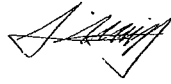
 <p><b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b></p>	<b>Management Area:</b> CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: HIV / AIDS / HEP B&amp;C</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff, management, families & children

## 2. Policy Statement

The YMCA respects the right for all children to be loved and cared for and aim to provide a safe and secure environment for all children in the centre. We do not discriminate against any child or family's right to achieve that care as outlined in the law.

We believe that HIV/AIDS and Hepatitis B and C are best dealt with by preventative measures and will ensure that clear guidelines are given to eliminate the risk of spreading the diseases and ensure the safety of all staff and children.

Proper Confidentiality will also apply.

## 3. Related Policies & Procedures/Guidance Notes


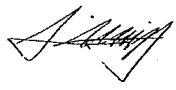
- 3.1. Accident Policy
- 3.2. Anti Discrimination Policy
- 3.3. Confidentiality Policy
- 3.4. Duty of Care Policy
- 3.5. Enrolment Policy
- 3.6. First Aid Policy
- 3.7. Hazardous Materials Policy
- 3.8. Hygiene Policy
- 3.9. Illness and Infectious Diseases Policy
- 3.10. Immunisation Policy
- 3.11. In-service Training and Development Policy
- 3.12. Medication Policy
- 3.13. Participation and Access Policy
- 3.14. Professionalism Policy

## 4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. National Standards

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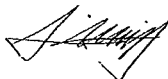
- 5.2. Q&A Principles
- 5.3. Occupational Health and Safety Act
- 5.4. Federal Disability Discrimination Act
- 5.5. Equal Opportunity Act

## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

### PROCEDURES

- Under the Federal Disability Act and the Equal Opportunity Act, no discrimination will take place based on a child's/parent's/staff member's HIV status.
- Discrimination in regard to access to the centre is unlawful. A child with HIV or Hepatitis B or C has the right to obtain a position in the centre should a position become available and a staff member the right to equal opportunity of employment.
- A child with AIDS shall be treated as any other child, as HIV is not transmitted through casual contact. The child shall be comforted by cuddling, hugs and holding hands.
- Where staff are informed of a child, parent or other staff member who has HIV/AIDS or Hep B or C, this information will remain confidential at all times. A breach of this confidentiality will be considered a breach of discipline.
- Staff will ensure that no discussion is made other than insuring proper care of all children is maintained.
- No conversation is to be undertaken in hearing of any unauthorised adults, or around the children.
- Proper safe and hygienic practices will be followed at all times. (See Hygiene policy for details.)
- No one will ever be denied the right to first aid.
- All children will be considered as infectious. All staff dealing with open sores, cuts and bodily fluids with any child or adult shall wear disposable gloves.
- Staff with cuts, open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves.
- Disposable gloves will be properly and safely discarded and staff are to wash their hands after doing so.
- If a child has an open wound it will be covered with a waterproof dressing and securely attached.
- If bodily fluids or blood gets on the skin but there is no cut or puncture, wash away with hot soapy water.

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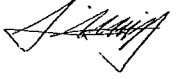
- In the event of exposure through cuts or chapped skin, promptly wash away the fluid, encourage bleeding and wash in cold or tepid soapy water and seek medical advice.
- In the event of exposure to the mouth, promptly spit it out and rinse mouth with water several times and seek medical advice.
- In the event of exposure to the eyes, promptly rinse gently with cold or tepid tap water or saline solution and seek medical advice.
- In the event of having to perform CPR, disposable sterile mouth masks are to be used, or if unavailable a piece of cloth. The staff person in charge of the first aid kit will ensure that a mask is available at all times.
- Any exposure should be reported to the Co-ordinator and Management to ensure proper follow up procedures occur.

**NOTE:**

- Hot water may coagulate the blood and protect the virus from the soap or disinfectant. It is best to use cold or tepid water temperatures in all cleaning processes.
- Any soiled clothing shall be handled using disposable gloves, soaked in disinfectant or hot soapy water. Clothing will be placed and sealed in a plastic bag for the parents to take home.
- Any blood or bodily fluid spills will be cleaned up immediately, using gloves and the area fully disinfected.
- Cloths used in cleaning will be wrapped in plastic bags and properly disposed of.
- Staff and parents will be encouraged to participate in AIDS and Hepatitis education.
- Education can take the form of staff training, educational seminars, brochures, etc.

**7. Version History**

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

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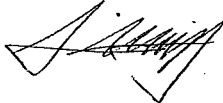
I endorse the HIV / AIDS / HEP B and C Policy.

Name: *Maryann Rupnik*  
Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*  
Group Manager

Signature: 

Date: 7 December 2009