Neerim South Primary School **Outside School Hours Care Service**
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OSHC POLICY: BLOOD-BORNE VIRUSES

HELP FOR THOSE WITH LIMITED ENGLISH LANGUAGE SKILLS



Neerim South Primary School Outside School Hours Care Service offers support to families who have limited English language skills to communicate key information about their child's enrolment and participation, including access to interpreting and translation services.

If you need assistance to understand the information in this policy, please contact the Neerim South Primary School Outside School Hours Care Service Coordinator and ask for language assistance.

POLICY STATEMENT AND PRINCIPLES

Neerim South Primary School Outside School Hours Care Service (NSPS OSHC Service) provides this policy for children, families and educators infected with a blood-borne virus including hepatitis B, hepatitis C, and HIV, regarding their participation and access, disclosures, infection control, confidentiality of records and antidiscrimination practices.

Participation and access to NSPS OSHC Service and the management of blood-borne viruses is based on the following principles:

- Employees, prospective employees, children and their family members should not face victimisation or discrimination because they are infected by a blood-borne virus. State and federal anti-discrimination laws provide protection against such discrimination.
- Risks of contracting blood-borne viruses are negligible. NSPS OSHC Service has a duty of care to provide first aid to children or staff with a blood-borne virus, and provide a safe environment for all children through the implementation of appropriate safety precautions and hygiene practices..
- Information regarding the HIV/AIDS or hepatitis B or C status of any child, parent, or staff member will remain confidential, and all reasonable steps will be taken to protect the privacy of that person.

BACKGROUND

The Education and Care Services National Regulations (r.168) require policies and procedures to be in place in relation to medical conditions, illness and infections.

The Public Health and Wellbeing Regulations 2019 contain several statutory obligations relating to primary schools and children's services exclusions for infectious diseases.

For further information about blood-borne viruses and other infectious diseases, consult the Department of Health and Human Services Communicable Disease Prevention and Control Unit.

PRIVACY AND CONFIDENTIALITY

Children, families, OSHC staff, School staff, and School Council/Sub-Committee members with a blood-borne virus (BBV) are entitled to have their BBV status treated confidentially.

The BBV status of a child or adult is a private matter between the person and their family doctor. If this information is shared with the OSHC Service as part of health support planning or otherwise, the service will respect the person's right to privacy and confidentiality; and will not share this information with others unless consent has been provided (and/or child consent where appropriate) is sought, unless the disclosure is required or authorised by law.

Refer to service policy on confidentiality and management for records for more information.

PROTECTION FROM DISCRIMINATION

NSPS OSHC Service must avoid any form of discrimination of any person with a blood-borne virus, and protects children in OSHC from victimisation or discrimination based on a blood-borne virus infection.

Examples of discrimination include:

- Refusing to enroll the child.
- Excluding the child from attendance.
- Denying access to OSHC programs or activities.
- Failing to protect the child from harassment or victimisation.
- Differential application of OSHC service rules, policies or procedures.

HEALTH SUPPORT PLANNING

A child with a blood-borne virus may require additional health support at OSHC. Where appropriate, an OSHC Child Health Support Plan should be developed in collaboration with the parent/carer and child, outlining how the OSHC Service will support the child's health care needs.

Refer to service policies that support children's health needs, such as medical conditions and medication, illness and infection, and wellbeing and inclusion.

EXCLUSION

Exclusion from the OSHC service is not required for individuals with hepatitis B, hepatitis C, or HIV. The OSHC Service should consult with the Communicable Disease Prevention and Control Unit within the Department of Health and Human Services with further questions or concerns about disclosure or exclusion.

RISK OF INFECTION

The Department of Health and Human Services advises as long as standard hygiene, safety, infection prevention and control and first aid procedures are followed, risks of contracting BBVs are negligible.

The OSHC Service has a duty to provide first aid to children or staff with a BBV, with the standard safety precautions and hygiene practices they follow for children or staff without a BBV. Blood spills from any child or staff member should always be treated as if the blood is potentially infectious, irrespective of whether the individual has a BBV or not.

DEALING WITH ILLNESS AND INFECTIOUS DISEASE

Refer to OSHC Policy on dealing with illness and infectious diseases for information on our approach to the provision of a healthy environment, and the implementation of effective infection control procedures to support all children and assist in the protection of the community.

These policies provide procedures for when a child attending shows symptoms of an infectious disease, when a child has been diagnosed with an infectious disease (and recommended periods of school exclusion), managing and minimising the spread of infectious diseases at the service, immunization and infection control, and managing and minimising infections relating to blood-borne viruses.

RESPONSIBILITIES

Responsibilities of the School Council as the Approved Provider of the OSHC Service (or the Sub-Committee or School Principal as delegated by School Council

NSPS School Council and the OSHC Sub-Committee are responsible for:

- Educating employees on blood-borne viruses
- Adhering to recommended periods of exclusion from schools and children's services as specified in the Public Health and Wellbeing Regulations 2019.
- Implementing infection prevention and control measures and providing policies and procedures for the administration of first aid, hygiene and infection control, illness and infectious diseases, medical conditions and medication, privacy and confidentiality of records.
- Ensuring the disposal of needles, syringes, and any biohazard waste.
- Maintaining adequate first aid supplies and Personal Protective Equipment (PPE) e.g. gloves
- Providing access to hand hygiene products for employees and children including provision of soap and paper towels and/or hand dryers in bathroom areas.
- Ensuring families, staff, students on placements, and volunteers have access to a copy of this policy
- Ensuring all staff are aware of the centre's expectations regarding positive, respectful and appropriate behaviour, and acceptable responses and interactions when working with children and families
- Ensuring the service is free of tobacco, e-cigarettes, drugs and alcohol and ensuring the display of appropriate signage.
- Review and develop this policy at least annually, and when the need arises.
- Authorise any changes to this policy.
- Ensure this policy is implemented.
- Monitor complaints and incidents regarding this policy.
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection.

- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees charged or the way they are collected or; significantly impact the service's education and care of children or; significantly impact the family's ability to utilise the service.

Responsibilities of the OSHC Coordinator (or in the absence of the OSHC Coordinator, the Nominated supervisor/ Responsible person present):

- Overseeing the implementation of this policy, including supervision of staff.
- Reporting any issues or concerns raised by employees in relation to an infectious disease to the principal or OSHC Sub-Committee for resolution.
- Ensuring families, staff, students on placements, and volunteers have access to a copy of this policy
- Contribute to the review and development of this policy at least annually, and when the need arises.
- Ensure this policy is implemented.
- Monitor complaints and incidents regarding this policy.
- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers actively implement this policy.
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection.
- Communicate openly with families and stakeholders about this policy and its implementation.
- Assess the needs of staff and families and, where required, provide policies and procedures in multiple languages or an appropriate alternative such as online translation software and/or in audio versions.
- Consider the needs of any temporary or casual staff and how they will access the policies and procedures.

Responsibilities of all Educators (including OSHC Coordinator):

- Ensuring non-discriminatory practices and confidentiality requirements are maintained where an employee is aware of a student's or fellow employee's health status.
- Using appropriate infection prevention controls when providing first aid to children or employees, and following the recommended infection prevention and control procedures for prevention of the transmission of infectious diseases, e.g. standard precautions, and use of personal protective equipment (PPE)
- Administering first aid to all children and employees regardless of their health status
- Adopting recommended hygiene practices.
- Attending educational training sessions to ensure their skills and knowledge are updated regularly.
- Staff who are BBV carriers have a responsibility to their community (fellow staff, children, and families) to act in ways that do not expose anyone to the risk of infection.
- Adhering to recommended periods of exclusion from schools and children's services as specified in the Public Health and Wellbeing Regulations 2019.

- Keeping all issues pertaining to the BBC status of anyone associated with NSPS OSHC Service strictly confidential (unless authorised by legislation to disclose information)
- Ensuring that unauthorised people do not access confidential information
- Adhering to the Privacy policy
- Being familiar with this policy.
- Ensuring this policy is implemented.
- Monitoring complaints and incidents regarding this policy.
- Supporting families to approach leadership or service management with questions or concerns.

Responsibilities of Families:

- Children and families who are BBV carriers have a responsibility to their community to act in ways that do not expose anyone to the risk of infection.
- Following medical advice, it can be expected that parents/guardians would consult with the OSHC Coordinator if their child has a BBV infection.
- Adhering to recommended periods of exclusion from schools and children's services as specified in the Public Health and Wellbeing Regulations 2019.
- Being familiar with this policy.
- Asking questions about implementation, and raising concerns with leadership or service management.

INDUCTION AND ONGOING TRAINING

The NSPS Council acknowledges the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to implement the policies and procedures for managing blood-borne viruses in OSHC.

The School Council will ensure that all Educators are appropriately trained to manage the health and medical needs of children as required, as required under the national law.

If specific training is required to meet a child's complex medical care needs, the OSHC Coordinator will consider options for enhancing capacity and capability to ensure children's needs can be met without compromising the health and safety of Educators, children or their families attending OSHC. In some instances, this may result in accessing specialised advice and training.

To ensure that all NSPS OSHC service stakeholders are given adequate induction and ongoing support to develop a thorough understanding of these procedures, this policy will be provided in accordance with induction processes for the OSHC Service staff team.

KEY TERMS

TERM	MEANING	SOURCE
BBV	Blood-borne viruses are spread when blood from a person with a virus in the blood enters another person's bloodstream. Examples of BBV include HIV, Hepatitis B and Hepatitis C.	https://www2.education.vic.gov.au/pal/blood-borne-viruses/policy
Hepatitis B	Hepatitis B is a viral infection that causes inflammation of the liver. This virus is transmitted through blood and other body fluids. Most people with hepatitis B in Australia became infected at birth or during their early childhood in countries overseas. Hepatitis B can be prevented by immunisation.	https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/hepatitis-b
Hepatitis C	Hepatitis C is a bloodborne virus that causes inflammation of the liver. This virus is present in the blood of a person living with hepatitis C and can be spread through blood-to-blood contact. In Australia, hepatitis C is commonly spread through sharing injecting equipment including needles, syringes and other equipment. It is not spread by kissing, hugging or sharing food. There is no vaccine to prevent hepatitis C infection.	https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/hepatitis-c#what-is-hepatitis-c
HIV and AIDS	Human immunodeficiency virus (HIV) is a virus that can weaken the immune system to the point that it is unable to fight off some infections. HIV spreads through blood and body fluids. HIV cannot be spread through – saliva or kissing, hugging or shaking hands, toilet seats, insect bites, sharing cutlery or crockery or by eating food prepared by a someone who has HIV. There is no vaccine to prevent HIV. HIV is not the same as AIDS. If left untreated, HIV can lead to AIDS. AIDS (acquired immune deficiency syndrome) is the most advanced stage of HIV infection. This is when the immune system is at its weakest and a person has one or more specific illnesses. AIDS is rare in Australia due to the availability of effective HIV treatments.	https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/hiv-and-aids#about-hiv-and-aids

LINKS TO OTHER POLICIES

In compliance with r.171,copies of the current policies and procedures required under r. 168 ((including this policy) are available for inspection at the OSHC Service at all times that the service is operating, or otherwise on request.

Associated NSPS OSHC Service policies and procedures include:

- Administration of first aid
- Form – Child Health Support Plan
- Enrolment and orientation
- Hygiene and infection control
- Illness and infectious diseases
- Incident, injury and trauma
- Interactions with children
- Medical conditions and medication
- Occupational Health and Safety
- Privacy and confidentiality of records

The information in this policy is also contained in the following handbooks:

- NSPS OSHC Staff Handbook
- NSPS OSHC Family and Community Handbook
- NSPS OSHC Children's Handbook

SOURCES

Australian Children's Education and Care Quality Authority, ***First Aid qualifications and training*** (accessed July 2024) https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training
Australian Children's Education and Care Quality Authority (2021) ***Policy guidelines, dealing with medical conditions in children*** *https://www.acecqa.gov.au/sites/default/files/2021-08/DealingMedicalConditionsChildrenGuidelines.pdf*
Australian Children's Education and Care Quality Authority (2022) ***Six reasonable steps to ensure staff follow policies and procedures*** https://www.acecqa.gov.au/sites/default/files/2022-11/13-Six-steps-staff-policies-procedures%20v3.pdf
Better Health Channel, ***HIV and AIDS*** (accessed July 2024) https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/hiv-and-aids#about-hiv-and-aids
Better Health Channel ***What is Hepatitis*** C (accessed July 2024) https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/hepatitis-c#what-is-hepatitis-c
Better Health Channel, ***What is Hepatitis B*** (accessed July 2024) https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/hepatitis-b
State of Victoria, ***Public Health and Wellbeing Regulations*** (2019) https://www.legislation.vic.gov.au/in-force/statutory-rules/public-health-and-wellbeing-regulations-2019/023)
Victorian Government Department of Education (June 2024) ***Blood-borne Viruses*** https://www2.education.vic.gov.au/pal/blood-borne-viruses/policy
Victorian Government Department of Health and Humans Services, ***Exclusion periods for primary schools and children's services*** https://www.health.vic.gov.au/infectious-diseases/exclusion-periods-for-primary-schools-and-childrens-services
Victorian Government Department of Health and Human Services Communicable Disease Prevention and Control Unit, ***Infectious Diseases Guidelines and Advice*** (March 2024) https://www2.health.vic.gov.au/public-health/infectious-diseases

NATIONAL QUALITY FRAMEWORK – LEGISLATIVE REQUIREMENTS

Education and Care Services National Law https://www.acecqa.gov.au/nqf/national-law-regulations/national-law
The National Quality Framework operates under an applied law system, comprising the Education and Care Services National Law and the Education and Care Services National Regulations. The purpose of the applied law system is to set a national standard for children's education and care across Australia. The following regulations inform the implementation of this policy.

Regulation	Description
Regulation 12	Meaning of serious incident
Regulation 75	Information about educational program to be kept available

Regulation 76	Information about educational program to be given to parents
Regulation 77	Health, hygiene and safe food practices
Regulation 84	Awareness of child protection law
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 88	Infectious diseases
Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 95	Procedure for administration of medication
Regulation 96	Self-administration of medication
Regulation 109	Toilet and hygiene facilities
Regulation 155	Interactions with children
Regulation 157	Access for parents
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 174	Time to notify certain circumstances to Regulatory Authority
Regulation 174A	Prescribed information to accompany notice
Regulation 175	Prescribed information to be notified to Regulatory Authority
Regulation 176	Time to notify certain information to Regulatory Authority
Regulation 181	Confidentiality of records kept by approved provider
Regulation 183	Storage of records and other documents

National Quality Standard https://www.acecqa.gov.au/nqf/national-quality-standard
The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes 7 quality areas that are important to outcomes for children. NSPS OSHC Service is assessed and rated by the Victorian Government Department of Education against the NQS and given a rating for each of the 7 quality areas and an overall rating based on these results. The following quality areas, standards and elements support the implementation of this policy.

Item	Concept
Element 1.3.3	Information for families
Quality Area 2	Children's Health and Safety
Standard 2.1	Health
Element 2.1.1	Wellbeing and comfort
Element 2.1.2	Health practices and procedures
Element 2.1.3	Healthy lifestyle
Standards 2.2	Safety
Element 2.2.1	Supervision
Element 2.2.2	Incident and emergency management
Element 2.2.3	Child protection
Standard 4.2	Professionalism
Standard 5.1	Relationships between educators and children
Element 5.1.1	Positive educator to child interactions
Element 5.1.2	Dignity and rights of the child
Standard 6.1	Supportive relationships with families
Element 6.1.1	Engagement with the service
Element 6.1.2	Parent views are respected
Element 6.1.3	Families are supported
Element 7.1.1	Service philosophy and purpose

Framework for School Age Care in Australia https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf
Under the National Law, services must deliver an educational program to all children being educated and cared for that is based on an approved learning framework, delivered in accordance with that approved learning framework, based on the developmental needs, interests and experiences of each child , and designed to take into account the individual differences of each child. The following principles, practices and learning outcomes support the implementation of this policy.

Principle/Outcome	Description
Principles	Partnerships
	Respect for diversity
	Equity, inclusion, and high expectations
Practices	Holistic, integrated and interconnected approaches
	Collaboration with children and young people
Learning outcomes	Children and young people have a strong sense of identity
	Children and young people and connected with and contribute to their world
	Children and young people have a strong sense of wellbeing

EVALUATION, REVIEW AND DEVELOPMENT

This policy will be reviewed and developed accordingly as part of the NSPS OSHC Service annual review process, or more often if necessary due to changes in regulations, circumstances, or operational matters.

NSPS OSHC Service ensures that all relevant stakeholders are notified at least 14 days before making any change to this policy, unless that notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service. In this instance, stakeholders will be notified as soon as practicable after making a change in accordance with requirements under the National Law.

Date	Description	Author
02/07/2024	New policy drafted, adapted from school policy on blood-borne viruses as provided by the Vic Department of Education.	OSHC Sub-Committee
19/09/2025	Prepared for Sub-Committee review	OSHC Sub-Committee
14/11/2025	Final review and development by sub-committee, and prepares for school council approval.	OSHC Sub-Committee
17/11/2025	Approved	School Council

Next scheduled review by date: 17/11/2026