



HIV/AIDS AND HEPATITIS PROTECTION POLICY

This policy was written in consultation with

PURPOSE

This policy will provide:

- Clear guidelines for parents/guardians, committee, and staff in relation to their responsibilities relating to HIV/AIDS and Hepatitis within the centre

POLICY STATEMENT

1. VALUES

South Kingsville Pre School is committed to:

- Ensuring that no employee, prospective employee, employer, parent/guardian or child is discriminated against or harassed on the grounds of having, or being assumed to have, an HIV/AIDS or hepatitis infection
- Ensuring no child, parent/guardian, staff member, or any other person participating in the program is excluded on the basis of their HIV/AIDS, hepatitis B or C infection
- Ensuring no child, staff member, parent/guardian, or other person present at the centre, will be denied first aid at any time
- Endorsing a caring and supportive approach to this issue
- Helping to inform parents/guardians and staff about the facts of HIV/AIDS and hepatitis
- Assuring users of the centre that the centre is aware of its responsibilities in relation to government legislation concerning HIV/AIDS, the Occupational Health and Safety Act 2004 and the Health Act 1958
- 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

2/. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of South Kingsville Pre School.

3/. BACKGROUND AND LEGISLATION

Background

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. There is no obligation, legal or otherwise, for anyone to inform an employer, centre provider, or centre of their own or their child's HIV/AIDS, hepatitis B, 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 18 years)
- The only reason the parents/guardians would inform the teacher of the child's blood borne disease status would be for the benefit of the child
- Any information received must be kept securely (under lock & key) within the centre; 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 leaved the employment of, or ceases to attend, the centre
- No routine or mandatory blood borne disease testing may be carried out on centre 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

Legislation

- *Child Wellbeing and Safety Act 2005*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Equal Opportunity Act 2010 (Vic)*
- *Occupational Health & Safety Act 2004*
- *Health Act 1958*

4/. DEFINITIONS

The terms defined in this section relate specifically to this policy.

AIDS: Acquired Immune Deficiency Syndrome

HIV: Human Immunodeficiency Virus. This is a virus that is carried in blood and other body fluids. HIV infection is called AIDS when it becomes fully developed in the body.

DHS: Department of Human Services

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 measure to prevent the spread of infection

NHMRC: National Health & Medical Research Council

5/. PROCEDURES

The committee are responsible for:

- Providing access to information for all staff, committee members and user of the centre about:
 - The basic facts on preventative measures for HIV/AIDS and hepatitis

- Where they may access further information
 - Support services as required
- Ensuring that employees and agents (such as the committee) understand the concepts of discrimination and harassment, and implementing comprehensive grievance procedures that provide effective processes for resolving grievances, at all levels of the organisation
 - Ensuring staff and users have access to materials as required that will enable them to implement infection control procedures. This will include bleach, disposable gloves, paper towels and sealable bags.
 - Providing, as far as possible, a healthy and safe environment
 - Displaying and complying with the *Step by step procedure on Infection Control relating to Blood Borne Viruses (Appendix 1)*. Both existing staff and new staff as part of their induction will be made aware of this procedure
 - Providing a booklet or publication on infection control to be kept at the centre
 - Reviewing staff training needs in relation to infection control on an annual basis
 - Keeping confidential any verbal or written information relating to the HIV/AIDS or blood borne disease status and condition of any child, staff member or other person involved in the centre

The staff are responsible for:

- Implementing infection control procedures for all body fluid spills and abrasions (refer appendix 1)
- Taking reasonable care to protect their own health and safety and that of others in the workplace at all times
- Recording any exposure to a body fluid spill or abrasion in the accident, injury and illness book for children and the incident/injury register for staff, students and volunteers
- Notifying the committee if they believe that they have been exposed to HIV/AIDS or hepatitis at the centre as soon as is practicable
- Seeking the advice of a qualified medical practitioner as soon as is practicable following any incident which they believe may have resulted in exposure to HIV/AIDS or hepatitis
- Keeping confidential any verbal or written information relating to the HIV/AIDS or blood borne disease status and condition of any child, staff member or any other person involved in the centre

Exclusion of children/staff with hepatitis

The *DHS Communicable Diseases Exclusion Table* (refer to centre's Infectious Diseases Policy, Appendix 2) lists exclusion periods for children with Hepatitis A. This exclusion period will also apply to infected staff members. Parent/guardians are requested to inform the staff or committee if their child has contracted either of these diseases. Staff are also required to inform the committee.

The parents/guardians are responsible for:

- Informing the centre as soon as possible that their child has hepatitis A
- Complying with the *DHS Communicable Diseases Exclusion Table* (refer to centre's Infectious Diseases Policy, Appendix 2)

5/. EVALUATION

In order to assess whether the policy has achieved the values and purposes 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 survey
- Take into consideration feedback, regarding infection control & the policy, from staff, parents/guardians and committee members and adjust infection control procedures or provide additional information on the subject, if appropriate.

6/. AUTHORISATION

This policy was adopted by the Committee of Management of South Kingsville Pre School on

7/. REVIEW DATE

APPENDIX 1.

Step by Step Procedure for Infection Control Relating to Blood-Borne Viruses: Blood spills

Equipment and procedures for managing blood spills and providing first aid for patients who are bleeding are detailed below:

Anyone working with children, who may need to respond to an incident involving blood, needs to cover cuts, sores or abrasions they may have on their hands and arms with waterproof dressings, while at the pre-school.

Cleaning and removal of blood spills

Equipment

Disposable gloves

Disposable plastic bags

Warm water and detergent

Disposable towels

Bleach. Strength should be 10,000 parts per million, approximately one quarter of a cup of household bleach to one cup of water. Ensure that bleach has not passed its use by date and that it is mixed fresh on each occasion.

Procedure

1. Put on disposable gloves.
2. Saturate disposable towel in bleach solution.
3. Cover the spill with the towel.
4. Leave the towel in place for 10 minutes.
5. Place towel in disposable plastic bag.
6. Wash area with warm water and detergent.
7. Place gloves into disposable plastic bag.
8. Seal bag and dispose of it appropriately taking into consideration health and safety issues.
9. Wash hands in warm soapy water.
10. Soak any utensils used in bleach solution for 30 minutes, then wash in warm to hot soapy water and rinse.

Care needs to be taken to ensure that children do not have access to the bleach saturated towel.

Providing first aid for children who are bleeding

Equipment

Antiseptic

Disposable plastic bags

Disposable gloves

Waterproof dressings

Disposable towels

Warm water and detergent

Procedure

1. Adult treating child to cover any uncovered cuts, sores or abrasions on arms and hands with waterproof dressings.

- 2. Put on disposable gloves.
- 2. Wash wound under warm running water and apply antiseptic to wound.
- 2. Apply waterproof dressing to the wound if necessary.
- 2. Remove gloves and place in disposable plastic bag, tie securely.
- 2. Seal bag and dispose of it appropriately taking into consideration health and safety issues.
- 2. Wash hands in warm soapy water.
- 2. Contaminated clothing or sick room linen should be removed and stored in leak-proof disposable plastic bags until they can be washed as follows using gloves:
 - 2. Rinse in cold water.
 - 2. Soak in 1:10 bleach solution (1 Part bleach 10 parts water) for 30 minutes, then rinse off bleach.
 - 2. After soaking, wash clothes and sick room linen separately from other laundry, at a high temperature on a long cycle.

Safe disposal of discarded needles/syringes

Equipment and procedures for the safe disposal of discarded needles and syringes are detailed below:

Equipment

Disposable gloves.

Long handled tongs.

Disposable plastic bags.

'Sharps' syringe disposal container or plastic container with a screw-top lid.

Procedure:

- 2. Put on disposable gloves.
- 2. Do not try to recap the needle.
- 2. Place the disposal container on the ground next to the syringe.
- 2. Pick up the syringe as far from the needle end as possible, using tongs if not easily accessible.
- 2. Place the syringe, needle point down, in the disposal container and screw the lid back on firmly.
- 2. Repeat this procedure to pick up all syringes and/or unattached needles.
- 2. Remove gloves and place in disposable plastic bag.
- 2. Seal and dispose of the plastic bag.
- 2. If tongs are used, soak in bleach solution for 30 minutes, then wash in hot soapy water and rinse.
- 2. Wash hands in warm, soapy water.

Under no circumstances should work experience students or children be asked or encouraged to pick up needles/syringes.

Syringe disposal containers or syringes must not be put in normal waste disposal bins.

Syringe disposal containers may be disposed of by:

- 2. Telephoning the Disposal Help Line on 1800 552355 for the location of the nearest needle exchange outlet or public disposal bin.
- 2. Contacting the local hospital.

- 2. Contacting the Risk Reduction Unit at the Department of Human Services on 9637 4000.
- 2. Contacting the environmental officer (health surveyor) at the local municipal/council offices; also for any further concerns about syringe disposal.

Needle stick injuries

The Department of Human Services has indicated that the risk of infection from needle stick injury is low and should not cause alarm.

The following procedures should be observed in case of needle stick injury:

- 2. Flush the affected part with running water and detergent.
- 2. Wash in warm, soapy water.
- 2. Dry area, apply antiseptic to the wound and cover with a waterproof dressing if necessary.
- 2. Report the injury to the President.
- 2. See a doctor as soon as possible and report the circumstances of the injury.

This procedure is based on advice provided by the Department of Education, Employment and Training and the Department of Human Services.

Publications

Department of Health – Infectious Diseases

Health Protection Section **1300 651 160**, email: infectious.diseases@health.vic.gov.au

- ⌘ *AIDS Your Questions Answered*
- ⌘ *Hepatitis B – the facts*
- ⌘ *Hepatitis C – the facts*

Youth Family and Community Services

- ⌘ *DHS Children’s Services Licensing Operational Guide* (Chapter 4 Health and Welfare of Children)

Information Victoria

1300 366356

356 Collins Street Melbourne.

- ⌘ *Health (General Amendment) Act 1988.*
- ⌘ *Equal Opportunity Act 1995.*
- ⌘ *Victorian Occupational Health and Safety Act 1985.*

Equal Opportunity & Human Rights Commission Victoria

1300 891 848

Level 3, 204 Lygon St, Carlton

- ⌘ *HIV, AIDS & Hepatitis C Discrimination*
- ⌘ *Discrimination against people living with HIV or AIDS*
- ⌘ *Hepatitis C Discrimination.*

Lady Gowrie Child Centre

(03) 9347 6388

36 Newry Street North Carlton 3054

- ⌘ *Staying Healthy in Child Care*
- ⌘ *HIV/AIDS and Child Care*
- ⌘ *Managing the Risks in Children’s Services.*

ECA - Victorian Branch

(03) 9427 8474

9-11 Stewart Street Richmond 3121

- ⌘ *Guidelines for Prevention and Control of Infection in Child Care Settings*

Training for Staff

Red Cross **9345 1800**

National Office – 155 Pelham Street, Carlton

- ⌘ Inservices held across Victoria
- ⌘ First Aid Course level 2
- ⌘ Essential First Aid

St John's Ambulance **1300 360 455**

170 Forster Road, Mount Waverley

- ⌘ Inservices held across Victoria
- ⌘ Emergency First Aid, level 2
- ⌘ Basic Life Support.

Accredited Counsellors

Contact **Coordinator, HIV Service** **(03) 9342 7212**

Victorian Infectious Diseases Service

Royal Melbourne Hospital

Level 9 North

Gratton Street Parkville

Postal Address: VIDS, 9 North C/- PO RMH 3050

Victorian AIDS Council **1800 134840**

6 Claremont Street South Yarra 3141