

## Policy and Procedure Register updates – Summary of changes to *Management of contagious conditions* procedure

### 1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations  Audit/review recommendation  Due for review  
 Change of policy/procedure requirements  Other

The review of this procedure was initiated as per the department's routine cycle of review.

The minor amendments made to this procedure have been informed by:

- new procedural template requirements;
- COVID-19 being listed as a contagious condition in the Public Health Regulation 2018 (Qld);
- Chief Health Officer Directions;
- advice regarding reasonable adjustments and about supervising students who are ill; and
- feedback from regions and other stakeholders, including the Department of Health.

### 2. Summary of changes

- Updated references to legislation, including to the *Workplace Health and Safety Act*.
- Added references to the *Health, safety and wellbeing incident management* and *School alerts* procedures.
- In the Overview, Included the list of prescribed contagious conditions and reference to the additional actions required for managing measles.
- In the Overview, included new advice regarding actions to follow in the event of a declared public health emergency (e.g. pandemic).
- Separately listed responsibilities for parents/carers.
- Expanded principal responsibilities to ensure the procedure is inclusive of students with disability.
- Added information on isolating an ill student.
- Added a new template letter for principals to address a direction from the Public Health Medical Officer.
- Removed two attachments – with the content of the (previous) *PHMO responsibilities* document incorporated into the body of the procedure, and content from the *Steps for the management of contagious conditions* document addressed through the new procedure template design.
- Added definitions for *Health information*, *Measles*, *School hours*, and *Public health emergency*.

### 1. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities in any way?  Yes  No

1.2 If yes, select the type of change (select all that apply):

- Revised responsibilities  New/additional responsibilities  Removed responsibilities

Position title	Summary of change	Page #
Principal	New responsibility to implement controls as per the <i>Infection control</i> procedure.	Page 3
Principal	New advice to consider the language needs of parents/carers/students when providing	Page 3

	information, and implement reasonable adjustments where necessary.	
Principal	New responsibility regarding maintaining documentation.	Page 3
Staff	New responsibility to communicate, promote and follow infection control procedures.	Page 3
Staff	Several steps previously in the <i>Process</i> section moved to <i>Responsibilities</i> section, for example regarding preserving privacy and confidentiality, and taking steps to allow students to continue to access an educational program.	Page 3
Parent/carer	New explicit <i>Responsibilities</i> section (previously captured as a principal's responsibility to communicate to a parent/carer).	Page 3

## 2. Communication and support for implementation

Once published on the upcoming procedure register site:

- schools will be advised via a State Schools update message, the Bulletin Board and regional communication channels.
- external stakeholders will be advised via email.

**For further assistance, please contact:**

Your [closest regional office](#).