

COMMUNICABLE DISEASE REPORTING POLICY

Reason this policy is important:

Some communicable diseases must be reported to public health authorities so that control measures can be used to decrease spread of diseases to children in the program and other adults.

Procedure and Practices, including responsible person(s):

_____ (staff title/name) will obtain an updated list of reportable diseases from the local or state health authorities annually. **The following communicable diseases will be reported to the Local Health Department, giving the caller's name, the name of the child care program, address and telephone number:**

- | | |
|---|---|
| <input type="checkbox"/> AIDS (Acquired Immune Deficiency Syndrome) | <input type="checkbox"/> Human Immunodeficiency Virus (HIV) infection |
| <input type="checkbox"/> Animal bites | <input type="checkbox"/> Influenza (if more than 10% of children and staff are out ill) |
| <input type="checkbox"/> Bacterial Meningitis | <input type="checkbox"/> Listeriosis |
| <input type="checkbox"/> Campylobacteriosis (Campy) | <input type="checkbox"/> Measles |
| <input type="checkbox"/> Cryptosporidiosis | <input type="checkbox"/> Meningococcal infections |
| <input type="checkbox"/> Cyclosporiasis | <input type="checkbox"/> Mumps |
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Pertussis (Whooping cough) |
| <input type="checkbox"/> Enterohemorrhagic E. Coli, such as E. Coli 0157:H7 | <input type="checkbox"/> Polio |
| <input type="checkbox"/> Food or waterborne illness | <input type="checkbox"/> Rubella |
| <input type="checkbox"/> Giardiasis | <input type="checkbox"/> Salmonellosis including Typhoid |
| <input type="checkbox"/> Haemophilus Influenza Type B (HIB) | <input type="checkbox"/> Shigellosis |
| <input type="checkbox"/> Hepatitis A (acute infection) | <input type="checkbox"/> Tetanus |
| <input type="checkbox"/> Hepatitis B (acute and chronic infection) | <input type="checkbox"/> Tuberculosis (TB) |
| <input type="checkbox"/> Hepatitis C (acute and chronic infection) | <input type="checkbox"/> Viral Encephalitis |
| | <input type="checkbox"/> Yersiniosis |

Family and staff will notify _____ (staff title/name) within 24 hours after the child or staff has developed a known or suspected communicable disease and to inform _____ (staff title/name) if any member of their immediate household has a reportable communicable disease. While respecting the legal boundaries of confidentiality of medical information _____ (staff title/name) will notify the appropriate health department authority about any suspected or confirmed reportable disease among the children, staff, or family member of the children or staff. The telephone number of the responsible local or state health authority to whom the report communicable diseases is posted _____ (location). Families of children who may have been exposed to a

child with a communicable disease or reportable condition will be informed about the exposure according to the recommendations of the local health department.

When the policy applies:

This policy is in effect at all times.

Communication plan for staff and parents:

- Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the facility.
- All parents will receive a written copy of this policy in the parent handbook and a copy of this policy will be posted on the parent bulletin board in each classroom.
- Parents, staff, and volunteers will receive written notification of any updates.

References:

- Model Health Policies 2004 <http://www.ecels-healthychildcarepa.org>
- *Caring for Our Children* – <http://nrc.uchsc.edu>

Reviewed by: _____ Director/Owner

_____ Health Professional (physician, nurse, health department, EMS, Health consultant)

_____ Staff member

_____ Other (parent, advisory committee, police, CPS)

Effective Date and Review Date:

This policy is effective _____ and will be reviewed annually or as needed.

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.