



## Communicable Disease Policy and Procedures

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Drafted by	MSA	Approved by board on	July 2025
Responsible person	Principal	Scheduled review date	June 2027

### Table of Contents

1	Organisational Statement	1
2	Scope	1
3	Purpose	1
4	Policy Statement	2
5	Procedures	2
6	Appendix 1 – Incident Report Form	3
7	Review	4
8	Communication	4

## 1 Organisational Statement

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- 1.1 Mastery Schools Australia (the School or MSA) is committed to providing a safe and healthy learning environment for all students, staff, contractors, and visitors. The School recognises its duty to manage the risks associated with communicable diseases in accordance with relevant public health laws, including the *Public Health Act 1997 (Tas)* and associated guidelines issued by the Department of Health Tasmania.
- 1.2 The School also expects all members of the school community to cooperate in preventing and responding to outbreaks of communicable diseases through responsible behaviours, timely reporting, and adherence to health advice.

## 2 Scope

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This Policy applies to all staff, students, contractors, volunteers, and visitors in relation to the Tasmanian operations, and it is the responsibility of all working for or at the school to understand and comply with this policy.

## 3 Purpose

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- 3.1 The purpose of this Policy is to establish clear procedures and responsibilities for managing communicable diseases within the Tasmanian school setting, including prevention, reporting, and response.

- 3.2 To ensure such cooperation and support, this Policy outlines the school's expectations for disease control practices, hygiene, and communication during outbreaks.

#### **4 Policy Statement**

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The School is committed to minimising the risk of transmission of communicable diseases by implementing evidence-based control measures, maintaining up-to-date health records, following public health advice, and ensuring that any cases of reportable diseases are responded to promptly and appropriately. All individuals must refrain from attending the school premises when unwell with symptoms of a communicable condition, and the school may request a medical clearance before a return.

#### **5 Procedures**

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- 5.1 In the event of a suspected or confirmed communicable disease within the school, staff must notify the Campus Principal or their delegate immediately. The Principal will consult the Tasmanian Department of Health and follow any mandatory notification and reporting requirements under the *Public Health Act 1997 (Tas)*. The School will ensure that any communication with the school community maintains the privacy of individuals and adheres to any public health directives.
- 5.2 The School's response to a communicable disease includes a multi-layered approach focused on prevention, containment, and communication. Prevention strategies include daily cleaning of high-touch surfaces, the provision of hand sanitiser stations, educational signage promoting respiratory hygiene, and accessible personal protective equipment (PPE) for staff handling illness-related incidents. The school's cleaning contractor will operate in accordance with the *Tasmanian Infection Prevention and Control Guidelines for Schools*, and increased cleaning frequencies will be implemented during high-risk periods (e.g. flu season).
- 5.3 If a student becomes unwell at school with symptoms consistent with a communicable disease, they will be directed to the sick bay and cared for by a trained First Aid Officer in a low-traffic area, ideally isolated from other students. Parents or carers will be contacted immediately and advised to collect the student. The School may request that a student obtain a medical clearance prior to returning to school, particularly if the illness is notifiable (e.g. COVID-19, measles, whooping cough) or poses a high risk to others.
- 5.4 In alignment with *Communicable Disease Exclusion Guidelines for Schools and Child Care Centres*, students or staff may be excluded from school for specific periods, depending on the nature of the illness. The School will keep accurate records of cases, dates of absence, and any communications issued in relation to the illness. These records are maintained securely by the Campus Principal and First Aid Officer for the duration required by law.

- 5.5 To maintain transparency and community confidence, the School will issue clear and consistent communication to families. This may include:

**Example Parent/Carer Email – Suspected Case Notification:**

Subject: Important Health Notice – Suspected Case of [Condition]

*Dear Parents and Carers,*

*We wish to inform you that a suspected case of [condition] has been identified within our school community. Please be assured that we are working closely with the Tasmanian Department of Health and following all required protocols.*

*The affected individual is currently receiving care and has been excluded from school while awaiting further medical advice.*

*We kindly ask that you monitor your child for symptoms such as [list symptoms] and keep them home if unwell. For more information, please refer to [link to health department info].*

*Thank you for your ongoing support in keeping our school safe.*

*Warm regards,*

*[Principal Name]*

*Campus Principal – Mastery Schools Tasmania*

- 5.6 The School will also maintain a *Communicable Disease Response Plan* for use in any larger-scale outbreak, which includes contingency plans such as remote learning transition, additional health screening, and liaising with external agencies such as Public Health Services and the Department for Education, Children and Young People (DECYP).
- 5.7 Regular staff briefings and training will ensure that all personnel understand their responsibilities in responding to infectious disease incidents. Students will also receive age-appropriate education regarding hygiene, illness prevention, and the importance of staying home when unwell.
- 5.8 To support consistent and compliant practice in managing suspected or confirmed cases of communicable disease, the School uses a dedicated Incident Report Form (Appendix 1).
- 5.9 The Incident Report Form ensures thorough documentation, including symptoms, isolation measures, medical advice, communication with families, and return-to-school conditions. These records are retained in accordance with the Records Management and Retention Policy.

## **6 Appendix 1 – Incident Report Form**

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# Incident Report Form

<b>Date of Incident:</b>		<b>Time of Incident:</b>		
<b>Location:</b>		<b>Name of Witness(s):</b>		
<b>Name of Student Involved:</b>		<b>Parent/Guardian Notified:</b> <i>(if applicable)</i>	<b>YES</b>	<b>NO</b>
			<input type="checkbox"/>	<input type="checkbox"/>

## Details of the Incident:

## Actions taken and treatment involved:

## Additional/follow up information:

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## Report Completed By:

Name:

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Signature:

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Date:

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## Principal

Name:

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Signature:

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Date:

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*This report is to be saved to the relevant student's compass profile and added to your campus's accident & incident register.*



## **7 Review**

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This policy is reviewed periodically as detailed in the policy review schedule. The next review date is June 2027.

## **8 Communication**

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This policy is made available to all via the school's SharePoint site. This policy is made available to all staff during the onboarding and induction period.