



Notifiable Diseases and Infection Control Policy

Policy Code: CLI-012**Version:** 7.0**Effective Date:** 27 April 2020

Purpose

The primary purpose of this policy is to protect clients, students and College staff against notifiable and infectious diseases. The policy provides information on notifiable diseases as well as infection control and management strategies that the College has in place.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All campuses
- All staff including contractors
- All students

Policy Statement

The College is committed to ensuring that all potential health and safety hazards in relation to disease prevention and infection control are identified, assessed and controlled appropriately.

The College recognises that its staff and students have a duty of care and a need to be informed of risks of potential infection relating to course activities at the College.

The risk of a student practitioner or client developing infectious complications following a treatment process depends on both the nature of the procedure performed and on the adherence by the student practitioner to infection control strategies, known as ‘[standard and transmission-based precautions](#)’.

The standard infection control strategies are in place to protect both clients and student practitioners and include, but are not limited to, the following:

- hand hygiene, before and after every episode of client contact;
- the use of personal protective equipment;
- the safe use and disposal of sharps and clinical waste;
- routine environmental cleaning;
- sterilisation and disinfection of reusable equipment where required;
- respiratory hygiene and cough etiquette;
- aseptic non-touch technique; and
- appropriate handling of linen.



For further information on the type and duration of precautions to be taken for specific transmission-based conditions, refer to [Section B5.2](#) of the [Australian Guidelines for the Prevention and Control of Infection in Healthcare](#).

Students:

- must comply with this policy and all [standard and transmission-based precautions](#) or the College reserves the right to deny entry into a course, cancel enrolment or recommend an alternative lower-risk course of study
- who provide information ('self-declare') in relation to their notifiable disease status will not be excluded from courses offered by the College as a result of that status
- with a blood-borne virus may not be able to participate in exposure-prone procedures/activities
- who present with symptoms of an infectious disease must notify their clinic supervisor and may be excluded from participating in clinic sessions until they are well
- who have notifiable disease status must declare their status prior to enrolment to the Director, Admissions, or if they are diagnosed post-enrolment must advise the Director, Students Services. The student must be prepared to:
 - ⌚ complete the [Notifiable Diseases Declaration Form](#)
 - ⌚ have their status declared to clinic supervisors and teaching staff for practical classes
 - ⌚ self-nominate to withdraw from a practical class or clinic session if they become aware of a risk of exposure (ie. an open wound on themselves or a client or student who they are required to practice on)
 - ⌚ notify the Director, Student Services of any change to their disease status or related symptoms/issues during the period of their enrolment that may impact upon their ability to successfully complete the course.
- in the event that a student is diagnosed with a notifiable disease after a period of feeling unwell (and thus possibly exposing others at the College to possible risk), the following steps must be taken:
 - ⌚ the Campus Manager should be informed as soon as a staff member is informed by the student of his/her illness
 - ⌚ the Campus Manager must develop an action plan to manage the situation on all levels and may refer to the College's Critical Incident Policy if relevant
 - ⌚ the Campus Manager must inform the Managing Director (or delegate) and HR Manager of the situation and discuss actions to be taken
 - ⌚ the Campus Manager may then contact the State Department of Health for advice as to how to proceed with the situation. The Department of Health may require further information on the case (see below) and may advise the Campus Manager as to what would be best practice with regard to informing other students, staff and clients of any risk they might face with regard to the disease
 - ⌚ if the Department of Health staff member allocated to the case requests it, the Campus Manager may request the student to phone the Department of Health to discuss the appearance of symptoms and timing of the contagion period
 - ⌚ according to the advice provided by the Department of Health, the Campus Manager may find it appropriate to contact clients whom the student has treated during the contagion period of the disease so that they are fully informed and/or provide FAQ sheets about the disease (available from the relevant Department of Health)
- the student must provide a medical clearance prior to returning to College if a period of exclusion is required due to contraction of any notifiable disease.



Staff:

- are responsible for understanding College policies in relation to notifiable diseases and infection control and incorporating these policies into their practice as teachers and clinicians within the College environment
- who provide information ('self-declare') in relation to their notifiable disease status will not be excluded from employment at the College as a result of that status
- with a blood-borne virus may not be able to participate in exposure-prone procedures/activities including teaching or supervising clinic for subjects where needles may be used
- who present with symptoms of an infectious disease must notify their direct supervisor immediately and may be excluded from participating in work involving interaction with students or other staff (including teaching, supervising or other work specified by the supervisor) until they are well
- in the event that a staff member is diagnosed with a notifiable disease after a period of feeling unwell (and thus possibly exposing others at the College to possible risk), the following steps must be taken:
 - ⌚ the Campus Manager should be informed as soon as the staff member is diagnosed with his/her illness
 - ⌚ the Campus Manager must develop an action plan to manage the situation on all levels and may refer to the College's Critical Incident Policy if relevant
 - ⌚ the Campus Manager must inform the Managing Director (or delegate) and HR Manager of the situation and discuss actions to be taken
 - ⌚ the Campus Manager may then contact the State Department of Health for advice as to how to proceed with the situation. The Department of Health may require further information on the case (see below) and may advise the Campus Manager as to what would be best practice with regard to informing other staff, students and clients of any risk they might face with regard to the disease
 - ⌚ if the Department of Health staff member allocated to the case requests it, the Campus Manager may seek permission in this instance to release the telephone contact details of the staff member to the Department of Health for contacting the staff member to discuss the appearance of symptoms and timing of the contagion period
 - ⌚ according to the advice provided by the Department of Health, the Campus Manager may find it appropriate to contact clinic clients, students, other staff or other external stakeholders with whom the staff member has interacted during the contagion period of the disease so that they are fully informed and/or provide FAQ sheets about the disease (available from the relevant Department of Health)
- the staff member must provide a medical clearance prior to returning to work at the College if a period of exclusion is required due to contraction of any notifiable disease.

Clients of College Clinics:

- will be informed of any potential infection risk related to treatment discipline and activities prior to treatment.
- must declare if they have a notifiable or infectious disease when completing the Client History Form prior to consulting with a student practitioner.
- In the event that a Notifiable Disease is suspected the following procedure is to be followed:
 - ⌚ The following items are to be checked with the client/guardian before any further action is taken:
 - > What is the condition (or suspected condition)?
 - > What are the circumstances around that?
 - > Has the registered medical practitioner (i.e. GP) given a diagnosis?
 - > Is a fever present?



- > If yes to a diagnosis and fever, then proceed with contact tracing of other staff/clients in the clinic at that time and escalate to your CM who will call ADCS immediately.
- ⌚ Provide client with a face mask and sit them comfortably in an area that is isolated from the main clinic waiting area
- ⌚ Clinic Manager or Supervisor to call the clients GP to discuss
- ⌚ Arrange for immediate disinfecting of all related areas as necessary
- ⌚ Notification of Notifiable Diseases should be made by the client's GP in the first instance, it is not the responsibility of Endeavour staff (see link below)
- ⌚ Check the [Department of Health website](#) for information and procedures based on the disease
- ⌚ Ensure you advise the Associate Director of Clinical Services and the WH&S contact at your Campus.
- ⌚ Action and implement solutions and put preventative measures in place to mitigate the risks of potential events in the future.

Only a person in charge of a pathology service, a registered medical practitioner or an environmental health officer is enabled or required to report a notifiable disease. However, College students and staff members are expected to be aware of all nationally notifiable diseases. Refer to the [List of Notifiable Diseases](#).

Definitions

Notifiable Disease – any condition that must be notified to the Health Protection and Surveillance Branch under the *National Health Security Act 2007*, for the purpose of monitoring and investigating these diseases in the community in order to prevent their spread and reduce their impact on others. The Communicable Diseases Network Australia (CDNA) has agreed to a [List of Notifiable Diseases](#).

Infectious Disease – a contagious disease communicable by contact with one who has it, with a bodily discharge of such a person, or with an object touched by such a person or by bodily discharges.

Infection Control - process that minimises the risk of spreading infection.

Staff – any person employed by the College to undertake any work on behalf of the College. This includes permanent, temporary and contract staff or external contractors working on an ad hoc basis.

Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Related Procedures

First Aid and Infection Control Procedure



Further Information

Related Policies

Informed Consent Policy

Critical Incident Policy

Related Documents

Clinic Handbook

Notifiable Diseases Declaration Form

Guidelines

[Australian Guidelines for the Prevention and Control of Infection in Healthcare](#)

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

[National Health Security Act 2007](#)

Review and Approval

Policy Author

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Policy Owner

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Contact

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Approval Body

College Council

Meeting date: 23 October 2015

Policy Status

Revised



Responsibilities for Implementation

- National Sales and Admissions Manager
- Director, Student Services and Retention
- Director of Education
- General Manager, VET

Key Stakeholders

- Director of Clinic and Campus Operations
- Clinic Supervisors
- Academic Staff
- Students
- Clinic Clients