



WOODRIDGE

Pre-School

ELTHAM

3 Novello Court
Eltham VIC 3095
03 9439 2183

woodridgepreschool.org.au

woodridge.kin@
kindergarten.vic.gov.au

ABN: 28 120 862 167

HIV/AIDS and Hepatitis Policy

1. Policy Statement

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.

2. Scope

This policy applies to the Committee, staff and families who use the service, and volunteers and students involved with the service.

3. 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 service, 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 service, that the service is aware of its responsibilities of providing a safe environment for staff, children and parents.
- Assuring the community that the service 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*



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4. Definitions

AIDS: Acquired Immuno Deficiency Syndrome.

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.

5. Procedures

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 the service. Both existing staff and new staff as part of their induction will be made aware of this procedure.
- The service will have available a booklet/publication on infection control. (Information on publications on infection control is contained in Appendix 2 attached to this policy.)

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.

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 service or the staff member has contracted either of these diseases.



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There is no obligation, legal or otherwise for anyone to inform an employer, service provider, or service 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 service; 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 service.
- No routine or mandatory blood borne disease testing may be carried out on service 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.]

Complaints

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

6. Key Responsibilities and Authorities

The Committee is responsible for implementing the policy.

The staff are 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 the service.

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.



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7. 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.

8. Authorisation

This policy was adopted by the Woodridge Preschool Committee of Management, at the Committee meeting on 16th November 2010.

9. Review Date

This policy will be reviewed every 3 years 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. (Regulation 20(3)). This policy will be reviewed by May 2013.

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.



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HIV/AIDS and Hepatitis Policy

Background Information

Implementation Details and Explanatory Notes

The HIV/AIDS and Hepatitis Policy includes:

A step by step procedure for Infectious Control Relating to Blood-Borne Viruses as detailed in Appendix 1.

A list of Relevant Publications and Training Providers as Appendix 2.

Actions Required

The *Policy Development Checklist* (page 4), contained in this KPV Model Policy Kit, sets out a summary of actions needed to adopt and implement each policy.

The 'Review Date' is recommended by KPV to be in 2004, subject to any further information being provided by KPV.

Implementation Details

The actions required to implement this policy are:

- All parents/guardians of children enrolled at the service to have access to a copy of the policy and a copy provided to individual parents, if requested.
- Assess the need for staff training in infection control.
- Ensure material required for infection control procedures is readily available to staff and other adults assisting at the service.
- Ensure the step-by-step procedures for infection control (Appendix 1) is displayed in the First Aid Cabinet and in other parts of the service, and that these procedures are understood and practised.

Explanatory Notes

The following information has been provided to assist Committees implement this policy and consider issues that may arise under this policy.

Policy implementation

This revised policy contains a number of changes to the previous policy including its application to all forms of hepatitis. This revised policy has been worded to comply with current relevant legislation and has been endorsed by government and peak organisations.

Reviewing/changing the policy

Any review of this policy needs to ensure compliance with legislation. Where the Committee is considering changing this policy, KPV recommends that legal advice be sought, to ensure compliance with all relevant legislation. The relevant sections of the Government Acts pertaining to HIV/AIDS and discrimination have been listed under Section 5.

The Committee has responsibilities as an employer, under the Equal Opportunity Act 1995, the Health (General Amendment) Act 1988 and the Occupational, Health and Safety Act 1985.

Vicarious liability

Services should be aware that they would generally be liable for any contravention of the equal opportunity and discrimination legislation by employees or people acting as their agents (such as members of the Committee of Management). If there is a contravention of the legislation, it would assist services trying to avoid liability if they can prove that they took reasonable precautions to prevent the contravention of the legislation, such as the provision of staff education and training.

Occupational Health and Safety Act 1985

Section 21(1) "an employer shall provide and maintain, so far as is practicable for employees a working environment that is safe and without risks to health".
Section 21(2) Requires an employer to provide adequate facilities for the welfare of employees. Section 25(1) "While at work, an employee must (a) take care of his or her own health and safety and the health and safety of anyone else who may be affected by his or her acts or omissions."



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HIV/AIDS and Hepatitis Policy

Section 25(2) An employee shall not “(b) wilfully place at risk the health or safety of any person at the workplace.”

Equal Opportunity Act 1995

Section 21(3) prohibits discrimination against applicants and employees on the basis of impairment. Section 4 of the Act defines impairment as, including the presence in the body of organisms that may cause disease. However, this prohibition does not apply if, because of the nature of the impairment and the environment in which the person works, or is to work, or the nature of the work performed, or to be performed, there is or is likely to be a risk that the person will injure others, and it is not reasonable in all the circumstances to take that risk. The employer also has a responsibility to protect employees who may be infected with HIV/AIDS or hepatitis, from discrimination in the workplace.

Health Act 1958

Under s. 119, the spread of infectious disease should be prevented or limited without imposing unnecessary restrictions on personal liberty and privacy. Section 128 provides that a person who in the course of providing a service acquires information that a person has been, or is required to be tested for HIV, or is infected with HIV, must take all reasonable steps to develop and implement systems to protect the privacy of that person. The maximum penalty for breaching this section of the Act is 50 penalty points (\$5,000) as of July 1996. All Acts are available from Information Victoria, 356 Collins Street Melbourne 3000.

Hepatitis

Hepatitis A is primarily transmitted from person to person and this type of transmission is most evident between household contacts and within institutions – point source of outbreaks arise as a result of faecal contamination of water.

In the article *Infection Control in Child Care Settings* (M Person Communicable Diseases – Australia Volume 21, Number 22, 1997) Hepatitis A immunisation is recommended for all child care workers. The National Health and Medical Research Council (NHMRC) recommends day care and preschool personnel be vaccinated against hepatitis A as well as the need to consider vaccination as a standard workplace health and safety practice (NHMRC, *The Australian Immunisation Handbook 7th Edition*). KPV is seeking discussions with DHS about the issue of vaccination for childcare and preschool staff in the light of this information provided by NHMRC.

In relation to hepatitis B, transmission “may result from inoculation or mucosal contact with blood or sexual secretions from an individual with active infection (HBsAg positive) i.e. acute infection or chronic carrier. Saliva may also contain levels of virus which are likely to be infective only if injected directly into tissue”. The NHMRC advises. “Staff of child day centres will normally be at minimal risk of hepatitis B. If advice on risk is sought, the inquiry should be directed to the local public health authority.” (NHMRC: *The Australian Immunisation Handbook 7th Edition*)

A vaccination is available for both hepatitis A and B however, based on the information from the National Health and Medical Research Council, vaccination for hepatitis B is unlikely to be needed.

Under the Occupational Health and Safety Act, section 21 requires an employer to “provide and maintain so far as practicable for employees a working environment that is safe and without risk to health”. Under section 25 of the Act, employees must, while at work, take reasonable care for his or her own health and safety by ensuring they follow infection control procedures.

Training

Training in infection control can be provided on the job, by other staff or by an external source.

Infection control and the provision of a safe work place

- The Committee will provide all staff with information on their responsibilities towards service users and people in their care in relation to this policy.



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- The service shall at all times 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 service 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 are 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 service about:

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



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Appendix I

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 service.

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 to 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

- Put on disposable gloves.
- Saturate disposable towel in bleach solution.
- Cover the spill with the towel.
- Leave the towel in place for 10 minutes.
- Place towel in disposable plastic bag.
- Wash area with warm water and detergent.
- Place gloves into disposable plastic bag.
- Seal bag and dispose of it appropriately taking into consideration health and safety issues.
- Wash hands in warm soapy water.
- 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.



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HIV/AIDS and Hepatitis Policy

Providing first aid for children who are bleeding

Equipment

- Antiseptic
- Disposable plastic bags
- Disposable gloves
- Waterproof dressings
- Disposable towels
- Warm water and detergent

Procedure

- Adult treating child to cover any uncovered cuts, sores or abrasions on arms and hands with waterproof dressings.
- Put on disposable gloves.
- Wash wound under warm running water and apply antiseptic to wound.
- Apply waterproof dressing to the wound if necessary.
- Remove gloves and place in disposable plastic bag, tie securely.
- Seal bag and dispose of it appropriately taking into consideration health and safety issues.
- Wash hands in warm soapy water.
- 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:
 - Rinse in cold water.
 - Soak in 1:10 bleach solution (1 Part bleach 10 parts water) for 30 minutes, then rinse off bleach.
 - After soaking, wash clothes and sick room linen separately from other laundry, at a high temperature on a long cycle.



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HIV/AIDS and Hepatitis Policy

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:

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

- Telephoning the Disposal Help Line on 1800 552355 for the location of the nearest needle exchange outlet or public disposal bin.
- Contacting the local hospital.
- Contacting the Risk Reduction Unit at the Department of Human Services on 03 9637 4000.
- 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:

- Flush the affected part with running water and detergent.
- Wash in warm, soapy water.



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HIV/AIDS and Hepatitis Policy

- Dry area, apply antiseptic to the wound and cover with a waterproof dressing if necessary.
- Report the injury to the President.
- 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.



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Appendix 2

Relevant Publications and Training Providers

Publications

Department of Human Services

Health Protection Section

(03) 9637 4184,

GPO Box 1670N Melbourne 3000

- *AIDS Your Questions Answered*
- *Public Health – Hepatitis A*
- *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)

Government Info Shop

(03) 9670 4224

(This is the Victorian outlet for AUSINFO)

190 Queen Street Melbourne.

- *HIV & Hepatitis B in the Workplace*

Information Victoria

1300 366 356

356 Collins Street Melbourne.

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

Equal Opportunity Commission Victoria

(03) 9281 7111

1800 134 142

380 Lonsdale Street Melbourne.

- *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.*



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Community Child Care Co Op Ltd (NSW) (02) 9557 5599

Locked Bag 19 Newtown 2042

- *HIV/AIDS and Child Care*

AECA -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

1800 811 700

171 City Road South Bank

- In-services held across Victoria
- First Aid Course level 2
- Essential First Aid

St John's Ambulance

13 13 94

98 York St. South Melbourne. (Headquarters)

- In-services held across Victoria
- Emergency First Aid, level 2
- Basic Life Support.

Accredited Counsellors

Contact **Coordinator, HIV Service**

(03) 9342 8834

Victorian Infectious Diseases Service

Royal Melbourne Hospital

Gratton Street Parkville

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

Victorian AIDS Council

1800 134840

6 Claremont Street South Yarra 3141