

# GASTRO PACK FOR CHILDCARE CENTRES

All childcare workers and centre directors should refer to this ***Gastro Pack for Childcare Centres*** document when there is a gastroenteritis (gastro) outbreak in their facility.

This document provides practical step-by-step guidance on how to manage a gastro outbreak, and complements advice in the [Staying Healthy guidelines](#) (5<sup>th</sup> edition, updated June 2013).

***A gastro outbreak occurs when 2 or more children or staff have sudden onset of vomiting or diarrhoea in a 2 day period\*.***

\*There may be some instances where illness is more spread out between cases. If there is any uncertainty, please contact your public health unit.

## What should I do?

1. Follow the steps listed in this ***Gastro Pack for Childcare Centres*** to control the outbreak.

<b>Section 1</b>	<b>Gastro outbreak checklist for childcare centre</b>	<b>Page 2</b>
<b>Section 2</b>	<b>Infection control measures</b>	<b>Pages 3-6</b>
<b>Section 3</b>	<b>Signage for childcare centre</b>	<b>Page 7-12</b>
<b>Section 4</b>	<b>Register of sick children and staff</b>	<b>Pages 13-15</b>

2. Contact your local Public Health Unit for advice on managing the outbreak.

**Tel: 1300 066 055**

## SECTION 1: CHECKLIST FOR CHILDCARE CENTRE

Step	Action	Page
<input type="checkbox"/> 1	<b>Inform all staff in the childcare centre there is a gastro outbreak</b> <ul style="list-style-type: none"> <li>Ensure all staff are familiar with infection control guidelines (pages 3-6)</li> </ul>	
<input type="checkbox"/> 2	<b>Ensure sufficient cleaning agents and personal protective equipment</b> <ul style="list-style-type: none"> <li>Liquid handwash, paper towels, alcohol-based hand rubs/gel, neutral detergent (e.g. dishwashing liquid), sodium hypochlorite (bleach) solution, disposable gloves</li> <li>If available, face masks, goggles and long-sleeved impervious gowns for additional protection</li> </ul>	
<input type="checkbox"/> 3	<b>Implement infection control measures</b>	<b>3-6</b>
<input type="checkbox"/> 4	<b>Display gastro outbreak signage in centre</b>	<b>7-12</b>
<input type="checkbox"/> 5	<b>Contact your public health unit - Tel: 1300 066 055</b>	
<input type="checkbox"/> 6	<b>Inform parents</b> <ul style="list-style-type: none"> <li>Email the gastro outbreak letter (provided by your public health unit) to parents.</li> </ul>	
<input type="checkbox"/> 7	<b>Complete illness register of sick children and staff</b> <ul style="list-style-type: none"> <li>Email the register to the public health unit within 24 hours of contacting them</li> </ul>	<b>13-15</b>
<input type="checkbox"/> 8	<b>Inform the public health unit if 3 days have passed since a child/staff had vomiting/diarrhoea.</b> <ul style="list-style-type: none"> <li>Email the final register to the public health unit</li> </ul>	
<input type="checkbox"/> 9	<b>Remove the gastro outbreak signage once the outbreak is declared over by the public health unit</b>	

## SECTION 2: INFECTION CONTROL

An outbreak of gastroenteritis can be difficult to control as it is very infectious.

Use this infection control checklist when managing a gastro outbreak to prevent further spread.

Step	Action	Detail
<input type="checkbox"/> 1	<b>Isolate sick children and staff</b>	<p>Remove children/staff with vomiting or diarrhoea from the rest of the group as soon as symptoms appear.</p> <ul style="list-style-type: none"> <li>• This may involve dedicating a room to the sick children before they can be sent home.</li> <li>• Call parents and request they pick up their children.</li> </ul>
<input type="checkbox"/> 2	<p><b>Immediately clean up any vomit/faeces and disinfect contaminated surfaces/objects</b></p> <p>Refer to the <a href="#">Staying Healthy guidelines</a> for further information</p>	<p><b>Essential information</b></p> <ul style="list-style-type: none"> <li>• Cleaning up immediately after someone vomits or has diarrhoea protects others from getting sick.</li> <li>• Surfaces must first be cleaned free of vomit or faeces with a neutral detergent (e.g. dishwashing liquid) and hot water <b>before</b> disinfecting with a sodium hypochlorite (bleach) solution.</li> <li>• Bleach should only be used on hard, non-porous surfaces.</li> <li>• It is important to thoroughly clean the entire area so you don't miss any drops of vomit or faeces that you can't see.</li> </ul> <p><b>A. Isolate contaminated area and remove vomit/faeces</b></p> <ol style="list-style-type: none"> <li>1. Remove children and staff from the area where vomiting or diarrhoea has occurred.</li> <li>2. Wear disposable plastic gloves. (If available, face mask, goggles and impervious gown offer additional protection.)</li> </ol> <p><b>B. Clean the child</b> (if required)</p> <ol style="list-style-type: none"> <li>3. Clean up the child with disposable paper towels.</li> <li>4. Put the child's soiled clothing in a leak-proof plastic bag for parent to take home and wash.</li> <li>5. Discard used gloves in a leak-proof plastic bag, then wash your hands thoroughly with soap and warm water.</li> <li>6. Wash the child's hands.</li> </ol>

		<p><b><u>C. Clean contaminated surfaces/objects</u></b></p> <ol style="list-style-type: none"> <li>7. Put on clean disposable plastic gloves.</li> <li>8. Remove as much of the vomit/faeces with disposable paper towels as you can.</li> <li>9. Seal the used paper towels in a leak-proof plastic bag, then dispose in the bin.</li> <li>10. Use disposable paper towels to clean all contaminated surfaces and objects with a neutral detergent (e.g. dishwashing liquid) and hot water.</li> <li>11. Discard used gloves in a leak-proof plastic bag, then dispose in the bin.</li> <li>12. Wash your hands thoroughly using soap and warm water, then pat dry with a disposable paper towel.</li> </ol> <p><b><u>D. Disinfect hard surfaces with bleach</u></b></p> <ol style="list-style-type: none"> <li>13. Put on clean disposable plastic gloves.</li> <li>14. Freshly prepare the bleach (sodium hypochlorite 0.1%) solution following the manufacturer's instructions. E.g. White King bleach (sodium hypochlorite 42g/L) → dilute 1 part bleach (25mL) in 40 parts water (1L) to make 0.1% solution</li> <li>15. Use disposable paper towels to thoroughly wipe the area with the bleach solution.</li> <li>16. Discard the used paper towels in a leak-proof plastic bag, then dispose in the bin.</li> <li>17. Leave the bleach on the surface for at least 10 minutes (to kill the virus), then rinse with cold water. Allow surface to dry thoroughly.</li> <li>18. Discard gloves, mask and gown (and face shield if using) in a leak-proof plastic bag, then dispose in the bin.</li> <li>19. Wash reusable goggles (if using) with detergent and water, followed by bleach solution (if able), and then allow to dry thoroughly.</li> <li>20. Wash your hands thoroughly using soap and warm water, then pat dry with a disposable paper towel.</li> </ol>
<input type="checkbox"/> 3	<b>Perform hand hygiene regularly</b>	<ol style="list-style-type: none"> <li>1. Ensure hand washing facilities, liquid hand wash, paper towels and alcohol hand rub are available for staff, children and visitors. (Do not use hand towels during outbreaks.)</li> </ol>

**Good hand hygiene is the most effective way of preventing the spread of infection.**

2. Alert staff, children and visitors to the outbreak and the need to perform regular hand hygiene.
  - Post hand hygiene signs in toilet and care areas.
  
3. Hand hygiene should be performed:
  - On arrival to the centre and before leaving the centre
  - After going to the toilet
  - Before preparing/handling food, including a baby's bottle
  - Before and after eating
  - After contact with a person with gastro
  - After cleaning up vomit, faeces or blood
  - After handling dirty items (e.g. garbage, soiled toys)
  - Before and after providing care (e.g. changing a nappy, wiping a nose, assisting a child in the toilet, giving medication)
  - After wiping/blowing a nose, sneezing or coughing
  - Before and after touching any cut, wound or rash (yours or the child)
  - After playing outside
  - After removing gloves
  
4. Wash your hand with liquid soap and running water if
  - Hands are visibly dirty
  - After using the toilet
  - There are body fluids (e.g. blood, urine, faeces) on your hands.

➤ You can use alcohol hand rub to clean your hands for other situations.

Staff should minimise wearing jewellery below the elbows and not have artificial nails.
  
5. Hands should be washed according to the following steps:
  - (i) Use running water and liquid soap

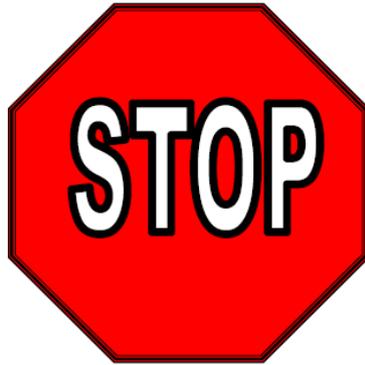
		<ul style="list-style-type: none"> <li>(ii) Vigorously wash hands all over for 20 seconds <ul style="list-style-type: none"> <li>▪ Pay special attention to palms, back of hands, in between fingers, under finger nails and around wrists</li> </ul> </li> <li>(iii) Rinse hands thoroughly for 10 seconds</li> <li>(iv) Dry hands well with a paper towel</li> <li>(v) Turn off tap with a paper towel</li> </ul> <p>6. Staff should supervise washing of children’s hands, and wash the hands of younger children after they use the toilet.</p>
<input type="checkbox"/> 4	<b>Restrict sick children and staff from attending centre</b>	<ul style="list-style-type: none"> <li>• Exclude sick children and staff from attending the centre for at least 48 hours after their symptoms stop.</li> <li>• Discourage visitors from attending the centre while the outbreak is occurring.</li> </ul>
<input type="checkbox"/> 5	<b>Increase frequency of cleaning and disinfecting common areas and items</b>  Refer to the <a href="#">Staying Healthy guidelines</a> for further information	<ol style="list-style-type: none"> <li>1. Clean and disinfect common areas and frequently touched items at least twice daily with a neutral detergent (e.g. dishwashing liquid) followed by bleach solution.</li> <li>2. Clean common bathroom areas with a neutral detergent followed by bleach solution at least twice daily or more frequently depending on how often they are used. <ul style="list-style-type: none"> <li>• This includes common touch points such as toilet seats, flush handles, hand basin taps, toilet door handles, handrails, tables and chairs.</li> </ul> </li> <li>3. Wash all eating utensils and drink containers, and store dry between use. <ul style="list-style-type: none"> <li>• Do not share eating utensils or drink containers.</li> </ul> </li> <li>4. Wash down cots and linen between children. Linen should be washed on a hot cycle and dried in the sun if possible.</li> <li>5. Wash all toys daily with a neutral detergent. Wash toys that are put into children’s mouths between use.</li> </ol>

		<p>6. Items that cannot be cleaned between use should not be available for communal use during the outbreak (e.g. soft toys, wooden toys, play dough).</p> <p>7. Close off sand pits and water play areas during the outbreak.</p>
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# SECTION 3: SIGNAGE FOR CHILDCARE CENTRE

## Summary of signage

Sign	Intended Use	Page
1. Stop attention parents	Post at entrance to childcare centre and at the location where parents sign in	9
2. Hand hygiene	Post in staff and children's toilets, kitchen and children's rooms	10
3. How to wash your hands	Post in toilets and kitchen	11
4. How to use alcohol rub	Post where alcohol hand rub is available e.g. at parents' sign-in area	12
5. Healthy teddy says wash your hands	Post in children's toilet	13



## Attention Parents

This childcare centre is currently experiencing a **gastroenteritis outbreak** (diarrhoea and vomiting).

Please:

- 1. Keep your child at home if he/she had diarrhoea or vomiting in the last 48 hours.**
2. Clean your hands with alcohol-based hand rub on arrival and when leaving the centre (wash your hands with soap and water if hands are visibly dirty or after using the toilet).
3. Keep your visit to a minimum.

If you have any questions, please discuss with the person in charge.

# Hand hygiene

## When should caregivers clean their hands?

- On arrival to the centre and before leaving the centre
- After going to the toilet
- Before preparing/handling food, including a baby's bottle
- Before and after eating
- After contact with a person with gastro
- After cleaning up vomit, faeces or blood
- After handling dirty items (e.g. garbage, soiled toys)
- Before and after providing care (e.g. changing a nappy, wiping a nose, assisting a child in the toilet, giving medication)
- After wiping/blowing a nose, sneezing or coughing
- Before and after touching any cut, wound or rash (yours or the child)
- After playing outside
- After removing gloves

## When should children clean their hands?

- At the start and end of each meal time
- After going to the toilet
- After playing outside
- After handling/patting animals

## How should hands be cleaned?

### Wash your hands with liquid soap and running water if

- Hands are visibly dirty
- After using the toilet
- There are body fluids (e.g. blood, urine) on your hands

### Otherwise, clean your hands with alcohol hand rub

# How to wash your hands

Duration of steps 3-8: 20 seconds

Duration of step 9: 10 seconds



Wet hands with water;



Apply enough liquid soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Back of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with paper towel;



Use paper towel to turn off the tap;



Your hands are now clean.

# How to use alcohol rub

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

 **Duration of the entire procedure: 20 seconds**

**1a**

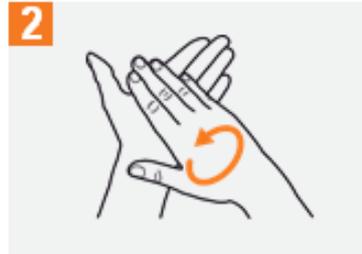


Apply a palmful of the product in a cupped hand, covering all surfaces;

**1b**

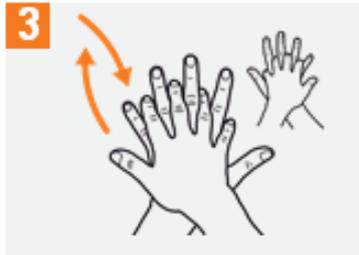


**2**



Rub hands palm to palm;

**3**



Right palm over left dorsum with interlaced fingers and vice versa;

**4**



Palm to palm with fingers interlaced;

**5**



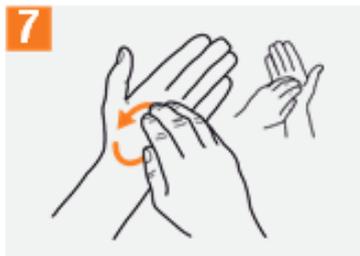
Backs of fingers to opposing with fingers interlocked;

**6**



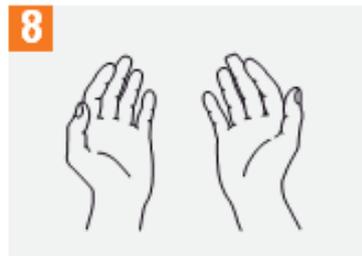
Rotational rubbing of left thumb clasped in right palm and vice versa;

**7**



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

**8**



Once dry, your hands are clean.



Healthy Teddy says  
**Wash your hands!**

cc00480 WASH YOUR HANDS COLOURING SHEET © Comic Company 2009 www.comiccompany.co.uk  
Corinne Pearlman asserts her rights as author. Non-commercial, not for resale use only permitted.

## SECTION 4: REGISTER OF SICK CHILDREN AND STAFF

### What is the illness register?

- The illness register is a table that records information on each person who is ill with gastro in an outbreak.
- This information assists you in keeping track of sick children and staff, and helps you to implement control measures to stop the outbreak spreading.
- This information is used by your local public health unit to determine the likely cause and how the infection is being spread.

### Instructions for completing the illness register

- The register can be completed on paper or electronic form (the electronic form can be obtained from your public health unit by calling 1300 066 055).
- Record all details for each child or staff member in the childcare centre who has been ill.
- Please use the same register to record new cases throughout the duration of the outbreak – do NOT restart the list each day.
- Please encourage parents to refer their child to their local doctor if necessary. To help identify the cause, encourage parents to collect a stool specimen from children who have consulted a doctor.
- **Please email this register to your local public health unit on the following 2 occasions:**
  - **within 24 hours of contacting the public health unit**
  - **after 3 days have passed since the last child or staff member had symptoms in the childcare centre.**

The PHU will inform you of any additional requirements.

- **Please contact the public health unit as soon as possible if there is:**
  - A death of a child or staff member
  - A sudden increase in the number of cases over a 24 hour period
  - A food handler (e.g. cook or staff handling food) develops gastro
  - A positive stool result

## SECTION 4: REGISTER OF SICK CHILDREN AND STAFF

Your public health unit will email you the Register for sick children and staff.

Below is an example of how the register should be completed.

Please note there are **separate tabs** on the spreadsheet for sick children and sick staff.

**Tab 1: Sick children**

GASTROENTERITIS OUTBREAK IN CHILDCARE CENTRE - ILLNESS REGISTER FOR CHILDREN																				
<p>Please complete this table if there are</p> <ul style="list-style-type: none"> <li>• 2 or more children or staff members in your childcare centre</li> <li>• who had diarrhoea (2 or more episodes of loose stool) OR vomiting (2 or more episodes of vomiting)<sup>A</sup></li> <li>• in a 2 day period<sup>B</sup></li> </ul> <p><sup>A</sup>Diarrhoea/vomiting not due to a known cause - e.g. existing medical condition or medication (e.g. antibiotics or laxatives).  <sup>B</sup>There may be some instances where illness is more spread out between cases. If there is any uncertainty, contact your public health unit.</p>																				
FACILITY NAME:						Type of facility (childcare centre, preschool):														
Contact person and title:				Tel No:				Email:												
Date submitting register:			Date notified Public Health Unit:			Total number of children in facility:														
*Please fill in details for staff in the next tab																				
*Please use the same illness register for new cases - do NOT start a new one each day																				
Room Number / Name	Surname	First name	Sex	DOB	Days attend childcare					Date last attended childcare (dd/mm/yyyy)	Date of onset of symptoms (dd/mm/yyyy)	Date of last symptoms (dd/mm/yyyy)	Symptoms (Y=Yes; N=No)					Stool test result (if collected)	Admitted to Hospital due to gastro? (Y/N)	Comments
					Mon	Tues	Wed	Thurs	Fri				Vomiting	Diarrhoea	Bloody Diarrhoea	Fever	Abdominal pain			
Infants' room	King	Jamie	F	12/01/2018	Y	Y	N	N	N	09/06/2018	09/06/2018	10/06/2018	Y	Y	N	N	N	Not done	N	Vomited at the childcare centre
Toddlers' room	Sharma	Arun	M	06/06/2017	Y	Y	Y	Y	Y	10/06/2018	10/06/2018	11/06/2018	Y	Y	N	N	N	Norovirus	N	Sick at home, not at childcare centre
Toddlers' room	Cheng	Cindy	F	02/12/2016	Y	N	N	Y	Y	11/06/2018	11/06/2018	12/06/2018	Y	Y	N	N	N	pending	N	Will ask parent about stool result

## SECTION 4: REGISTER OF SICK CHILDREN AND STAFF

**Tab 2: Sick staff**

GASTROENTERITIS OUTBREAK IN CHILDCARE CENTRE - ILLNESS REGISTER FOR <b>STAFF</b>																					
<p>Please complete this table if there are</p> <ul style="list-style-type: none"> <li>2 or more children or staff members in your childcare centre</li> <li>who had diarrhoea (2 or more episodes of loose stool) OR vomiting (2 or more episodes of vomiting)<sup>A</sup></li> <li>in a 2 day period<sup>B</sup></li> </ul> <p><sup>A</sup>Diarrhoea/vomiting not due to a known cause - e.g. existing medical condition or medication (e.g. antibiotics or laxatives).  <sup>B</sup>There may be some instances where illness is more spread out between cases. If there is any uncertainty, contact your public health unit.</p>																					
FACILITY NAME:						Type of facility (childcare centre, preschool):															
Contact person and title:						Tel No:			Email:												
Date submitting register:				Date notified Public Health Unit:				Total number of staff :													
*Please fill in details for children in the previous tab																					
*Please use the same illness register for new cases - do NOT start a new one each day																					
Staff Occupation(s)	Area(s) Worked - e.g. which room, kitchen	Surname	First name	Sex	DOB	Work days - childcare					Date last worked in childcare (dd/mm/yyyy)	Date of onset of symptoms (dd/mm/yyyy)	Date of last symptoms (dd/mm/yyyy)	Symptoms (Y=Yes; N=No)					Stool test result (if collected)	Admitted to hospital due to gastro? (Y/N)	Comments (e.g. works at another facility)
						Mon	Tues	Wed	Thurs	Fri				Vomiting	Diarrhoea	Bloody Diarrhoea	Fever	Abdominal pain			
Team leader	Toddlers' room	Lee	Lisa	F	01/04/1970	Y	Y	Y	Y	Y	08/06/2018	08/06/2018	10/06/2018	Y	Y	N	N	N	Not done	N	Diarrhoea at the childcare centre
Cook	Kitchen	King	Mabel	F	02/09/1962	Y	Y	Y	Y	Y	11/06/2018	11/06/2018	12/06/2018	Y	Y	N	N	N	Norovirus	N	Sick at home since illness started