# **Notifiable Diseases and Infection Control Policy**

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| Policy number | GENPO27 | Version | 2.1 |
| Drafted by | Sally Wynd | Approved by Board on | 28/3/2018 |
| Responsible person | Service Manager | Scheduled review date | 28/3/2019 |

**Purpose**

The purpose of this Policy is to protect staff, management committee, volunteers, students, clients, stakeholders and visitors against notifiable and infectious diseases. The policy provides information on notifiable diseases as well as infection control and management strategies that Eagles RAPS Inc. has in place.

**Policy**

Eagles RAPS Inc. is committed to ensuring that all potential health and safety hazards in relation to disease prevention and infection control are identified, assessed and controlled appropriately.

Eagles RAPS Inc. acknowledges that its staff, management committee, volunteers, students and clients have a duty of care and a need to be informed of risks of potential infection relating to activities at the organisation.

Standard infection control strategies are in place to protect staff, volunteers, clients and students and include, but are not limited to, the following:

* personal hygiene;
* the use of personal protective equipment;
* the safe use and disposal of sharps and clinical waste;
* routine environmental cleaning;
* respiratory hygiene and cough etiquette;

For a complete list of notifiable diseases see: <https://legislation.nsw.gov.au/view/html/inforce/current/act-2010-127#sch.2>

**AUTHORISATION**

SIGNED: Marten Wynd, President/Public Officer 

DATE: 27 March 2018

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**Procedure**

Students/Clients

* Must comply with this policy and Eagles RAPS Inc. reserves the right to deny entry into a course, cancel enrolment or recommend an alternative lower-risk course of study.
* Who provide information (‘self-declare’) in relation to their notifiable disease status will not be excluded from courses offered by Eagles RAPS Inc. as a result of that status.
* Who have notifiable disease status must declare their status prior to enrolment to the Service Manager, or if they are diagnosed post-enrolment must advise the Service Manager. The student/client must be prepared to:
* Complete the Notifiable Diseases Declaration Form;
* Self-nominate to withdraw from a class or activity if they become aware of a risk of exposure.
* Notify the Services Manager of any change to their disease status or related symptoms/issues during the period of their enrolment that may impact upon their ability to successfully complete the course.
* In the event that a student/client is diagnosed with a notifiable disease after a period of feeling unwell (and thus possibly exposing others at Eagles RAPS Inc. to possible risk), the following steps must be taken.
* The Service Manager should be informed as soon as a staff member is informed by the student/client of their illness;
* The Service Manager must develop an action plan to manage the situation on all levels and may refer to the organisation’s Critical Incident Policy if relevant;
* The Service Manager must inform the President of the Management Committee of the situation and discuss actions to be taken;
* The Service Manager may then contact the State Department of Health for advice as to how to proceed with the situation. The Department of Health may require further information on the case and may advise the Service Manager as to what would be best practice with regard to informing other students, staff and clients of any risk they might face with regard to the disease;
* If the Department of Health staff member allocated to the case requests it, the Service Manager may request the student/client to phone the Department of Health to discuss the appearance of symptoms and timing of the contagion period;
* According to the advice provided by the Department of Health, the Service Manager may find it appropriate to contact staff, clients and students whom the student has been in direct contact with during the contagion period of the disease so that they are fully informed and/or provide FAQ sheets about the disease (available from the relevant Department of Health).
* The student/client must provide a medical clearance prior to returning to Eagles RAPS Inc. if a period of exclusion is required due to contraction of any notifiable disease.

Staff

* Are responsible for understanding Eagles RAPS Inc. policies in relation to notifiable diseases and infection control and incorporating these policies into their practice;
* Who provide information (‘self-declare’) in relation to their notifiable disease status will not be excluded from employment at Eagles RAPS Inc. as a result of that status;
* With a blood-borne virus may not be able to participate in exposure-prone activities;
* Who present with symptoms of an infectious disease must notify their direct supervisor immediately and may be excluded from participating in work involving interaction with students, clients or other staff until they are well;
* In the event that a staff member is diagnosed with a notifiable disease after a period of feeling unwell (and thus possibly exposing others at Eagles RAPS Inc. to possible risk), the following steps must be taken:
  + The Service Manager should be informed as soon as the staff member is diagnosed with their illness;
  + The Service Manager must develop an action plan to manage the situation on all levels and may refer to the organisation’s Critical Incident Policy if relevant;
  + The Service Manager must inform the President of the Management Committee of the situation and discuss actions to be taken;
  + The Service Manager may then contact the State Department of Health for advice as to how to proceed with the situation. The Department of Health may require further information on the case and may advise the Service Manager as to what would be best practice with regard to informing other staff, students and clients of any risk they might face with regard to the disease;
  + If the Department of Health staff member allocated to the case requests it, the Service Manager may seek permission in this instance to release the telephone contact details of the staff member to the Department of health for contacting the staff member to discuss the appearance of symptoms and timing of the contagion period.
  + According to the advice provided by the Department of Health, the Service Manager may find it appropriate to contact clients, students and other staff with whom the staff member has interacted during the contagion period of the disease so they are fully informed and/or provide FAQ sheets about the disease (available from the relevant Department of Health).
* The staff member must provide a medical clearance prior to returning to work at Eagles RAPS Inc. if a period of exclusion is required due to contraction of any notifiable disease.

**Related Documents**

* First Aid and Infection Control Procedures
* Informed Consent Policy
* Critical Incident Policy
* *National Health Security Act 2007*
* Notifiable Diseases Declaration Form
* Communicable Diseases Network Australia (CDNA) list of notifiable diseases

**AUTHORISATION**

SIGNED: Marten Wynd, President/Public Officer 

DATE: 27 March 2018

**Revision History**

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| **Revision** | **Date** | **Description of Modifications** |
| 1 | 28/7/22 | Only minor grammatical changes made. |
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