

DEALING WITH INFECTIOUS DISEASE POLICY

The spread of infections in the early childhood environment is facilitated by microbial contamination of the environment, as well as the greater exposure to young children who are still developing hygienic behaviours and habits. Our Centre will minimise children's exposure to infectious diseases by adhering to all recommended guidelines from relevant government authorities regarding the prevention of infectious diseases, promoting practices that reduce the transmission of infection, ensuring the exclusion of sick children and educators, supporting child immunisation, and implementing effective hygiene practices.

Our Centre will provide up-to-date information and advice to parents, families and educators sourced from the Australian Government Department of Health, Australian Health Protection Principal Committee (AHPPC) and state Ministry of Health about infectious diseases as required. Recommendations from the Health Department will be strictly adhered to at all times.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.

EDUCATION AND CARE CENTRES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness

87	Incident, injury, trauma and illness record
88	Infectious diseases
90	Medical conditions policy
93	Administration of medication
162	Health information to be kept in enrolment record
168	Education and care Centre must have policies and procedures
172(2)(g)	a notice stating that there has been an occurrence of an infectious disease at the premises
173	Prescribed information to be displayed
175(2)(c)	Prescribed information to be notified to the Regulatory Authority- (2) any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service
EDUCATION AND CARE CENTRES NATIONAL LAW	
174(2)(a)	Notification to the Regulatory Authority- (a) any serious incident at the approved education and care Centre

RELATED POLICIES

Administration of Medication Policy Bottle Safety and Preparation Policy Dental Health Policy Family Communication Policy Hand Washing Policy Health and Safety Policy Immunisation Policy Incident, Injury, Trauma and Illness Policy	Medical Conditions Policy Nappy Change and Toileting Policy Physical Environment Policy Pregnancy in Early Childhood Policy Sick Children Policy Sleep and Rest Policy Work Health and Safety Policy
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PURPOSE

Children encounter many other children and adults within the Centre environment which can result in the contraction of infectious illnesses. Our Centre has a duty of care to ensure that children, families, educators, and visitors of the Centre are provided with a high level of protection during the hours of the

Centre's operation. We aim to manage illnesses and prevent the spread of infectious diseases throughout the Centre.

Immunisation is a simple, safe, and effective way of protecting people against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others within the community, by reducing the spread of disease and illnesses.

SCOPE

This policy applies to children, families, staff, management, and visitors of the Centre.

IMPLEMENTATION

Our Centre is committed to minimise the spread of infectious diseases and viruses by implementing recommendations as stated in the *Staying healthy: Preventing infectious diseases in early childhood education and care Centres* (Fifth Edition) developed by the Australian Government National Health and Medical Research Council and advice provided from the Australian Health Protection Principal Committee (AHPPC).

We are guided by decisions regarding exclusion periods and notification of infectious diseases by the *Australian Government- Department of Health* and local Public Health Units in our jurisdiction as per the Public Health Act. Recommendations for managing positive cases of COVID-19 in early education and care is provided by QLD and VIC Health.

The need for exclusion and the length of time a person is excluded from the Centre depends on:

- how easily the infection can spread
- how long the person is likely to be infectious and
- the severity of the infectious disease or illness.

This policy must be read in conjunction with our other Quality Area 2 policies:

- Immunisation Policy
- Sick Children Policy
- Incident, Injury, Trauma and Illness Policy

- Medical Conditions Policy and
- Handwashing Policy

PREVENTING INFECTIOUS DISEASES

Children enter education and care Centres when their immune systems are still developing. They have not been exposed to many common germs and therefore are susceptible to bacteria that may cause infections. Given the close physical contact children have with other children in early childhood and care, it is very easy for infectious diseases and illnesses to spread through normal daily activities.

Our Centre implements rigorous hygienic practices to limit the spread of illness and infectious diseases including:

- effective hand washing hygiene
- cough and sneeze etiquette
- appropriate use of gloves
- exclusion of children, educators or staff when they are unwell or displaying symptoms of an infectious disease or virus
- effective environmental cleaning including toys and resources (including bedding)
- requesting parents and visitors to wash their hands with soap and water or hand sanitizer upon arrival and departure at the Service
- physical distancing (if recommended by Australian Health Protection Principal Committee [AHPPC] and/or Safe Work Australia)
- use of face masks (as mandated by PHO or Service decision)
- restricting parents and visitors from entering our service to reduce threat of spread of a community disease (e.g. COVID-19)
- ensuring adequate ventilation
- encouraging children, educators or staff to seek medical attention and get tested if they show symptoms of an infectious disease or virus, including COVID-19.

Immunisation requirements

Immunisation is a reliable way to prevent many childhood infectious diseases.

In QLD The legislation does not make immunisation mandatory or stop Centres from allowing unvaccinated children to enrol or to attend. It aims to protect children and adults who work in early childhood settings from vaccine-preventable diseases. It is at the discretion of the centres policy.

In NSW as of January 2018, unvaccinated children due to their parent's conscientious objection are no longer able to be enrolled in approved early childcare Centres.

Children who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule may still be enrolled upon presentation of the appropriate form signed by a medical practitioner who meets the criteria stated by the Australian Government.

Only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive Child Care Subsidy (CCS)

The relevant vaccinations are those under the *National Immunisation Program* (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Immunisation Register (AIR).

Australian Immunisation Register (AIR).

Educators and other staff at our Service are highly recommended to keep up to date with all immunisations including yearly influenza vaccinations. These include vaccinations recommended by the National Health and Medical Research Council (NHMRC). Our Service recommends educators and children keep up to date with vaccinations for COVID 19

REPORTING OUTBREAKS TO THE PUBLIC HEALTH UNIT AND REGULATORY AUTHORITY

(REG. 175 (2) (C))

Outbreaks of communicable diseases and contagious viruses represent a threat to public health. To help prevent outbreaks, the Department of Health monitors the number of people who contract certain infectious diseases and their characteristics, the recent travel or attendance of infected people in a public place or on public transport and works with health specialists and doctors to help prevent the transmission of diseases to other people.

The Public Health Act 2010 lawfully requires and authorises doctors, hospitals, laboratories, school principals and childcare centre directors to confidentially notify the Public Health Unit (PHU) of patients

with certain conditions, and to provide the required information on the notification forms. Specialist trained public health staff review this information and if necessary, contact the patient's doctor, and sometimes the patient, to provide advice about disease control and to complete the collection of information.

All information is held confidentially in order to protect the patient's privacy. The QLD, NSW and Commonwealth Privacy Acts only release/disclose patient information where it is lawfully required or authorised.

Management is required to notify the local PHU by phone (call 1300 066 055) as soon as possible after they are made aware that a child enrolled at the Centre is suffering from one of the following vaccine preventable diseases:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ('German measles')
- Measles
- Pertussis ('whooping cough')
- Tetanus

Notification is also required for:

- an outbreak of 2 or more people with gastrointestinal or respiratory illness

Management will closely monitor health alerts and guidelines from Public Health Units and the Australian Government- Department of Health for any advice and emergency health management in the event of a contagious illness outbreak. The Approved Provider must also notify the Regulatory Authority of any incidence of a notifiable infectious disease or illness or when there is an outbreak of 5 or more people with COVID-19 within a 7-day period via the [NQA-ITS](#) [Always check current requirements for your applicable state].

THE APPROVED PROVIDER/MANAGEMENT WILL ENSURE:

- safe health and hygiene practices are implemented at all times
- that all information regarding the prevention and transmission of infectious diseases is sourced from a recognised Government Health authority [Australian Government Department of Health](#)
- exclusion periods for people with infectious diseases recommended by Government Authorities are implemented for all staff, children, parents, families and visitors
- the Service implements recommendations from [Staying healthy: Preventing infectious diseases in early childhood education and care services](#) to maintain a healthy environment
- advice and recommendations from the Australian Health Protection Principal Committee (AHPPC) and Safe Work Australia will be implemented where reasonably possible
- children are protected from harm by ensuring relevant policies and procedures are followed regarding health and safety within the Service
- required enrolment information, including health and immunisation records of enrolled children is collected, maintained and appropriately and securely stored
- a staff immunisation record that documents each staff member's previous infection or immunisations (including dates) is developed and maintained
- the Public Health Unit is notified as soon as possible after they are made aware that a child enrolled has a vaccinated preventable disease
- the Public Health Unit is notified in the event of an outbreak of viral gastroenteritis. Management must document the number of cases, dates of onset, duration of symptoms. An outbreak is when two or more children or staff have a sudden onset of diarrhoea or vomiting in a 2-day period. (NSW Government- Health 2019)
- a notification is lodged through the [NQA-ITS](#) of an outbreak of COVID-19 when there are 5 cases or more within a 7-day period **[check requirements for your state/territory]**
- a notice is clearly displayed stating that there has been an occurrence of an infectious disease at the service
- required enrolment information, including health and immunisation records of enrolled children is collected, maintained and appropriately and securely stored
- daily attendance records for staff, children and visitors are up to date at all times
- existing risk assessments for emergencies include a response to COVID-19.

MANAGING A POSITIVE CASE OF COVID-19 IN ECEC SETTINGS

Changes may occur to how our Service manages positive cases of COVID-19. We will be directed by our regulatory authority as to what procedures need to be followed to ensure the health and safety of all staff, children and families.

As COVID-19 is easily transmissible in education and care services, our Service has implemented a range of risk mitigation strategies to assist in protecting children, adults and visitors at the service.

Although it is no longer a legal requirement for a child or adult to self-isolate if diagnosed with COVID-19 our Service strongly recommends that any person who tests positive to COVID-19 informs their workplace/employer and education and care service as soon as possible. Children, educators and staff who test positive for COVID-19 will be required to be excluded whilst unwell and symptoms are present.

If a child or staff member has attended the service while infectious, management will:

- identify the period of time that the positive case was in the service during the infectious period
- if this is part of an outbreak of 5 or more people with COVID-19 in a 7 day period the Nominated Supervisor/Responsible Person will notify the service community as soon as practicable
- undertake a thorough clean of the service.

The Approved Provider/Nominated Supervisor must notify families and the Regulatory Authority when an outbreak of COVID-19 has occurred at the Service. [5 or more cases within a 7-day period] (Reg 88, 175).

A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL ENSURE:

- a hygienic environment is promoted and maintained
- children are supported in their understanding of health and hygiene practices throughout the daily program and routine (hand washing, hand drying, cough and sneeze etiquette)
- educators and staff are aware of relevant immunisation guidelines for children and themselves
- wall charts about immunisation are displayed in each room
- an Immunisation History Statement for each child is collected on enrolment and maintained/updated regarding the child's immunisation status (AIR) and any medical conditions

- families are provided with relevant sourced materials and information on infectious diseases, health, and hygiene including:
 - the current VIC and QLD Immunisation Schedules can be found at the below web addresses
 - [Immunisation Schedule Queensland 2020 Children](#)
 - [immunisation-schedule-victoria](#)
 - exclusion guidelines in the event of a vaccine preventable illness at the Centre for children that are not immunised or have not yet received all their immunisations
 - advice and information regarding any infectious diseases in general and information regarding any specific infectious illnesses that are suspected/present in the Centre.
- families are provided with information about an infectious disease verbally and by displaying and emailing the Infectious Diseases Notification Form and details
- information or factsheets related to the disease/infection and the necessary precautions/exclusions required will be provided to families
- families are advised that they are requested to alert the Centre if their child is diagnosed with an Infectious Illness, including COVID-19.
- all educators are mindful and maintain confidentiality of individual children's medical circumstances
- that opportunities for educators to source pertinent up to date information from trusted sources on the prevention of infectious diseases and maintaining health and hygiene are provided
- that opportunities for staff, children, and families to have access to health professionals by organising visits/guest speakers to attend the Centre to confirm best practice are provided
- families are advised to keep children at home if they are unwell. If a child has been sick, they must be well for 24hrs before returning to the Centre. For example, if a child is absent due to illness or is sent home due to illness, they will be unable to attend the next day as a minimum. The Nominated Supervisor may approve the child's return to the Centre if families provide a doctor's certificate/clearance certifying that the child is no longer contagious and is in good health. Please note; it is not always possible to obtain a doctor's certificate or clearance for suspected cases of an illness. The decision to approve a child's return is up to the Approved Provider/Nominated supervisor
- to complete the register of *Incident, Injury, Trauma or Illness* and/or document incidents of infectious diseases no later than 24 hours of an illness or infectious disease occurring in the Centre

- educators or staff who have diarrhoea or an infectious disease do not handle food for others and are not to return to work until they have been symptom free for 48 hours
- any risk to a child or adult with complex medical needs is minimised in the event of an outbreak of an infectious disease or virus. This may require a risk assessment and decision-making regarding the suitability of attendance of the child or staff member during this time.

EDUCATORS WILL ENSURE:

- that any child suspected of having an infectious illness is responded to and their health and emotional needs supported at all times
- any child suspected of having an infectious illness is isolated from other children and supervised whilst waiting for collection by parents or guardian
- that appropriate health and safety procedures are implemented when treating ill children- wear disposable gloves, face mask or other PPE if needed
- families are aware of the need to collect their unwell child/ children as soon as practicable from the Centre
- after confirmation that a child is suffering from an infectious disease, and as soon as practical, the family of each child must be notified whilst maintaining the privacy of the ill/infectious child.

Communication may be:

- verbally
- through a letter from the educator or Approved Provider
- posting a note or sign at the entry of the residence
- via electronic message- text message or email
- all resources or items touched by a child with a suspected illness are thoroughly cleaned and disinfected- (cushions, pillows, toys)
- their own immunisation status is maintained, and the Approved Provider/Nominated Supervisor is advised of any updates to their immunisation status
- opportunities are provided for children to participate in hygiene practices, including routine opportunities, and intentional practice such as hand washing, sneezing and cough etiquette
- consideration is given to the combination of children to decrease the risk of attaining an infectious illness when planning the routines/program of the day

- they adhere to the Centre's health and hygiene policy including:
 - hand washing
 - daily cleaning of the Centre
 - wearing gloves (particularly when in direct contact with bodily fluids- nappy changing and toileting)
 - appropriate and hygienic handling and preparation of food
 - COVIDSafe Plan (where required)
- they maintain up-to-date knowledge with respect to Health and Safety through on-going professional development opportunities
- that children rest 'head to toe' to avoid cross infection while resting or sleeping
- that cots or mattresses are placed at least 1.5m away from each other if physical distancing measures are required to be implemented
- children do not to share beds at the same time
- bedding is cleaned using detergent and water after each use and if the surface is known to be contaminated with a potential infectious disease, disinfectant is also used to clean beds
- that all play dough is freshly made every week. If there is an outbreak of vomiting and/or diarrhoea, or any other contagious communicable disease, play dough is to be discarded at the end of each day and a new batch made each day for the duration of the outbreak
- children wash their hands before and after using play dough.

Prevention strategies for minimising the spread of disease within our Centre include all staff ensuring:

- full adherence to the NHMRC childcare cleaning guidelines
- to clean surfaces first with detergent and water before using disinfectants. (Disinfectants cannot kill germs unless areas are clean)
- mops used for toilet accidents are to be soaked in disinfectant in a bucket in the laundry sink and then air-dried
- that a daily clean is carried out on other surfaces that may transmit germs such as high touch objects including doorknobs, tables, light switches, handles, remotes, play gyms, low shelving, etc. This will

be increased to several times a day if an outbreak of an infectious disease/virus has been recorded in the Centre or to minimise the risk of transmission of a virus such as COVID-19

- that if a child has a toileting accident, the items are placed in a plastic bag with the child's name on it. The plastic bag will be stored in a sealed container labelled 'soiled/wet clothing' for parents to take home
- cloths are colour coded so that a separate cloth is used to clean floors, bathroom, art and craft, and meal surfaces
- that any toy that is mouthed by a child is placed immediately in the 'toys to be washed' basket and washed with warm soapy water at the end of the day. All washable toys out on display for the children are to be washed on a weekly basis to decrease the risk of cross contamination and recorded with the date and a signature as evidence.
- toys and equipment (that are difficult to wash) will be washed with detergent (or soap and water) and air-dried in sunlight
- washable toys and equipment will be washed in detergent and hot water or the dishwasher and aired to dry (toys will not be washed in the dishwasher at the same time as dishes). All toys and equipment that have been cleaned will be recorded on the toy cleaning register.
- Dummies are to be stored in individual containers, small zip locked plastic bag, or a protector with the child's name clearly stated to reduce the risk of cross contamination and kept in a central location.
- all cleaning procedures will be recorded on the Centre's Cleaning Checklist
- furnishings, fabric tablecloths and pillowcases will be laundered at the end of each week and hung out to dry. This will be increased to every Monday, Wednesday and Friday during winter months or daily during an outbreak of illness in the Centre.
- floor surfaces will be cleaned on a daily basis after each meal and at the end of each day
- toilets/bathrooms will be cleaned in the middle of the day, the end of the day and whenever needed throughout the day using detergent and water followed by disinfectant and paper towel
- when cleaning up spills of faeces, vomit or urine off beds, floors, bathrooms etc. educators will use disinfectant on the surface after cleaning it with detergent and warm water
- pregnant staff members should not change nappies or assist in toileting or cleaning up toileting accidents to prevent unexpected cross contamination and risk of contracting Cytomegalovirus (CMV).
(see *Pregnancy in Early Childhood Policy*)

FAMILIES WILL:

- adhere to the Centre's policies regarding *Dealing with of Infectious Diseases, Immunisation, Sick Children* and exclusion requirements
 - adhere to the Centre's restrictions of entry into the Centre in the event of an outbreak of an infectious disease or virus
 - adhere to the Centre's policy regarding *Hand Washing*
 - exclude their child from care if they display symptoms of an infectious illness or disease or in the event of a vaccine preventable disease occurs in the Centre and their child is not immunised fully
 - advise the Centre of their child's immunisation status, by providing a current Immunisation History Statement recorded on the Australian Immunisation Register (AIR) for the Centre to copy and place in the child's file
 - alert the Service if their child is diagnosed with an infectious illness, including COVID-19
 - advise the Centre when their child's medical action plan is updated
 - provide sufficient spare clothing, particularly if the child is toilet training
 - adhere to the Centre's risk minimisation strategies if their child has complex medical needs in the event of an outbreak of an infectious disease or virus
- **CONTINUOUS IMPROVEMENT/REFLECTION**
 - Our *Dealing with Infectious Diseases Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Hand Washing Procedure	Immunisation Register
Illness Management Procedure	Incident Injury Trauma and Illness Record
Illness or Infectious Disease Register	Reporting Infectious Diseases Procedure

SOURCE

Australian Children's Education & Care Quality Authority. (2014).
 ACECQA. (2021). Policy and procedure guidelines. *Dealing with Infectious Diseases*.

Australian Government Department of Health *Health Topics* <https://www.health.gov.au/health-topics>

Australian Government. Department of Health (2019). *National Immunisation Strategy for Australia 2019-2024* https://www.health.gov.au/sites/default/files/national-immunisation-strategy-for-australia-2019-2024_0.pdf

Australian Government Department of Health Australian Health Protection Principal Committee (AHPPC)

Department of Human Resources: National Immunisation Program Schedule: <https://beta.health.gov.au/initiatives-and-programs/national-immunisation-program>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

Guide to the National Quality Standard. (2020).

Medicare Australia (Department of Human Services): <https://www.humanservices.gov.au/individuals/medicare>

National Health and Medical Research Council (NHMRC): <https://www.nhmrc.gov.au/>

National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.

NSW Government. Department of Education. Managing COVID cases. <https://education.nsw.gov.au/early-childhood-education/coronavirus/managing-covid-cases>

NSW Government Department of Health. Vaccination requirements for child care. https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

NSW Public Health Unit: <https://www.health.nsw.gov.au/Infectious/Pages/phus.aspx>

Public Health Act 2010

Public Health Amendment Act 2017

Public Health Regulation 2012

Public Health and Wellbeing Regulations 2019 Victoria

Queensland Government. Department of Education. Information for early childhood service providers, Managing COVID-19 safely. <https://alt-qed.qed.qld.gov.au/covid19/early-childhood-service-operations/information-for-early-childhood-service-providers>

Queensland Health [Information for parents about infectious diseases and exclusion periods in Queensland early childhood education centres and schools](#)

Revised National Quality Standard. (2018).

Safe Work Australia

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEW	MARCH 2025	NEXT REVIEW DATE	MARCH 2026
POLICY REVIEWED BY	Beck Seager		MARCH 2025

POLICY REVIEW		NEXT REVIEW DATE	MARCH 2025
POLICY REVIEWED BY	Beck Seager		MARCH 2024
POLICY REVIEW		NEXT REVIEW DATE	MARCH 2024
POLICY REVIEWED BY	Beck Seager		MARCH 2023

VERSION NUMBER	V15.03.23		
MODIFICATIONS	• Change of name of policy from <i>Control of Infectious Diseases</i> to <i>Dealing With Infectious Diseases</i> • Edits to COVID-19 practices and references • removal of reference to the COVID-19 Management Policy • policy maintenance • hyperlinks checked and repaired as required • minor formatting edits within text • continuous improvement/reflection section added • Childcare Centre Desktop Related resources section added • link to Western Australian Education and Care Services National Regulations added in 'Sources'		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MARCH 2022	• deleted information about a confirmed COVID-19 case replaced by <i>Managing a positive case of COVID-19 in an ECEC Service</i> • services must check with their state regulatory authority for current guidelines for managing a positive case of COVID-19 as definitions of close contacts and management of cases may change • minor edits • sources checked for currency	MARCH 2023	
OCTOBER 2021	• Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document- Dealing with Infectious Diseases (August 2021) • additional related policies added	MARCH 2022	

	Additional information added re: mandated COVID-19 vaccinations	
MARCH 2021	- review of policy changed to March each year in readiness for cold/flu season - Information to be displayed in services deleted (this is included in Immunisation Policy) - sources checked for currency and links updated where needed - additional resources added for Queensland services	MARCH 2022
SEPTEMBER 2020	- addition of use of detergent and water to clean surfaces before disinfecting as per Staying Healthy: Preventing infectious diseases in ECEC guidelines - Additional information related to procedures for positive case of COVID-19 at the service	JUNE 2021
MAY 2020	- Additional information from Australian Health Protection Principal Committee and Safe Work Australia re: physical distancing, immunisation for staff, risk minimisation for vulnerable children/adults, additional cleaning - Requirement of a doctor's certificate for suspected cases of infectious disease made editable for individual services to decide upon - Pregnancy in Early Childhood reference and risks of CMV and pregnancy - Inclusion of recommended exclusion periods - Poster link – Staying Healthy: Preventing infectious diseases in ECEC	JUNE 2021
MARCH 2020	- Implementation information added regarding infectious illnesses - Added mandatory reporting to public health unit information - Rearranged some content into new headings- Prevention Strategies - deleted repeated items - New sources added	JUNE 2021
JUNE 2019	- Some sentences reworded/refined. - Additional information added to points. - Sources checked for currency. - Sources/references corrected, updated, and alphabetised. - Related policies alphabetised.	JUNE 2020

	Outdated links deleted and replaced with correct ones.	
JUNE 2018	Updated the opening statement, included the 'Related Policy' section and made general improvements to grammar to support further understanding and implementation.	JUNE 2019
MAY 2017	Minor changes made to policy and terminology to ensure best practice	JUNE 2018
OCTOBER 2017	Updated the references to comply with the revised National Quality Standard	JUNE 2018