



# Exclusion

## Policy Statement

*'NBCA may be required to exclude children and adults from the service for the protection, safety and wellbeing of themselves and others, NBCA's reputation, and service operations'.*

*Exclusion from one NBCA service, is an automatic exclusion from all other NBCA services.*

### Implementation

- Children and adults can be excluded for the following reasons:
  - Illness and contagious conditions;
  - Any illness identified;
  - If they have a medical certificate with a specified exclusion period;
  - Harassment of any kind by anyone in or attending the service;
  - Notification from Office of Regulatory Services (ORS) of failure to pass a Working with Vulnerable People check.
- The Director, or Nominated Supervisor in charge of the service, reserves the right to exclude any child or person who they feel may be a threat or danger to others at the service.
- If any doubt arises as to the illness or contagious nature of a child, a medical clearance will be necessary, and be provided to staff upon request prior to recommencement. The medical clearance should state what the child was seen for (e.g. rash on torso). If not documented effectively, the Director may deem the child will still be excluded.
- Staff will maintain children's dignity and rights when monitoring a child who may have signs of a contagious condition or illness.
- ACT Health will be notified of cases of vomiting and/or diarrhoea when there are when there are two (2) or more cases reported across the service.
- Relatives, staff, siblings and parents should be mindful of others within the service and should exclude themselves from entering the service if they have a contagious condition.
- If a child requires continuous one on one care, families will be contacted to discuss the best way forward in managing the child's needs.
- Illnesses will be guided by various symptoms and individual situations. The 'Staying Healthy' publication will be used as a guide for exclusion. Illnesses not listed will be considered on an individual basis.

### Children

- If a child displays symptoms of being unwell educators will monitor their condition and inform the most senior person in the service, prior to phoning the family.
- The educator will contact the child's primary contact and advise the symptoms. If Paracetamol is indicated, due to fever or pain, the child's family will be consulted prior to administration. The family will be notified if the child is excluded from the service.



- The Incident, Injury, Trauma and Illness form must be completed and signed by the educator and family member. The signed form is to be placed in the appropriate filing tray.
- Children who are not immunised will be excluded from the service when there are confirmed cases of any vaccine preventable diseases. This also applies to the exclusion of children too young to be immunised, children who have not received age appropriate immunisations and children who have been homoeopathically immunised.
- Families are encouraged to provide a medical certificate for their child who has sustained a broken or fractured bone, or has undergone surgery of any kind. It is encouraged the medical certificate state any special requirements the service may need to be aware of for the child to resume care.

## Staff

- Certain exclusion periods (such as commencement of antibiotics or immunisation) may be voided at the director's discretion, if there is no risk to anyone else in attendance at the service.
- Staff must inform the director before receiving immunisations, commencing antibiotics or other medications that may affect their work.
- If a staff member is feeling unwell he/she must speak with the director immediately to discuss the symptoms and whether they are fit for work.
- There may be unforeseeable circumstances where the NBCA Management Committee (executive) may be required to instigate exclusion periods for children and/or staff. In such circumstances no individual will be disadvantaged should such a measure be required to take place.

## Policy Links

Policies:

- Child Protection
- Code of Conduct
- Employment
- Enrolment, Orientation and Transitions
- Grievances
- Immunisation
- Medical Conditions
- Workplace Health and Safety

NQS: 2.1, 2.2 and 7.1

Regulations: 85 -88

Sources:

- ACT Health
- Children's Education and Care Assurance
- NBCA Employee & Workplace Health and Safety Handbooks
- Service Information Handbook
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> edition) 2013

## Policy Document Status

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Committee Representative Signature:



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