



Critical Management Plan for Contagious Conditions

Introduction

This document outlines our procedures for the management of a contagious medical condition at our College to minimise risks to health and safety and minimise adverse impact on people.

Contagious medical conditions require exclusion from school to prevent them from spreading among staff and students. This obligation exists under the Public Health Act 2005 (Qld). There also exists an obligation under Duty of Care common law provisions to take reasonable care to avoid foreseeable harm to others. The College is therefore legally justified in acting to protect staff and students who may be at risk of contracting a contagious medical condition.

Definitions

A Contagious Medical Condition is an infectious disease that can spread from person to person as follows:

- through the air by breathing in infectious droplets
- through contact with germs from faeces passed via the hands to the mouth
- through germs on hands from contact with contaminated surfaces, that can be transferred to broken skin, eyes, nose or mouth
- through the contact with germs in blood or other body secretions (such as urine, saliva, nasal secretions) onto broken skin, eyes, nose or mouth

Examples of these conditions can be found in Appendix B and C of this document. Appendix C lists those conditions like COVID 19 that are governed by the Commonwealth [Bio-Securities Act 2015](#).

Roles and Responsibilities

College management and staff have a health and safety duty to minimise the risk of staff, students and others being exposed to contagious medical conditions, so far as reasonably practicable.

The College Principal and delegated Supervisors are responsible for:

- implementation of this procedure within their area of responsibility
- identifying, assessing, controlling, monitoring and maintaining risk control measures for contagious medical condition incident/s effectively in their areas of responsibility
- regularly monitoring the effectiveness of contagious medical condition incident/s risk control measures and rectify any deviations from procedures
- consulting with employees on contagious medical condition incident practices or any proposed changes
- ensuring employees are trained and competent in how to behave during a contagious medical condition incident
- ensuring the well-being of employees following a contagious medical condition incident.

Employees are responsible for:

- not placing themselves or others at risk of illness
- reporting to line management if they know or suspect that a student or staff member has a contagious medical condition
- assisting the Principal and relevant Supervisors with the assessment of risks and implementation of risk control measures related to contagious medical conditions
- following established contagious medical condition incident procedures
- availing themselves of the support mechanisms in the event of exposure to contagious medical condition incidents.

Procedures for Contagious Conditions

Regular training in the Contagious Medical Condition Procedure shall be provided to ensure that key employees are competent in the following procedures. Staff are not expected, nor should they try, to diagnose others. Our procedures in Contagious Medical Condition Management include the actions required:

- at the time of suspected contagious medical condition identification
- at the time of confirmation of contagious medical condition
- 24 hours after the confirmation and beyond

Action at the time of identification of a suspected contagious medical condition

The Administration staff and First Aid Officer

- Isolate student or staff member within the Sick Bay.
- Provide a face mask (if available / applicable) for the person to wear
- Report the situation to the Principal and Safety Advisor
- Contact parents or family members to collect from Reception
- Confirm with parent or family member that they will seek medical advice
- Clean and disinfect all surfaces throughout the College the student or staff member touched

Action at the time of confirmation of a contagious medical condition

For contagious medical conditions: (examples listed in appendix B)

- Management - manage the process of excluding student from school in accordance with the state government department of health's [contagious conditions exclusion guide poster](#).
 - Communicate as per health department guidelines to families, using proformas on EDUMATE
- First Aid Officer - provide parents with a copy of the relevant medical condition fact sheet

For conditions requiring quarantine (as per Commonwealth [Bio-Security Act 2015](#)): (examples listed in appendix C – includes COVID-19):

Principal – contact the government public health authority (GPHA) and seek further direction

Darling Downs Toowoomba (07) 4699 8240

Baillie Henderson Hospital, Browne House, Cnr Tor and Hogg Streets, Toowoomba Qld 4350

- Consider the questions in Appendix A when communicating with the GPHA.
- If directed by GPHA or CCM, close the College.
- Comply with the *Public Health Act 2005* information sharing and disclosure provisions to assist state government health departments with contact tracing.
- Use CCM templates of communication to ensure uniformity in communication with parents and the wider community.
- Keep CCM CEO informed, who will inform CCM Board and relevant persons.
- Provide an Official Statement of Event to staff, parents / carers and students.

Action 24 hours after the confirmation and beyond

For contagious medical conditions:

- Staff - monitor and report any apparent spread of the disease to other staff and/or students
- Ensure student/staff remains at home for the relevant exclusion period according to the [contagious conditions exclusion guide](#).

For contagious conditions requiring quarantine:

- Clean and disinfect the College thoroughly before re-opening
- If the College remains open, ensure that the infected staff/student remains away from the College until they have fully recovered and are not contagious.
- Keep CCM CEO informed of any updates and who will then inform CCM Board & relevant persons.

Procedures specific to contagious conditions requiring quarantine

Under the Commonwealth [Biosecurity Act 2015](#) certain diseases are named and require processes different to other contagious diseases.

During a “Contagious conditions requiring quarantine” (eg COVID 19) outbreak our College will convene regular Critical Incident Management Team (CIMT) meetings for the duration of the outbreak.

Our CIMT is responsible for managing the incident. Team membership will include:

- College Executive (Principal and Heads of School)
- Workplace Health and Safety Advisor
- Supervisors

Critical Incident Management Team (CIMT) Responsibilities

The Critical Incident Management Team will:

- meet in person or via Teams
- Discuss “at risk” staff – re-deploy, work from home or stood down
- Compile possible scenarios and appropriate response:
 - **College Open** – Some students at college and some students at home. Staff at college working to published health guidelines eg social distancing measures.
 - **College Closed to Students** – All students working from home. Staff at college, working in isolated environments.
 - **College Closed** – All students working from home. All staff working from home
- Communicate with staff that all suspected cases must be reported by staff to the Principal and Safety Advisor ONLY. (Privacy is a priority)
- Direct staff to remain home, seek medical advice and get tested if they are feeling unwell.

Family Member - Possible scenarios to action:

Family member of staff member is a suspected or confirmed case of a contagious condition requiring exclusion:

- Principal or delegated leader determines if staff has been in contact with the family member and if they are also feeling unwell. If either is confirmed, the staff member must seek medical advice and get tested. They are to remain at home until test results are returned.
- Inform the CIMT

Family member of student is a suspected or confirmed case of a contagious condition requiring exclusion:

- Delegated leader determines if student has been in recent contact with the family member and if they are also feeling unwell. If either is confirmed, the student must be collected from the College promptly. They are to be kept in isolation until collection.
- Delegated leader instructs family that student is not to return to the College until tests results are returned.
- In the event of a confirmed case the delegated leader is to request that parent/s seek medical advice and get student tested. Students who are tested are not to return to the College until a negative test result is confirmed.
- Inform the CIMT

PROFESSIONAL DEVELOPMENT TRAINING

- This would entail providing information sessions on a Staff Development Day so that staff are made aware of the existence of College Policy & Procedures and are informed as to its general content.
- All new staff need to be briefed in these procedures also.
- Inclusion of the document in the staff handbook.

SUMMARY

It is important that we have a plan for a contagious Disease Incident. We are aware that we are unable to provide a specific plan for every situation that may arise, however, if staff are made aware of the College’s most essential expectations in such an incident, then all staff can operate in a cohesive manner.

SUPPORTING DOCUMENTATION and KEY RESOURCES

Documentation



Contagious Condition Outbreak Management Plan Checklist (refer Appendix A)

Resources

Health department posters [contagious conditions exclusion guide poster](#)

APPENDICES

- Appendix A Management Plan for Confirmed Case (Conditions Requiring Quarantine)
Questions to consider asking the Public Health Unit/ Government Public Health Authority
- Appendix B Contagious Medical Conditions
- Appendix C Contagious Medical Conditions Requiring Quarantine

Revision Record

This policy supersedes Dealing with Contagious Conditions in School Policy

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next Review
1.0	17 June 2019	Nathan McDonald	17 June 2018	4 years	June 2023
1.1	17 June 2019	Nathan McDonald	1 January 2021	4 years	June 2023

Appendix A

Management Plan for Confirmed Case (Conditions Requiring Quarantine)

Action	Person Responsible	Timing	Time log
Contact Public Health Unit or you may have received a call from Public Health Unit	Darling Downs Toowoomba (07) 4699 8240	Immediately after notification	
<i>See questions on the next page to consider when communicating with the Public Health Unit. Request confirmation in email.</i>			
List actions required by Public Health Unit			
Action	Person Responsible	Timing	Time Log
Inform Executive Principal and CEO. Commence incident report.	Principal	Immediately after notification	
Inform school community Staff and students by internal methods. Families using CCM COVID Notification template	Principal or delegate	Timing should aim so community receive information at the same time.	
Prepare media statement	Principal under the direction and support of the CEO		
Arrange thorough clean of contaminated environment	Facilities Manager	Cleaning Contractor	
Collate information around possible contacts	Safety Advisor		
Establish return to school plan	Principal		

Notes:

- The Public Health Unit will work in coordination with the College during this time.
- All students with confirmed cases of the condition must keep away from the College until the prescribed period has ended, as set under the Regulations. Students with suspected cases of the condition must not attend the College until they are medically cleared. If a student with a confirmed or suspected case continues to attend the College, under specific rules of the Act, the College needs to direct the student to be removed for the prescribed period.

Questions to consider asking the Public Health Unit / Government Public Health Authority:

If they are closing the College:

- Are you exercising powers under the Qld Public Health Act 2005
- Can we please have a copy of this directive in writing?
- For how long?
- Does this direction apply to students only?
- Are we able to continue with a skeleton staff onsite?
- If so, is there a limit on the number of staff?
- Can a skeleton staff return sooner than the students?
- Can the students of essential workers and vulnerable students still attend?
- What if a student turns up on site during the closure period?
- What communication would you like us to/ can we send to the College community?

If they are not closing the College:

- Whilst not a directive under the QLD Public Health Act 2005, is it a recommendation that we do?
- We would like to have pupil free days / students work remotely for the rest of the week; would this hinder your work in any way?

Note: In the event of a COVID 19 case: To avoid duplication and confusion in what is a challenging time for industry, Workplace Health and Safety Queensland (WHSQ) will not enforce any legislative requirement for workplaces to separately notify WHSQ.

Appendix B

Contagious Medical Conditions (most are prescribed by the Public Health Regulation 2018)

Chickenpox (varicella)
Diphtheria
Enterovirus 71
Gastroenteritis
German Measles (rubella)
Haemophilus Influenza Type B (Hib)
Hepatitis A
Influenza
Measles
Meningococcal Disease
Poliomyelitis
Typhoid and Paratyphoid
Tuberculosis
Whooping Cough (pertussis)

Appendix C

Contagious Medical Conditions Requiring Quarantine ([Commonwealth Biosecurity Act 2015](#))

COVID 19
Influenza A
SARS
MERF