Infection Control Policy

For Soaring Sparrows Pty Ltd

Document Control

- **Policy Title:** Infection Control Policy

- **Date Policy Developed:** 27/09/2025

- **Review Date:** 27/09/2027

- **Version:** 1.0

- **Policy Owner:** Director

Purpose

The purpose of this policy is to ensure that Soaring Sparrows Pty Ltd maintains a safe and healthy environment for participants, staff, contractors, and visitors. This policy provides guidance on preventing, managing, and controlling infections to minimize risk and maintain continuity of service delivery in line with legislative and regulatory requirements.

Scope

This policy applies to:

- All participants of Soaring Sparrows Pty Ltd

- All staff, contractors, and volunteers delivering support

- Families, carers, and advocates involved in participant support

- Visitors to the office or community-based services

Definitions

- **Infection:** The presence and multiplication of harmful microorganisms in the body causing illness.

- **Infection Control:** Procedures and practices used to prevent and control the spread of infections.

- **Standard Precautions:** Basic infection prevention measures applied to all participants and environments, including hand hygiene, PPE, and cleaning.

- **Personal Protective Equipment (PPE):** Equipment such as gloves, masks, gowns, and eye protection used to reduce risk of infection.

- **Outbreak:** The occurrence of more cases of an infection than expected in a particular setting or population.

- **Cleaning:** The removal of dirt and impurities, including germs, from surfaces.

- **Disinfection:** Using chemicals or processes to kill or deactivate harmful microorganisms.

- **Isolation:** Separating individuals with contagious infections to prevent spread.

Policy Statement

Soaring Sparrows Pty Ltd is committed to:

- Preventing the spread of infections in all settings

- Educating staff, participants, and visitors about infection control measures

- Providing and maintaining appropriate cleaning, hygiene, and PPE resources

- Responding promptly to suspected or confirmed infections

- Ensuring compliance with legislative requirements, including NDIS Practice Standards, Work Health and Safety Act, and public health directives

Responsibilities

Director/Management:

- Ensure staff are trained in infection control and hygiene practices

- Provide appropriate PPE and cleaning supplies

- Monitor compliance with infection control procedures

- Communicate infection risks and updates to staff and participants

Staff/Contractors/Volunteers:

- Follow infection control procedures at all times

- Use PPE as required and dispose of it safely

- Report any signs of illness in participants or themselves immediately

- Ensure cleaning and disinfection of shared equipment and environments

- Educate participants on personal hygiene practices

Participants:

- Follow hygiene and infection control guidance provided by staff

- Notify staff if feeling unwell or showing symptoms of infection

- Cooperate with isolation or exclusion measures if required

Procedures

1. Hand Hygiene

- Wash hands with soap and water or use alcohol-based hand sanitizer before and after:

    o Contact with participants

    o Handling food

    o Cleaning and disinfecting surfaces

    o Using PPE

2. Use of Personal Protective Equipment (PPE)

- Follow instructions for correct donning and doffing of PPE

- Wear PPE as required for specific tasks or outbreaks

- Dispose of single-use PPE correctly

- Reuse PPE only according to manufacturer guidance and infection control protocols

3. Cleaning and Disinfection

- Clean and disinfect high-touch surfaces daily or as needed

- Use approved cleaning agents and follow manufacturer instructions

- Maintain records of cleaning schedules

4. Illness Reporting and Management

- Staff or participants who are unwell must report symptoms immediately

- Exclude individuals from providing face-to-face services if they pose an infection risk

- Provide services remotely to participants who pose an infection risk

- Ensure any Essential to Life services are provided to participants who pose an infection risk

- Follow public health advice for testing, isolation, or medical care

5. Vaccinations

- Encourage staff and participants to receive recommended vaccinations to reduce infection risk

6. Outbreak Management

- Notify the Director and public health authorities of suspected outbreaks

- Implement isolation, cleaning, and communication protocols

- Document actions and monitor participants and staff for symptoms

7. Training

- Provide infection control training to all staff during induction

- Conduct refresher training at least annually or as needed during outbreaks

8. Record Keeping

- Maintain records of:
    - Staff training
    - Cleaning schedules
    - PPE usage
    - Infection incidents and actions taken

Related Legislation

- NDIS Act 2013

- NDIS (Provider Registration and Practice Standards) Rules 2018

- Work Health and Safety Act 2012 (SA)

- Public Health and Infectious Disease Regulations

Other Relevant Documents

- Risk Management Policy

- Duty of Care and Dignity of Risk Policy

- Participant Rights and Responsibilities Policy

- Incident Management Policy

- Emergency Management and Continuity of Services Policy

- Care and Support Plan

- Action Plan

Review

This policy will be reviewed every **two years**, or earlier if:

- Legislative or regulatory changes occur

- Feedback indicates improvements are required

- An incident or outbreak highlights gaps

Approval

Approved By: Kathryn Soar
Position: Director, Soaring Sparrows Pty Ltd
Date: 27/09/2025