance and non-attendances to the program are entered onto a Child Care Management System approved software program; which calculates the child care usage fees for parents/guardians and families.

Parent/guardian and family statements will be emailed out on a weekly or fortnightly basis. Statements will only be printed out if requested. Fees are required to be paid by the Ezi-debit system, and forms completed upon enrolment.

Payments debited out of your account will be for the amount owing on your most recent invoice. If you do not use the program for a month or so, no payments will be taken. All payments will be taken out on a Thursday either weekly or fortnightly as elected by the account holder.

You also have the choice of where the money is debited from. If you elect to use your bank account, the OSHC service will cover the fees. However if you elect to debit from your credit card you will be responsible for paying the following fees:

- VISA / Master Card surcharge of 1.8% (minimum of .88c) per transaction
- AMEX/ Diners Card surcharge of 4.4% (minimum of .88c) per transaction
- The program will cover the cost of the \$2.20 administration fee.

Enrolment Procedure

We welcome and encourage parents/guardians and families to visit the OSHC service to meet with staff and have a look at how the program operates before enrolling your child or children into the service. Laurimar Primary OSHC is an inclusive program for all children enrolled at Laurimar Primary School. Families who are requiring care will need to complete a Laurimar Primary OSHC enrolment form before their child can attend the program. It is important that parents and families complete all required information on the enrolment form for each individual child. The service will comply with the Education and Care National Regulations 2011 in regards to confidentiality of all information divulged and attached to enrolment records.

Enrolment forms are available at the OSHC service and Laurimar Primary School Office. All fully completed enrolment forms need to be returned to the OSHC service for processing. A new enrolment form must be completed each year. Enrolments for the following year will commence during term 4. There is an annual enrolment administration fee of \$27.50 per family which must be paid at the time of enrolment into the program. Any non-Laurimar Primary School students accessing the Holiday Program will also incur the \$27.50 administration fee.

Before you submit an enrolment form please ensure that:

- All sections of the enrolment form are complete, signed and dated
- All nominated emergency contacts are reliable
- All details of persons authorised to collect your child are correct
- All medical, dietary and special needs information is current and attached to the enrolment form
- If your child is at risk of Anaphylaxis; the management plan is signed by your doctor and a photo (preferably colour) of your child is also attached to the plan
- If applicable a copy of any court orders relating to your child is also attached to the enrolment form
- Ezi-debit forms are complete.

For further information on how to obtain a copy of your child's immunisation record you can go online www.medicareaustralia.gov.au or call 1800 653 809.

Please remember that it is the responsibility of parents and families to notify Laurimar Primary OSHC of any changes to information in regards to your enrolment form.

Bookings and Cancellations

Subject to Priority of Access, parents/guardians can nominate to book their child or children into Before School Care and After School Care on a permanent basis by completing the permanent bookings section on the Laurimar Primary OSHC Enrolment form or in person at the OSHC service. Parents/guardians will not incur a session fee for cancelling if they notify the OSHC Educational Leader or OSHC Manager at least 48 hours prior to the session starting. Parents/guardians who give less than 48 hours' notice of their child or children not requiring care will be charged the normal session fee as a late cancel. Please refer to the following table for cancellation timelines to avoid late cancel fees:

| Booked Session | Cancel by | | Booked Session | Cancel by |
|-----------------------|------------------|--|-----------------------|------------------|
| Monday Before Care | Friday 6pm | | Monday After Care | Friday 6pm |
| Tuesday Before Care | Monday 9am | | Tuesday After Care | Monday 9am |
| Wednesday Before Care | Monday 9am | | Wednesday After Care | Monday 3pm |
| Thursday Before Care | Tuesday 9am | | Thursday After Care | Tuesday 3pm |
| Friday Before Care | Wednesday 9am | | Friday After Care | Wednesday 3pm |

***Absences due to illness will not be charged upon receipt of a medical certificate.**

Parents/guardians can also use Before School Care and After School Care on casual basis, subject to availability. Casual bookings can be made in person with any staff, over the phone/answering service or via email. If you cancel a casual booking and have not given 48 hours' notice you will still be charged the normal session fee as a late cancel.

Bookings for Holiday Program will open 4 weeks prior to the end of each term for LPS families and 3 weeks for all other families. Parents/guardians will need to complete and sign a Holiday Program booking form and return the form to OSHC for processing. Over the phone bookings will not be accepted. Confirmation of booking will be sent once booking are processed. Parents/guardians will be charged the daily fee as an absence if they cancel any booked days of care during the school holidays. If you do not cancel a booked Holiday Program day and do not attend, you will be charged an additional \$10 non-attendance fee.

Arrival and Collection of Children in the OSHC Program

It is a National Regulation that when children arrive at Before School Care or Holiday Program, that the time they arrive is recorded, as well as being signed into the OSHC service on the daily attendance record sheet by either a parent/guardian or a nominated authorised person. When children are collected from After School Care or Holiday Program it is important to sign your child or children out of the program before leaving the premises. Laurimar Primary OSHC Educators will be responsible for signing children out of Before School Care and signing children into After School Care.

Laurimar Primary OSHC respects and values the transition of Prep children into the school environment. All Prep children attending the program will be assisted to their classroom at 8:50am by an OSHC Educator at the completion of Before School Care. An OSHC staff member will collect the Prep children who are booked in to attend After School Care from the Prep classrooms at 3:20pm and walk them over to the OSHC room. From Week 2 of Term 4, all Prep children will walk from Before School Care and to After School Care without OSHC staff.

OSHC Educators are not permitted to release children into the care of a person that is not listed as an authorised person to collect the child on the enrolment record. In the event that an unauthorised person arrives to collect a child from the service, staff will contact the child's parent/guardian or a nominated authorised person to confirm who is collecting the child and provide the contact details of the unauthorised person. The authorised person will be required to give verbal permission to two staff members. This information will be recorded on the back of the attendance list and signed by both staff.

Child Care Benefit and Child Care Rebate

Child Care Benefit (CCB) and Child Care Rebate (CCR) is a payment from the Australian Government that helps parents/guardians and families to cover the cost of child care. Parents/guardians and families can choose to receive Child Care Benefit as a lump sum payment or as reduced child care fees. The Government will provide parents/guardians who are accessing an approved child care service for work, training or study-related reasons with 50 per cent of your out-of-pocket child care costs, up to the annual cap. As of July 1st 2011, parents/guardians have the option to receive CCR paid fortnightly, either directly to your bank account, or paid directly to your child care service provider as a fee reduction. You still have the option of having your CCR paid quarterly or annually as a lump sum directly to your bank account.

Parents/guardians and families are eligible to receive CCB and CCR for 42 absence days per child each financial year. These can be for any reason and will not require parents/guardians to produce proof of absences. You can also get CCB and CCR for additional absence days over the allowable 42 days for specific reasons only. There is no limit on these days but you may be required to provide documentation to support your claim for the additional absence.

It is important that parents/guardians provide their customer reference number (CRN) and date of birth as well as their child's CRN and date birth on the enrolment form so you can receive your CCB and CCR. If parents/guardians have other children enrolled in another child care facility, it is your responsibility to notify the OSHC Manager so the multiple children in care CCB percentages can be applied to your OSHC account.

Special Child Care Benefit (SCCB) is also available to families in times of financial hardship or at temporary risk. Please speak to the OSHC Manager, Emma Renn, for further information.

Please note, to be eligible to receive CCB and CCR you must be registered with the Family Assistance Office. For further information about CCB eligibility and CCR you can contact the Family Assistance Office on 13 61 50 or go to www.familyassist.gov.au.

Priority of Access

Laurimar Primary OSHC is a child care benefit approved service that must comply with the funding agreement as defined by the Department of Education Employment and Workplace Relations (DEEWR). The Australian Government subsidises child care fees to help meet the needs of families accessing child care services. Sometimes the demand for child care can exceed the availability of child care places available, therefore it is important that Laurimar Primary OSHC allocates places for enrolled families with the greatest need for child care support.

DEEWR have Priority of Access Guidelines for allocating places in these circumstances. They set out the following three levels of priority, which child care services must follow when filling vacant places:

- Priority 1 – a child at risk of serious abuse or neglect
- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the *New Tax System (Family Assistance) Act 1999*
- Priority 3 – any other child

Within these main categories, priority should also be given to the following children:

- Children in Aboriginal or Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or whose partner is on income support
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents

Further details are available at www.mychild.gov.au and in the Access to Service Policy in the Laurimar Primary OSHC Policy and Procedure Manual.

Confidentiality and Privacy

Laurimar Primary OSHC service will work in compliance with the:

- Education and Care Services Act 2010
- Education and Care Services National Regulations 2011
- Privacy Act 1988 Amendment – December 2001
- Health Records Act 2001
- Freedom of Information Act 1988
- Child Care Service Handbook 2011-2012

Laurimar Primary OSHC will ensure that all private and confidential records of information divulged about children, parents and families are stored in a safe and secure place. All private and confidential information will only be accessed by nominated persons who have authority in order to fulfil their responsibility of duty of care. Please refer to the Laurimar Primary OSHC Policy and Procedure manual for further detail.

Supervision of Children

Laurimar Primary OSHC is legally responsible under the Education and Care Services Law Act 2010 and the Education and Care Services National Regulations 2011 to ensure that all children attending the OSHC service are adequately supervised at all times. Laurimar Primary OSHC will ensure the OSHC Educator to child ratio 1:15 is covered in accordance with the Education and Care Services National Regulations 2011. The role of the OSHC Educator is to guide and supervise activities whilst maintaining positive interactions with children. Students, visitors and volunteers at the service must be accompanied by an OSHC Educator at all times whilst they are on the premises as they are not included as part of the OSHC Educator to child ratio.

Court Orders

Laurimar Primary OSHC will work in compliance as required by law to abide by any existing court orders regarding any child enrolled into the service. All information contained in the court order will be kept confidential and stored in a secure place. Only authorised persons and authorities will access such information.

Where there are court orders in relation to the child; parents/guardians will need to produce to the OSHC Manager the original copy of the order to sight as well as attach a copy of the current court order to the child's enrolment form. It is important that the OSHC Manager is informed and provided with updated information regarding children and court orders to liaise with and update OSHC Educators.

Children's Health and Safety

Laurimar Primary OSHC understands the importance to provide an environment of care that supports the health and safety needs of all children attending the program. This is achieved in a relaxed and comfortable environment that accommodates children's need to rest or sleep when needed; ensuring all resources, equipment and experiences are safe from harm. This also includes an environment free from the use of tobacco, illicit drugs and alcohol. All OSHC Educators will work in accordance with the current health and hygiene practices and encourage children to incorporate these practices within the daily routine of the program.

Incident, Injury, Illness and Trauma Records

All OSHC Supervisors are required to be trained in Anaphylaxis Management, Asthma Management and obtain a current CPR and Level II First Aid certificates. The OSHC Educators are responsible for ensuring that all first aid kits are suitably equipped and readily available prior to the commencement of the program starting and are inaccessible to children.

OSHC Educators will only administer first aid to children when required. A record of first aid administered to children by an OSHC Educator will be recorded on the Laurimar Primary OSHC Incident, Injury, Illness and Trauma Record. Parents/guardians or a nominated authorised person will be asked to sign and date the record to acknowledge notification of first aid being administered whilst their child was in care.

If a child becomes unwell whilst attending the program a parent/guardian or nominated authorised person will be contacted to collect the child from the service as soon as possible. The OSHC Educators will make arrangements to ensure the child is comfortable until they are

collected from the service. Laurimar Primary OSHC will keep a record of the symptoms relating to the child's illness on the Incident, Injury, Illness or Trauma record and note any times when any noticeable changes occur in regards to the child's health. A parent/guardian or nominated authorised person will be asked to sign and date the record to acknowledge notification of the child's illness. All information recorded on the Incident, Injury, Illness or Trauma record will be kept confidential.

In the case of a Serious Incident, Injury, Illness or Trauma involving a child attending the service and further medical treatment is required; staff will assess the situation to determine whether the child requires urgent medical treatment from an ambulance; or to contact a parent/guardian or nominated authorised person to inform them about the serious incident and make arrangements for the collection of the child to seek further medical treatment.

If a child is sent to hospital by ambulance the OSHC Educators will follow procedures to:

- Contact a parent/guardian or nominated authorised persons and provide details of the serious incident relating to their child and which hospital the child is being transported to;
- Ensure all children in the program are not at risk of serious harm or danger;
- Notify the school Principal;
- Provide a copy of the child's enrolment record to paramedics;
- Provide a copy of the Incident, Injury, Illness and Trauma Record outlining the time and details of the incident to paramedics;
- Make arrangements to ensure there are enough OSHC Educators to cover the child to staff ratio, to allow a staff member to accompany the child in the ambulance and remain with the child until a parent/guardian or nominated authorised person detailed on the child's enrolment record arrives at the hospital;
- Ensure a serious incident report is completed and all information is accurate and the Regulatory Authority is informed via the phone and sent a copy of the serious incident report within 24 hours of the incident occurring.

Laurimar Primary OSHC is regulated by law to inform the Regulatory Authority within 24 hours when they become aware of a child requiring medical treatment. Parents/guardians are required to inform Laurimar Primary OSHC if their child requires medical treatment as a result of an incident, injury, illness or trauma sustained whilst their child was in attendance at the program.

Infectious Disease

Laurimar Primary OSHC will actively inform all parents and guardians and the Regulatory Authority when they become aware of any case of an infectious illness that may impact on the health and wellbeing of all children enrolled in the service. A notice will be on display in the OSHC service to inform parents and families of a known outbreak of an infectious disease. If a child is suspected of having an infectious illness whilst attending the program a parent/guardian or nominated authorised person will be contacted to collect the child from the service as soon as possible. The OSHC Educators will make arrangements to place the suspected child with an infectious illness in an area that is comfortable and allows staff to monitor any changes to the child's health and wellbeing and to minimise the risk of the infectious illness affecting others in the service. Laurimar Primary OSHC will keep a record of the symptoms relating to the child's illness on the Incident, Injury, Illness or Trauma record and note any times when any noticeable changes occur in regards to the child's health. A parent/guardian or nominated authorised person will be asked to sign and date the record to

acknowledge notification of the child's illness. All information recorded will be kept confidential. Depending on the type of infectious illness, parents/guardians may be required to produce a medical certificate for clearance before their child can return to the program. Please refer to the Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts at the end of the Family Handbook.

Laurimar Primary OSHC will aim to provide an environment that is hygienic and clean to reduce the risk of transmitting infection between children, parents/guardians families, OSHC Educators and visitors by ensuring that: OSHC Educators and children wash their hands:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing nappies or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage

Toilet and hand washing facilities will be monitored regularly to ensure they are clean and proper hygiene practices are being followed.

Medications

Parents/guardians who have a child attending the OSHC program requiring medication; including prescription; over-the-counter; and homeopathic medications will need to inform the OSHC Manager so the service has a record of the:

- The name of the medication to be administered;
- Dosage to be given;
- The time and date of the medication was last administered;
- The time and date medication should be next administered;
- The manner in how the medication needs to be administered;
- Signed consent from either a parent/guardian or any nominated authorised person detailed on the child's enrolment record to permit staff to administer medication on an individual Laurimar Primary OSHC Authorisation to Administer Medication record.

All medications that are brought into the program will need to be in its original packaging that is labelled with the name of the medication, has the child's name clearly labelled on the packaging and be within its used by date. All medications will be stored in safe manner where only OSHC Educators will have access and kept out of reach of children. Laurimar Primary OSHC has the right to not accept any child into the program who has medication that is not properly contained in its original packaging, labelled or has expired.

Medical Conditions

Laurimar Primary OSHC understands the importance of providing a service that supports the health and wellbeing of children in a safe and nurturing environment. Laurimar Primary OSHC will strive to work in partnership with Laurimar Primary School and the parent/family community to ensure that children with medical conditions are included and able to experience all aspects of the OSHC program that does not impact or put at risk the health and safety of the child. Laurimar Primary OSHC is required by the Education and Care Services National Regulations 2011 to adopt and implement practices in relation to the following:

- To ensure the service has policies and procedures in regards to the management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis;
- Inform the Nominated Supervisor of the OSHC service, OSHC Educators and volunteers at the service of the practices in relation to the management of the medical condition;
- Provide parents/guardians with a copy of the service Medical Conditions Policy that outlines the procedures of how the OSHC service manages medical conditions;
- Obtaining a medical management plan for the child from the parent/guardian when the child is enrolled to the program detailing the emergency procedures to be followed in the event of an incident relating to the child's specific health care needs, allergy or relevant medical condition;
- To develop a risk minimisation plan in consultation with the parents/guardians of a child and ensure that the risks relating to the child's specific health care needs, allergy or relevant medical condition are assessed and minimised;
- Ensure that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented within the program;
- That all OSHC Educators and volunteers can identify the child, locate the child's medical management plan and risk management plan, and the location of where the child's medication is stored in the service;
- That the child does not attend the service without medication prescribed by a medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition;
- All staff members and volunteers are informed about the medical conditions policy and the medical management plans and risk minimisation plans for the child.

Parents/guardians are responsible for ensuring that all information in regards to the medical management of their child is current and accurate at the time of enrolment into the program and that Laurimar Primary OSHC will be notified and provided with up dated information if there are any changes in relation to the child's medical condition.

Children Diagnosed at Risk of Anaphylaxis

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Laurimar Primary OSHC aims to provide a safe and supportive environment in which children at risk of anaphylaxis can participate equally in all aspects of the OSHC program. The key to minimise the risk of anaphylaxis is knowledge of children who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Laurimar Primary OSHC recognises the importance of forming partnerships with Laurimar Primary School and the parent/family community in ensuring that certain foods or items are not brought into the program to ensure that children diagnosed with anaphylaxis are not exposed to life threatening risks. Laurimar Primary OSHC is required by the Education and Care Services National Regulations 2011 to ensure that any child enrolled in the program and is diagnosed at risk of anaphylaxis has an individual ASCIA Action Plan for Anaphylaxis signed by a medical practitioner that outlines the emergency procedures to follow in the event of an allergic reaction and also includes an up to date photo of the child. Laurimar Primary OSHC is regulated by law to:

- Develop an Anaphylaxis Risk Management Plan in consultation with the parent/guardian of the child diagnosed at risk of anaphylaxis, the Anaphylaxis Risk Management Plan will be reviewed annually or when required, in the event there is any change in the child's medical condition or immediately after in the case the child has an anaphylactic reaction in the program.
- Provide parents/guardians with a copy of the service Medical Conditions Policy that outlines how the OSHC service manages medical conditions;
- That parents/guardians are notified of any known allergens that pose a risk to the child and the strategies the service will implement to minimise the risk to the child;
- That all staff members and volunteers can identify the child, locate the child's medical management plan and risk management plan, and the location of where the child's medication is stored in the service;
- That a child diagnosed at risk of anaphylaxis does not attend the service without the prescribed medication by a medical practitioner this also includes an Adrenaline auto-injection device.

Parents/guardians are responsible for ensuring that all information in regards to the anaphylaxis management of their child is current and accurate at the time of enrolment into the program and that Laurimar Primary OSHC will be notified and provided with up dated information if there are any changes in relation to the child's medical condition.

Nutrition

Laurimar Primary OSHC is committed to providing children with a healthy and nutritious selection of food for breakfast and afternoon tea every day whilst actively promoting children to embrace healthy eating habits. Children will not be denied food as a form of punishment. Children will be provided opportunities to experience foods from different cultures and encouraged to participate in cooking activities to enhance their life skills and understanding of food preparation and hygiene practices.

A weekly food menu will be displayed for children, parents and families to view and to provide feedback and contribute ideas or make suggestions about the food offered to children attending the service. The OSHC Educational Leader will plan a menu from children, parent and family feedback as well as sourcing information from the:

VicHealth website <http://www.vichealth.vic.gov.au/>

Better Health Channel website <http://www.betterhealth.vic.gov.au>

The Heart Foundation website <http://heartfoundation.org.au>

For children who have special dietary requirements, parents/guardians are required to provide information of the suitable foods that your child can eat. A Special Dietary Requirement form is available from the OSHC program for parents/guardians to access.

Laurimar Primary OSHC staff will work in compliance with the Food Act 1984 when preparing food and ensuring safe hygiene practices are followed, and under guidance from the Food Safety Supervisor.

Drinking water will be available at all times for children to access when needed.

Laurimar Primary OSHC encourages parents and families to contribute ideas and provide feedback to the OSHC program about the selection of food offered.

Sun Protection

Laurimar Primary OSHC is regulated to ensure children are protected and provided with a safe environment. We respect and value the importance of a sun protection policy when children are engaged in outdoor activities. Laurimar Primary OSHC will implement a sun protection policy under the guidance and recommendation of Sunsmart Victoria and Laurimar Primary School Sunsmart policy. The service understands that a healthy balance of ultraviolet radiation (UV) exposure is important for general health and wellbeing; the service also recognises the importance of ensuring children are protected from skin damage caused by harmful UV rays from the sun. The sun protection policy is effective from September through to April and the service is committed to:

- Ensuring that all children and OSHC Educators maintain a healthy UV exposure balance;
- Encouraging all children and OSHC Educators are to use a combination of sun protection measures whenever UV Index levels reach 3 and above;

- Provide a safe environment that provides shade for children and staff at appropriate times;
- Encourage and assist children to be responsible for their own sun protection;
- Ensure that families, visitor, volunteers and new staff are informed of the service's SunSmart policy;
- OSHC Educators are to check the daily SunSmart UV Alert at www.sunsmart.com.au to find out daily sun protection times to assist with the implementation of this policy;

From September through to April children will be required to wear their school hat or suitable wide brim hat to protect their face, neck and ears when they are outside. Children who do not have a hat to wear outside will have to stay in the shaded outdoor areas. Laurimar Primary OSHC will have sunscreen available for children to use; parents/guardians can choose to supply their child or children with sunscreen from home; parents/guardians must indicate on their child's enrolment form if they do or do not wish for the service to supply sunscreen to their child.

Occupational Health and Safety

Laurimar Primary OSHC is committed to ensuring as far as practical that the service is safe and secure from hazards, risks and harm to children, parents/guardians, families, volunteers, visitors and OSHC Educators. The service aims to work in compliance with the codes of practice defined in the Occupational Health and Safety Act 2004. The service will ensure:

- That current information and guidelines about Occupational Health and Safety are readily available and accessible for all.
- Staff will follow manual lifting procedures when moving heavy equipment so they do not put themselves and others around them at risk of serious injury.
- Staff record and maintain hazard assessment forms; report any existing potential hazards; keep accurate records of any incidents that occur; staff will perform visual checks to ensure all equipment and fixtures in the service are in good repair.
- That in the case of a serious incident Laurimar Primary OSHC will review all events and details that led to a serious incident occurring and assess all policies and procedures relating to the serious incident. The service will determine if there needs to be any necessary changes made to the relevant policies and procedures reviewed to ensure the program is working to provide the best quality practices to reduce the risk of serious injury.
- Emergency evacuation procedures and floor plan are current and displayed by the exit doors in the service; emergency evacuation and lock down procedures are rehearsed every 3 months that the service is operating; by the OSHC Educational Leader; OSHC Educators and volunteers and children being educated and cared for by the service; and all rehearsals of the service's emergency and evacuation and lock down procedures are adequately document and maintained.

- Risk assessments will be conducted prior to planned excursions, incursions and some planned activities as per National Regulations
- All cleaning agents and other chemicals will be stored in a locked cupboard that is identified with a HAZCHEM sign to prevent children and unauthorised persons from accessing such chemicals; the service will have a chemical register containing all material safety data sheets of chemicals stored on the premises.

Excursions

Laurimar Primary OSHC will notify parents/guardians in writing when there is a planned excursion. Parents/guardians will be provided with information of when the excursion will take place; the venue details of the excursion and activities children will participate in; the cost of the excursion; the method of transport and route to the excursion; the time of departure from the OSHC service; the length of time that children will be away from the OSHC service; the OSHC Educator to child ratios for the excursion.

Signed parent/guardian consent will need to be obtained prior to all planned excursions. Staff will complete a risk assessment prior to the excursion taking place. If a planned excursion has to be changed or cancelled due to unforeseen circumstances e.g. weather conditions, parents/guardians will be contacted by Laurimar Primary OSHC and notified of any changes in regards to the excursion. Each OSHC Supervisor attending the excursion will be equipped with a first aid kit. A copy of medical details and emergency contacts for all children attending the excursion will be placed in a folder that will be kept in a back pack to be carried by the Supervisor at all times.

Equity, Inclusion and Cultural Diversity

Laurimar Primary OSHC values the opportunity to provide a program that is inclusive and respectful to children from different cultural, linguistic and diverse backgrounds; family circumstances; and recognises the uniqueness of each child. Laurimar primary OSHC is committed to forming supportive partnerships by planning and implementing a program that provides activities and experiences that: are non-gender specific; encourages and supports the needs of all children to participate and develop at their own pace; welcomes and incorporates the input of families beliefs, values, celebrations and festivities.

Children will be provided with an environment of care that is positive, nurturing, accepting and understanding of human difference and similarities. Children will have opportunities to learn and embrace different cultures and diversity through day to day experiences, resources and activities.

Laurimar Primary OSHC recognises that bias, bullying and discrimination is unacceptable practice and will not be tolerated within the program.

Inclusion Support Funding

The Inclusion Support Program (ISP) is an Australian Government funded program that assists child care providers to include children with additional support needs, children from Indigenous backgrounds and Culturally and Linguistically Diverse (CALD) backgrounds into the child care service. Inclusion Support Agencies (ISA's) work in accordance with the ISP funding guidelines

and manage a network of Inclusion Support Facilitators who work with child care providers. ISF's provide a variety of support to child care providers, from funding additional care workers and resources, to providing advice and professional training to provide opportunities that encourage participation in activities, through learning and development, that reflects the interests and abilities of the child.

Positive Behaviour Guidance

Laurimar Primary OSHC is committed to providing a safe, secure, stimulating and nurturing environment that fosters and enhances children's self-esteem to form positive partnerships and interactions with their peers. OSHC Educators will support children in learning by guiding positive behaviours in an effective manner to achieve greater outcomes of set goals. OSHC Educators will facilitate opportunities for children to expand on their connections between the school environment, their community and the OSHC program; encourage children to participate and contribute to group activities.

Children have the right to be active participants and learn without interference, be happy and safe in their care environment, to be valued and treated with courtesy and respect. Laurimar Primary OSHC is committed to adopting the Laurimar Primary School Student Code of Conduct as a foundation for positive guidance. The following strategies are:

- Giving positive reinforcement;
- Improving self confidence;
- Encouraging friendships;
- Developing pride within the school community
- Encouraging, sharing, tolerance and compassion
- Developing a consistent approach when dealing with children
- Being actively involved with children

OSHC Educators have the right to provide a service in an orderly and cooperative environment, to receive cooperation, courtesy and respect at all times, seek assistance and support from Laurimar Primary School staff, parents/guardians and families and other support agencies. Positive guidance and interactions are essential to the Laurimar Primary OSHC service as we all have a responsibility to respect the rights of others. In the event of a serious breach of appropriate behaviour, the nominated supervisor will initiate suspension procedures.

Visitors and Volunteers

Laurimar Primary OSHC welcomes the inclusion of visitors and volunteers to the service. From time to time visitors and volunteers may come into the service to help with planned activities or share experiences with the children. OSHC Educators will ensure that all visitors and volunteers who are present in the service sign the visitor log book, have on them a Working with Children Check or Victorian Institute of Teaching Registration. Any Visitor or volunteer who does not have on them a WWCC or VIT will not be permitted to enter the OSHC service. OSHC Educators will ensure visitors and volunteers are informed of the services policies and procedures, shown around the facility and are not left alone to supervise children.

Grievances and Complaints

Laurimar Primary OSHC is committed to forming positive partnerships with parents/guardians, families and children in an environment that is respectful and welcomes all forms of feedback. Every parent/guardian has the right to communicate their ideas, feelings and opinions about the overall operation of the Laurimar Primary OSHC service.

Laurimar Primary OSHC will strive to respond to parents/guardians concerns in a positive and respectful manner; solutions will be sought to resolve all concerns, grievances, disputes that may affect or impact in the operation of the service in a fair and prompt manner. All grievances and complaints will be responded to in writing within 24 hours of the OSHC service becoming aware of the grievance or complaint.

Parents/guardians are encouraged to discuss their concerns about the OSHC service with the OSHC Manager or outline their concerns in writing and forward to the OSHC Manager. If a parent/guardian feels that their concern has not been resolved after discussing with the Manager and further action is required to resolve the concern, they are encouraged to discuss their concerns with the school Principal. If a parent/guardian is not satisfied with the outcome of their discussion with the OSHC Manager and school Principal they can notify the:

Department of Education and Early Childhood Development; Licensed Children's Services Department, either in writing (post or email) or by phone.

Website: www.education.vic.gov.au/licensedchildservices/

E-mail: licensed.childrens.services@edumail.vic.gov.au

GPO Box 4367
MELBOURNE VIC 3001
Phone: 1300 307 415
Fax: (03) 9651 3586

The Department of Education and Early Childhood Development will contact the service to investigate the concern or issue that has been raised to their attention.

Review of Policies and Procedures

Laurimar Primary OSHC will review all policies and procedures and the OSHC Family handbook on an annual basis or when required

The proposed review date for the OSHC Family Handbook will be October 2017.

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

(Public Health and Wellbeing Regulations 2009)

Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

| [1] Conditions | [2] Exclusion of cases | [3] Exclusion of Contacts |
|--|---|--|
| Amoebiasis (<i>Entamoeba histolytica</i>) | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |
| Campylobacter | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |
| Chickenpox | Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded |
| Conjunctivitis | Exclude until discharge from eyes has ceased | Not excluded |
| Diarrhoea | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |
| Diphtheria | Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later | Exclude family/household contacts until cleared to return by the Secretary |
| Hand, Foot and Mouth disease | Exclude until all blisters have dried | Not excluded |
| Haemophilus influenzae type b (Hib) | Exclude until at least 4 days of appropriate antibiotic treatment has been completed | Not excluded |
| Hepatitis A | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness | Not excluded |
| Hepatitis B | Exclusion is not necessary | Not excluded |
| Hepatitis C | Exclusion is not necessary | Not excluded |
| Herpes (cold sores) | Young children unable to comply with good hygiene practices should be | Not excluded |
| Human immuno-deficiency virus infection (HIV/AIDS virus) | Exclusion is not necessary | Not excluded |
| Impetigo | Exclude until appropriate treatment has commenced. | Not excluded |
| Influenza and influenza like illnesses | Exclude until well | Not excluded unless considered necessary by the Secretary |
| Leprosy | Exclude until approval to return has been given by the Secretary | Not excluded |

| | | |
|--|--|--|
| Measles* | Exclude for at least 4 days after onset of rash | Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility |
| Meningitis (bacteria —other than meningococcal meningitis) | Exclude until well | Not excluded |
| Meningococcal infection* | Exclude until adequate carrier eradication therapy has been completed | Not excluded if receiving carrier eradication therapy |
| Mumps* | Exclude for 9 days or until swelling goes down (whichever is sooner) | Not excluded |
| Pertussis* (Whooping cough) | Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment | Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment |
| Poliomyelitis* | Exclude for at least 14 days from onset. | Not excluded |
| Ringworm, scabies, pediculosis (head lice) | Exclude until the day after appropriate treatment has commenced | Not excluded |
| Rubella (German measles) | Exclude until fully recovered or for at least | Not excluded |
| Salmonella, Shigella | Exclude until there has not been a loose | Not excluded |
| Severe Acute Respiratory Syndrome (SARS) | Exclude until medical certificate of recovery is produced | Not excluded unless considered necessary by the Secretary |
| Streptococcal infection (including scarlet fever) | Exclude until the child has received antibiotic treatment for at least 24 hours | Not excluded |
| Tuberculosis | Exclude until receipt of a medical certificate from the treating physician | Not excluded |
| Typhoid fever (including paratyphoid fever) | Exclude until approval to return has been given by the Secretary | Not excluded unless considered necessary by the Secretary |
| Verotoxin producing Escherichia coli (VTEC) | Exclude if required by the Secretary and only for the period specified by the | Not excluded |
| Worms | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |

Statutory Rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

(a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or

(b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visits www.health.vic.gov.au/ideas.

May 2010

Department of Health