

Croydon Central Kindergarten Inc.

HIV / AIDS and Hepatitis Policy

1. Authorisation

This policy was adopted by the Croydon Central Kindergarten Inc. Committee of Management, at the Committee meeting on Wednesday 12th August 2009.

2. Review Date

This policy will be reviewed annually, or varied earlier if necessary, and the Committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change.

3. Scope

This policy applies to the Committee, staff and families who use the Croydon Central Kindergarten Inc., and volunteers and students involved with the Croydon Central Kindergarten Inc.

4. Background and Legislation

Viruses such as HIV/AIDS and hepatitis are health issues which concern everyone. HIV/AIDS has aroused community anxiety, often because of misinformation and ignorance.

The Croydon Central Kindergarten Inc., by providing this policy is:

- Endorsing a caring and supportive approach to this issue.
- Helping to inform parents and staff about the facts of HIV/AIDS and hepatitis.
- Assuring users of the Croydon Central Kindergarten Inc., that the Croydon Central Kindergarten Inc. is aware of its responsibilities of providing a safe environment for staff, children and parents.
- Assuring the community that the Croydon Central Kindergarten Inc. is carrying out its responsibilities in relation to government legislation concerning HIV/AIDS, the Occupational Health and Safety Act and the Health Act. This includes protecting against discrimination and ensuring confidentiality for staff and users in relation to the HIV/AIDS and hepatitis status of persons concerned.
- Fulfilling obligations under all relevant State and Commonwealth legislation.

Legislation

Occupational Health and Safety Act 1985

Equal Opportunity Act 1995

Health Act 1958

5. Definitions

AIDS: Acquired Immuno Deficiency Syndrome.

CCK: Croydon Central Kindergarten Inc.

DHS: Department of Human Services

HIV: The virus that causes AIDS, which is known as Human Immuno Deficiency Virus.

Hepatitis: This is a general term for inflammation of the liver, which can be caused by alcohol, drugs (including prescribed medications) or viral infections. There are several types of viral hepatitis namely A, B, C, D, E and G.

Infection Control: The name given to a combination of basic hygiene measures to prevent the spread of infection.

6. Policy Statements

Anti Discrimination

- No employee, prospective employee, employer, parent/guardian or child will be discriminated against or harassed on the grounds of having, or being assumed to have, a HIV or hepatitis infection.
- Being infected with HIV is not grounds for exclusion of a child, parent/guardian, staff member or employer.
- The Committee will ensure that all employees and agents (such as members of the Committee) understand the concepts of discrimination and harassment, and will implement comprehensive grievance procedures that provide effective processes for resolving grievances, at all levels of the organisation.

Confidentiality

Information regarding HIV/AIDS and the hepatitis status of any child, parent/guardian, or staff member will remain confidential and all reasonable steps will be taken to develop and implement systems to protect the privacy of that person.

Infection control and the provision of a safe work place

- The Committee will provide all staff with information on their responsibilities towards CCK users and people in their care in relation to this policy.
- The CCK shall at all time follow proper infection control procedures to minimise the risk of the transmission of blood borne viruses such as HIV and hepatitis.
- No child, staff member or parent/guardian will be denied First Aid at any time.
- The CCK will ensure that First Aid equipment for protection against the risk of infection from blood borne viruses will be available and used at all times.
- The Committee will provide, as far as practicable, a healthy and safe environment.
- Staff is required to take reasonable care to protect their own health and safety and that of others in the workplace at all times.

Information and education

The Committee will provide access to information for all staff, Committee members and users of the CCK about:

- The basic facts on preventative measures for HIV/AIDS and hepatitis.
- Where they may access further information.
- Support services as required.

7. Procedures

7.1 Infection Control

All body fluid spills and abrasions are a potential hazard. Therefore infection control procedures will be used when dealing with these in order to provide maximum protection from the potential hazard.

The following statements are based on the principle that *all people are potentially infectious* and that infection control procedures will be practised at all times:

- Staff and users will have access to materials as required that will enable them to implement infection control procedures. [This will include bleach, latex gloves etc. Disposable latex gloves will be available in the First Aid cabinet at all times.]
- A step-by-step procedure on infection control (Appendix 1) will be displayed and complied with at CCK. Both existing staff and new staff as part of their induction will be made aware of this procedure.
- The CCK will have available a booklet/publication on infection control. (Information on publications on infection control is contained in Appendix 2 attached to this policy.)

7.2 Responding to Exposure

Full details of any exposure to a body fluid spill and abrasion must be recorded in the Accident, Injury and Illness Book for children and the Incident/Injury Register for staff, students and volunteers

Following any incident which a staff member believes may have resulted in exposure to HIV/AIDS or hepatitis, the staff member should seek the advice of a qualified medical practitioner immediately, to assess the need for testing and report this to the President who will treat this information as confidential.

7.3 Exclusion of Children with Hepatitis

As the DHS School Exclusion Table requires the exclusion of children and staff with acute hepatitis A or B, parents/guardians and staff must inform the Committee if their child attending the CCK or the staff member has contracted either of these diseases.

7.4 Confidentiality

There is no obligation, legal or otherwise for anyone to inform an employer, CCK provider, or CCK of their own or their child's HIV/AIDS, hepatitis C or other blood borne virus status, consequently:

- Such information must not be disclosed without informed consent of the individual [or guardian for a person under the age of 18 years].
- The only reason a parent would inform the teacher of the child's blood-borne disease status would be for the benefit of the child.
- Any employee or Committee member, in receipt of verbal or written information relating to the HIV/AIDS or blood borne disease status and condition of any child or staff member, must take all reasonable precautions to protect the child or staff member's privacy.
- All such information must be kept securely (under lock and key) within the CCK; access to this information must only be by the person who has been informed. Information relating to the blood borne status will be destroyed once the person leaves the employment of, or ceases to attend, the CCK.
- No routine or mandatory blood borne disease testing may be carried out on CCK users or staff.
- No testing may be carried out without the informed consent of the individual and provision of pre and post-test counselling, by an accredited counsellor or qualified medical

practitioner. [Contacts for accredited counsellors are listed under 9 Resources and Support.]

7.5 Complaints

Any grievances or complaints relating to this policy will be addressed through the CCK's Complaints Policy.

8. Key Responsibilities and Authorities

Responsibilities

The Committee is responsible for implementing the policy.

The staff is responsible for:

- Implementing infection control procedures at all times.
 - Recording any exposure to a body fluid spill or abrasion in the appropriate book or register.
 - Notifying the President if they believe they have been exposed to HIV/AIDS or hepatitis at CCK.

The Committee and staff are responsible for keeping confidential any information which is received in relation to the HIV/AIDS or hepatitis status of a child, family or staff member.

9. Resources and Support

Training

All staff will receive infection control training at induction.

Staff in conjunction with the Committee, will review their training needs in relation to infection control on an annual basis.

Organisations offering training for staff are provided in Appendix 2.

Publications

A list of relevant publications is listed in Appendix 2.

10. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under 6 Policy Statement, the Committee will:

- In consultation with staff, review the infection control procedures and adherence to them at least annually.
- If appropriate, conduct a survey in relation to aspects of the policy or incorporate relevant questions within the general parent/guardian survey.
- Take into consideration feedback, regarding infection control and the policy, from staff, parents/guardians and Committee members and adjust infection control procedures, or provide additional information on the subject, if appropriate.