

P7-03: Staff Incident, Injury and Illness Policy

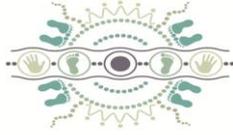
Education and Care Services National Law and Regulations and Workplace Health and Safety legislation require early childhood education and care services to implement specific measures to minimise the spread of infectious illness and maintain a healthy environment for not only children, but also educators, staff and other adults who may visit the preschools. Whilst we urge families to keep their child away from childcare when they are sick, we also urge staff to take leave if they are unwell to minimise the transmission of infectious disease and illness to others.

QDPA relies on employees being at their best every day. Educators often overlook their own health resulting in exhaustion, stress and illness. When an educator is unwell with an illness or injury, it is critical that they take care of their own health and take time to recover before returning to the demands and responsibilities of an early childhood education and care setting.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 174	Offence to fail to notify the regulatory authority
12	Meaning of serious incident
77	Health, hygiene and safe food practices
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol



83	Staff members and family day care educators not to be affected by alcohol or drugs
85	Incident, injury, trauma and illness policies and procedures
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical conditions policy
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain circumstances to regulatory authority

RELATED LEGISLATION

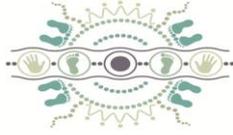
Fair Work Act 2009 Work Health and Safety Act 2011 Children's Services Award 2010 Privacy Act 1988

RELATED POLICIES

Code of Conduct Policy Dealing with Infectious Diseases Policy Health and Safety Handbook Immunisation Policy	Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Privacy and Confidentiality Policy Staff Leave Policy
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PURPOSE

We promote and maintain the health and wellbeing of all staff by ensuring as far as is reasonably practicable, the health and safety of our staff and others at the workplace. QDPA maintains an environment where measures are in place to eliminate or manage hazards and risks of illness or injury. This policy communicates clear directions and guidance about protocols and actions employees should follow to avoid adversely affecting the safety and health of children, other staff members and visitors to the service.



SCOPE

This policy applies to staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

QDPA promotes the need for a safe, healthy and inclusive workplace. Staff who are healthy provide the best possible education and care to children and are able to provide support to their colleagues. To enable compliance with *Work Health and Safety legislation* and our *Code of Conduct Policy*, all staff must take reasonable care for their own health and safety and others in the workplace.

MINIMISING THE SPREAD OF ILLNESS, INFECTIONS AND DISEASES

We aim to minimise cross contamination and the spread of infectious illnesses by implementing best practice and high standards of personal hygiene within our preschools. Recommendations by the Australian Government National Health and Medical Research Council publication, *Staying healthy: Preventing infectious diseases in early childhood education and care services* (6th Edition) and Safe Work Australia, guide our policies and protocols.

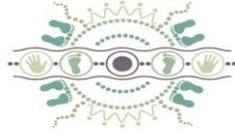
Staff are provided with information about the recommended vaccines for early childhood educators including yearly influenza vaccinations as per our State Government recommendations.

Staff are required to provide an *Immunisation History Statement* from the Australian Immunisation Register (AIR) and/or records from their general practitioner to management for their staff record upon employment, and whenever a new vaccine has been provided to the employee.

Vaccination is important as not only can staff members catch a potentially serious infection such as measles or whooping cough, but they could also then inadvertently pass it onto children in their care who are too young to have had their vaccinations or to women who may be pregnant.

Exclusion periods and notification of infectious diseases are guided by the *Australian Government-Department of Health* and local public health units in our jurisdiction as per the Public Health Act. These apply to children and staff across QDPA.

In the event of an outbreak of a vaccine preventable disease at our preschool(s), staff who are not vaccinated will be notified and will be excluded from the workplace. [see: [Minimum periods for exclusion from childcare services](#)]

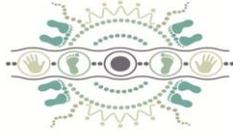


To help minimise the spread of illness and infectious diseases within QDPA, rigorous hygiene and infection control procedures are implemented including:

- effective and frequent hand washing hygiene
- cough and sneeze etiquette
- use of gloves by staff when administering medication, nappy changing, wiping children's noses, cleaning etc
- effective cleaning of the environment, toys and resources
- requesting parents and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the Service
- exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus.

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR WILL ENSURE:

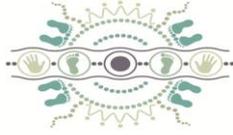
- that obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy
- staff members are informed about personal leave entitlements during the induction process
- staff members provide an Immunisation History Statement at time of employment and update this record whenever they receive a seasonal vaccination
- all staff are aware of the required procedure of informing management when they are unwell and unable to attend the workplace
- staff members are encouraged to disclose any health problems that may be life threatening or may affect their work [risk of anaphylaxis, diabetes, asthma, epilepsy]
- staff members who are pregnant are made aware of health risks including:
 - exposure to specific infectious diseases or conditions that can have an adverse impact on pregnancy, including [Cytomegalovirus \(CMV\)](#)
- to consult with employees who are pregnant to maintain a safe workplace by eliminating or minimising any identified risk
- that staff are aware evidence may be requested for any personal leave where a staff member is unable to work due to illness or injury
 - in the case of carer's leave, staff may be asked to provide evidence if they are required to care for family member



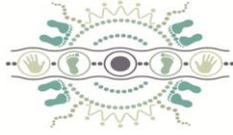
- evidence may include a medical certificate, which must state the staff member was genuinely entitled to the sick or carers leave and be provided by a registered medical practitioner
- a statutory declaration is considered an acceptable form of evidence
- if a staff member does not provide evidence when asked they will not be entitled to paid personal leave
- staff are aware of their accrued leave balances which are displayed on their fortnightly payslip
- management monitors and review staff absences regularly
- staff are provided with information about available vaccinations to help protect them from serious illnesses such as whooping cough
- Recommended vaccinations for early childhood education employees are offered to all employees, including regular casuals. This includes annual influenza vaccinations.
- staff adhere to our *Work Health and Safety Policy* and *Work Health and Safety Handbook*
- incidents and accidents are reported within 24 hours to a direct supervisor in accordance with Education and Care Services National Regulations and Work Health and Safety guidelines
- incident and accidents are documented within the staff injury portal on OWNA (desktop version)
- return to work programs are facilitated to assist employees return to work following an injury or incident as per workers compensation obligations
- the regulatory authority is notified of any serious incident for which emergency services attend the service within 24 hours.

EMPLOYEES WILL:

- monitor their own health and not attend the workplace if they have an infectious illness or display symptoms of an illness
- notify the nominated supervisor or responsible person as soon as reasonably practicable if they are unable to attend work due to illness or injury in accordance with the *Staff Leave Policy* and *Staff Handbook*
- inform the nominated supervisor or responsible person if they have an infectious illness or display symptoms of an illness
- provide the nominated supervisor with their *Immunisation History Statement* or other records from their general practitioner to provide evidence of immunisations



- consider disclosing any health diagnosis that may be life threatening or may affect their work [risk of anaphylaxis, diabetes, asthma, epilepsy]
- provide a health care plan to provide guidance on management of their health care need in case of an emergency e.g., ASCIA Anaphylaxis Action Plan
- inform the nominated supervisor or responsible person the location of their EpiPen® if they are at risk of anaphylaxis
- regularly review their health care plans if they have ongoing medical needs such as asthma or anaphylaxis, epilepsy or diabetes [or any other medical condition that requires ongoing management]
- disclose their pregnancy in a timely manner to ensure that the employer can support her health, safety and well-being in the workplace [note: there is no requirement under the Fair Work Act (2009) for an employee to disclose their pregnancy, however reasonable adjustments cannot be considered or made where the employer is unaware]
- provide evidence of their illness or injury as soon as practicable if requested by management
- provide evidence if they are required to care for a family member if requested by management
- communicate their recovery time/plan openly and honestly with management
- abide by management's decision if requested, to take leave due to an outbreak of an infectious disease if they are considered 'at risk'
- update their emergency contact details in staff records annually or when required
- assist work colleagues to understand their own health, safety and wellbeing accountabilities and responsibilities
- be excluded from the preschool if they have had diarrhoea and vomiting for 24 hours after symptoms have ceased to reduce infection transmission (48 hours when an outbreak has occurred and the Public Health Unit has been notified)
- adhere to exclusion/isolation periods if they have any infectious disease
- inform management if their medical condition/illness or injury affects their ability to perform their job
- inform management if prescribed medication may cause health or safety issues for themselves or others (e.g.: medication making them drowsy)



PRIVACY AND CONFIDENTIALITY

Employees are required to notify management if they are affected by an infectious disease. Privacy laws, however, protect staff members from disclosing other non-infectious illnesses to their employer. Information about an employee's health cannot be shared with others without their consent. Employees should inform management if reasonable adjustments need to be made to their duties to allow them to continue to work due to their illness. Advice from a registered medical practitioner may be required to assist in managing work duties and ensuring the wellbeing and safety of others.

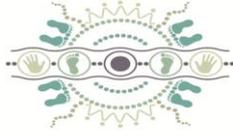
RETURNING TO WORK AFTER SURGERY

Staff members who have undergone any type of surgery will need to take advice from their doctor/surgeon as to when it is appropriate and safe to return to the workplace. A medical clearance statement will be required to ensure the staff member is fit and able to return to normal duties.

REPORTING OUTBREAKS TO THE PUBLIC HEALTH UNIT

The Nominated Supervisor is required to notify the NSW Health Department by phone as soon as possible after they are made aware that a child enrolled at the preschool, or staff member is suffering from one of the following vaccine preventable diseases or highly infectious illnesses:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ('German measles')
- Measles
- Pertussis ('whooping cough')
- Tetanus
- An outbreak of 2 or more people with gastrointestinal or respiratory illness



CONTINUOUS IMPROVEMENT/REFLECTION

This policy will be updated and reviewed annually in consultation with families, staff, educators and management.

SOURCES

ASCIA Action Plans, Treatment Plans, & Checklists for Anaphylaxis and Allergic Reactions:

<https://www.allergy.org.au/hp/ascia-plans-action-and-treatment>

Australian Children’s Education & Care Quality Authority. (2024). *Guide to the National Quality Framework*.

Australian Government- Department of Health and Aged Care <https://www.health.gov.au/>

Australian Government. Fair Work Ombudsman. Modern Award. [Children’s Services Award 2010](#)

Australian Government. Fair Work Ombudsman. Modern Award. [Educational Services \(Teachers\) Award 2020](#)

Department of Health NSW Vaccination of staff working in Early Childhood Services

<https://www.health.nsw.gov.au/immunisation/Factsheets/vaccination-early-childhood-staff.pdf>

[Education and Care Services National Regulations](#). (Amended 2025).

Education and Care Services National Law Act 2010. (Amended 2025).

Fair Work Ombudsman <https://www.fairwork.gov.au/leave/sick-and-carers-leave>

National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (6th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).

Public Health Act 2010

Pregnancy Birth and Baby. [Cytomegalovirus \(CMV\) during pregnancy](#).

Privacy Act 1988

Safe Work Australia – www.safework.nsw.gov.au

Work Health and Safety Act 2011 (Cth).

Work Health and Safety Regulations 2017

REVIEW:

Version Control	Date	Author	Description of Change
1.0	August 2024	QDPA	Original document developed
2.0	January 2026	QDPA	<ul style="list-style-type: none">• Minor edits• Removal of leave entitlements section (detailed in Staff Leave Policy)• Amendments to linked regulations