

Reporting and Exclusion Guidelines for Schools

Cases of specific communicable diseases must be reported to the Health Unit according to the Health Protection and Promotion Act, R.S.O. 1990, C.H. 7, S.28.: ***“The Principal of a school, who is of the opinion that a pupil in the school has or may have a communicable disease shall, as soon as possible after forming the opinion, report thereon to the Medical Officer of the Health Unit in which the school is located.”***

The following guide is intended to:

1. Provide you with information about communicable diseases
2. Assist you to determine how long infected children/contacts must be excluded from school.
3. Assist you with when and how to report incidences of infection to the Health Unit.

In order for the health unit to follow-up appropriately with contacts of communicable diseases, you may be requested to provide the most recent list for the class of the infected child(ren). This list must include name, date of birth, address, name of parent/guardian and a telephone number where the parent/guardian can be reached in an emergency. This list is only used for contact follow-up.

Please Note: Individual circumstances regarding exclusion may apply for older children and adults who may be unable to practice good standards of personal hygiene.

Do not hesitate to contact the North Bay Parry Sound District Health Unit, Communicable Disease Control Program at (705) 474-1400 or, 1-800-563-2808 ext. 2229 for further information.

REPORTING TO THE HEALTH UNIT – SUMMARY

WHAT, WHEN and HOW

DO NOT REPORT	REPORT ON MONTHLY REPORT FORM	REPORT BY NEXT WORKING DAY	REPORT IMMEDIATELY BY TELEPHONE	Report on Daily Basis
Common cold Ear Infection Head lice (Pediculosis) Herpes Simplex (Cold Sores) Ringworm Roseola (Sixth Disease) Scabies	Hand/Foot/Mouth Disease (Cocksackie A) Fifth Disease Impetigo Pink Eye (Conjunctivitis) RSV (Respiratory Syncytial Virus) Strep Throat/Scarlet Fever	Campylobacter Chicken Pox (Varicella) Hepatitis B Influenza Mumps Rubella (German Measles) Salmonella Whooping Cough (Pertussis) Yersinia	Food poisoning, all causes Giardia Hepatitis A Measles Meningitis Shigella	Varicella (Chicken Pox) <i>Report on</i> Chicken Pox Daily Reporting Form and fax to 474-2809

RESPIRATORY INFECTIONS

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
Common Cold (Rhinitis)	Spread person to person via droplets; indirect spread via contaminated hands, objects, surfaces. Incubation period between 12 hours and 5 days (usually 48 hours) depending of type on virus. Almost always viral.	Runny nose, sneezing, sore throat, cough, decreased appetite. Fever with some colds.	1 day before to 5 days after onset of symptoms.	Do not exclude unless too ill to take part in the activities, or if person has a fever. <i>Reference #4.</i>	Not reportable to Health Unit.
Ear Infections (Otitis Media)	Complication of common cold. Can also be caused by other bacteria or viruses.	Earache or irritability, fever and cold symptoms.	Not infectious.	Do not exclude unless too ill to take part in the activities or if person has a fever. <i>Reference #4.</i>	Not reportable to Health Unit.
Influenza	Virus spread through air droplet or indirectly by contact with contaminated hands, objects, surfaces. Incubation period 1 – 3 days.	Sudden onset of fever, chills, headache, generalized aches and pains, loss of appetite, cough. Weakness and cough can last several days to weeks.	Can be infectious 24 hours before symptoms have developed until 5 – 7 days after onset of symptoms. Infectiousness in young children can be prolonged.	Encourage individuals with influenza-like symptoms to stay at home. Generally, exclude until feeling well enough to participate in the activities and no longer have a fever. Usually 5 to 7 days. <i>Reference #1.</i>	Report to Health Unit by telephone when the absenteeism rate is greater than or equal to 10% of the school population (include both students and teachers)
Respiratory Syncytial Virus (RSV)	Spread person to person by oral contact or by droplets. Spread from hands, tissues, eating utensils which were freshly soiled.	Fever, chills, headache, general aches, diminished appetite, low energy.	Shortly prior to and for the duration of active disease. Avoid exposure to elderly people or others who have a chronic illness.	Do not exclude unless too ill to take part in activities or if person has a fever. <i>Reference #4.</i>	Report to Health Unit on monthly report.
Scarlet Fever	Occurs more often in association with strep throat. Spread person-to-person through the air, or direct contact with throat and mouth secretions of infected individual	Rash, most often on neck, chest, under arms, elbows, groin and inner surface of thighs. Feels like sandpaper. Including symptoms associated with strep throat.	Until 24 hours after treatment begun. If untreated 10 to 21 days.	Exclude until 24 hours after treatment begun. <i>Reference #3</i>	Report to Health Unit on monthly report.
Strep Throat	Bacteria spread person to person by large droplets through the air or through direct contact with throat and mouth secretions of infected individual. Incubation period usually 1 to 3 days.	Fever, sore throat, and tonsils are often swollen and red, dotted with whitish or yellowish specks. Child may have headache, nausea, tender-swollen glands on the neck.	Until 24 hours after treatment begun. If untreated 10 to 21 days.	Exclude until 24 hours after treatment begun. <i>Reference #3</i>	Report to Health Unit on monthly report.
Whooping Cough (Pertussis)	Bacteria in respiratory secretions. Spread person to person through the air or direct contact with respiratory	Begins as cold with profuse runny nose and cough. Cough gradually worsens and occurs in spasms.	Until 5 days after treatment has started, or 3 weeks after onset of symptoms if	Exclude until 5 days after start of antibiotics or 3 weeks if no treatment given. <i>Reference #1.</i>	Report to Health Unit by telephone by the next working day.

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
	secretions of infected individual. Very infectious. Incubation period 5 to 21 days; usually 7-10 days.	Face may turn red or purple during coughing spells and child may vomit. Fever uncommon.	untreated.		

GASTROINTESTINAL INFECTIONS

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
Campylobacter	Bacteria. Source of infection may be undercooked poultry and beef, unpasteurized milk or other food, contaminated water or food, or contact with infected pets. Incubation period 1 to 10 days; usually 2 to 5 days.	Fever, vomiting, nausea, diarrhea, blood in stool, abdominal cramps, may persist for 1 week.	For duration of diarrhea, and as long as the organism is being excreted (usually 2-7 weeks)	Exclude until diarrhea is gone and symptom-free for 24 hours. <i>Reference #1 & #5.</i>	Report to Health Unit by telephone by the next working day.
Diarrhea	Germis such as viruses, bacteria and parasites excreted in stool of infected persons. Spread directly from person to person; indirectly from hands of staff and children, objects, surfaces, food, or water contaminated with germs. (Young children frequently put fingers and objects in mouth.)	Increase in frequency of stools and/or change to unformed, loose, or watery stool. Fever, loss of appetite, nausea, vomiting, abdominal pain, mucus or blood in stool may also occur. Diarrhea may be dangerous in infants and young children because the loss of fluid may cause dehydration.	For duration of diarrhea.	Exclude children until diarrhea is gone or physician determines diarrhea is not infectious. <i>Reference #4.</i>	It is not necessary to call with a single case, however, <u>contact the Health Unit as soon as an outbreak is suspected</u> 2 or more children in the same classroom affected in a 24 hour period or whenever there is a greater than usual expected number of cases (students/staff).
Escherichia coli E.coli 0157:H7)	Bacteria spread through food or water contaminated with human or animal feces. Person to person spread also likely. Incubation period 2 to 10 days, usually 3 or 4 days.	Mild diarrhea, blood in stool, abdominal cramps, occasionally fevers.	For duration of the diarrhea as long as organism is being excreted. May be 1 week to 3 weeks.	Consult with Health Unit.	Report to Health Unit by telephone immediately.
Giardia	Parasite in stool of infected persons. Spread can occur from person to person or from eating/drinking contaminated foods or water, swimming in contaminated bodies of water.. Person to person spread is common in child care settings. Incubation period 3-25 days or longer.	May have loss of appetite, vomiting, abdominal cramps, diarrhea, soft stool, excessive gas, fatigue, weight loss. Can also be infected but have no symptoms.	For duration of symptoms often months.	Excluded until treated and no diarrhea for 24 hours. Cases should not use recreational water venues, such as swimming pools, until symptoms have been resolved for 2 weeks. <i>Reference #1 & #5.</i>	Report to Health Unit by telephone immediately.

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
Hepatitis A	Virus excreted in stool of infected persons. Spread person to person; may also be spread in contaminated food or water. Incubation period 15 to 50 days with an average of 28-30 days.	Most children have no symptoms. May have fever, loss of appetite, nausea, vomiting, abdominal pain, jaundice (yellow colour in skin and eyes).	2 weeks before clinical illness to 1 week after onset of jaundice. Viral excretion in children may occur for up to 6 months.	Exclude for first two weeks of illness or until 1 week after onset of jaundice. <i>Reference #1.</i>	Report to Health Unit by telephone immediately.
Norovirus	Virus excreted in stool of infected persons. Spread person-to- person. Incubation period 24 to 48 hours.	Nausea, vomiting, watery diarrhea, abdominal cramps, headache, low grade fever.	Duration of illness (usually 24-48 hours) and up to 48 hours after diarrhea has stopped.	Excluded until 48 hours after diarrhea has stopped. <i>Reference #2.</i>	Report outbreaks to Health Unit by telephone immediately.
Rotavirus	Virus excreted in stool of infected persons. Spread person-to-person. Incubation period 24 to 72 hours.	Fever and vomiting precede watery diarrhea. Dehydration may occur rapidly.	For duration of diarrhea which is usually 4 – 6 days.	Exclude until 24 hours after diarrhea. <i>Reference #5.</i>	Report outbreaks to Health Unit by telephone immediately.
Salmonella	Bacteria excreted in stool of infected persons or animals. Acquired mainly from contaminated food, especially eggs and egg products, beef, poultry, unpasteurized milk. Person to person spread when diarrhea present. Pets can also be a source (eg. turtles, iguanas). Incubation period 6 to 72 hours.	Sudden onset of headache, nausea, vomiting, fever, diarrhea, abdominal pain.	For duration of infection. Can be several days to several weeks.	Exclude until no diarrhea or other symptoms for 24 hours. <i>Reference #1 & #5.</i>	Report to Health Unit by telephone by the next working day.
Shigella	Bacteria excreted in stool of infected persons. Spread person to person. Spread in contaminated food, water or milk, can be transmitted via insects. Incubation period usually 1-3 days but may range from 12 hours to one week.	Diarrhea, vomiting, fever, blood and/or mucus in stool, abdominal cramps, lasting an average of 4-7 days.	For duration of infection and until the bacteria are no longer present in stool. If untreated, up to 4 weeks. Highly infectious.	Consult with Health Unit.	Report to Health Unit by telephone immediately.
Yersinia	Bacteria excreted in stool of infected persons or animals. Spread person to person. Fecal-oral transmission occurs by eating and drinking contaminated food and water. Infected animals, such as puppies, kittens, raw pork or port products, may be a source. Incubation period 3 to 10 days.	Diarrhea that often contains mucus and blood, cramps, fever, nausea, stomach pain and vomiting. Symptoms can often mimic appendicitis in older children.	For duration of diarrhea or other symptoms – usually 2 to 3 weeks. If untreated, 2 to 3 months.	Consult with Health Unit.	Report to Health Unit by telephone by the next working day.

SKIN AND SCALP INFECTIONS

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
Chickenpox (Varicella)	Virus spread person to person by direct contact and spread via air of vesicle fluid or secretions of respiratory tract. Indirectly through freshly contaminated articles.. Very infectious. May develop following contact with person having shingles. Incubation period commonly 14-16 days but may be 2-3 weeks.	Sudden onset of mild fever. Small red pimples which develop into blisters then become encrusted. Usually affect face, hands, neck and extremities; tend to appear more on "covered" parts of the body.	Up to 5 but usually 1-2 days before onset of rash and lasts until all of rash crusted over.	Exclude until vesicles become dry (crusted) – usually 5 days in unimmunized children and 1 to 4 days in immunized children. Reference #2 & #5.	Report to Health Unit on a daily basis using the "Chicken Pox Daily Reporting Form."
Herpes Simplex (Cold Sores)	Virus spread person to person through saliva and infected sores. Incubation period 2 to 12 days.	Many infections occur without any symptoms. May cause fever, painful ulcers in mouth. May recur as cold sores.	For 2-7 weeks during first infection and intermittently thereafter. In recurrent sores, infectivity is of shorter duration than during first infection.	Exclude if too ill to participate in activities. Avoid direct contact with lesions or cold sores. Reference #3.	Not reportable to Health Unit.
Impetigo	Spread person-to-person by direct contact with the lesions. Can also be spread indirectly through items/objects that have been contaminated with the bacteria. Incubation period variable and indefinite; is caused by streptococci or staphylococci bacteria.	Pustules or crusted rash on face or exposed parts of body (arms and/or legs).	Until have undergone treatment for at least 24 hours. If untreated, as long as the lesions are draining.	Exclude until 24 hours after treatment has begun. Reinforce hand hygiene. Reference #4.	Report to Health Unit on monthly report.
Pediculosis (Head Lice)	Spread by direct head-to-head contact with an infested person and objects used by them.	Infestations usually result in severe itching and rawness of the skin on the scalp or body.	As long as lice or eggs remain alive on the infested person or on the objects used by the person. Treatment is required to destroy the live lice and unhatched eggs.	Consult with school board policy.	Not reportable to health unit.

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
Ringworm	Fungus spread by direct contact with lesions of infected persons or animals or indirectly through contact with articles or surfaces contaminated with the fungus. Incubation period 4 to 14 days depending on type of ringworm.	Depending on type of ringworm, flat, spreading, circular lesions. Lesions usually have raised, red edges and may be scaly and itchy. Other types of ringworm may affect the skin between the toes (Athletes Foot) or the nails.	While lesions are visible and viable fungus is present on contaminated materials.	Exclude until after treatment has been started. Reference #6 If ringworm on body, exclude from swimming pool activities while undergoing treatment. Reference #2.	Not reportable to Health Unit.
Scabies	Parasites spread person to person. Requires close direct contact. Incubation period 2 to 6 weeks in persons without previous exposure.	Very itchy rash. Usually appears between fingers, on elbows, armpits, thighs, and abdomen.	Until mites and eggs are destroyed by treatment. Usually after 1 or occasionally after 2 courses of treatment a week apart.	Exclude until 24 hours after completion of treatment. <i>Reference #3.</i>	Not reportable to Health Unit.

OTHER INFECTIONS

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
Coxsackievirus Hand/Foot/Mouth Disease	Virus spread person to person through direct contact with nose and throat discharges or droplets when cough or sneeze, through feces of infected people or indirectly via contaminated hands, objects and surfaces. Incubation period 3 to 6 days.	Fever, headache, sore throat, lack of energy. Small painful ulcers in mouth. Rash consists of red spots often topped by small blisters on palms of hands, fingers, and soles of feet. A flat red rash may occur on the buttocks.	Most common in summer and fall. Can continue to transmit virus in stools for weeks. Particular attention should be given to handwashing.	No recommended exclusion. Do not need to exclude unless too ill to participate.	Report to Health Unit on monthly report.
Conjunctivitis (Pinkeye)	Spread person to person by direct contact with secretions from the eye or the upper respiratory tract of infected people; indirectly through contaminated fingers or other objects. Incubation period usually 24-72 hours.	Redness, swelling, itching, pain, discharge from eye. After sleep the discharge forms dry, yellowish crust on eyelashes.	For duration of infection or until 24 hours after treatment started.	Exclude until seen by a physician and until 24 hours after initiation of treatment. Reference #2.	Report to Health Unit on monthly report.
Fifth Disease	Virus spread from person to person through contact with respiratory secretions. Exposure poses a concern to pregnant women in the first half of pregnancy. Incubation period variable 4 to 20 days.	Mild fever, very red rash begins on cheeks (slapped face appearance) followed by a lace-like rash on the trunk and extremities which fades but may come and go for 1 to 3 weeks.	Greatest before onset of rash. Probably not communicable after onset of rash.	Do not exclude if well enough to participate in activities. May consider excluding while fever is present. Reference #2.	Report to Health Unit on monthly report. In consultation with Health Unit, notify pregnant teachers/parents who may have had exposure.

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
Hepatitis B	Virus found in blood and body fluids, including saliva, semen, vaginal fluids. Can be spread by unprotected sex, blood contact, bites that break the skin, and from mother to baby at birth.	Symptoms may be absent or may consist of lack of appetite, nausea, vomiting, tiredness, abdominal pain and/or yellowing of the skin.	From weeks before onset and throughout acute period of illness. In those with chronic infection, may be infectious for months or years.	No exclusion required.	Report to Health Unit by the next working day. Immediately report any human bites that cause bleeding.
Measles (Red Measles)	Virus in respiratory secretions. Spread from person to person, through the air or through direct contact with respiratory secretions. Incubation period 7 to 18 days or may be as long as 21 days.	Begins as fever, cough, runny nose, inflamed red eyes; small white spots on the inside of mouth and throat; 3-7 days later a rash appears – rash is large red spots which often join together, blotchy, starts on face and spreads rapidly over body.	About 4 days before onset of rash until 4 days after onset of rash. Highly contagious.	Exclude for 4 days after onset of rash. <i>Reference #1.</i>	Report to Health Unit by telephone immediately. Speed is essential in limiting outbreaks of Measles.
Meningitis	Spread from person to person usually requiring close direct contact. Route of spread also depends on causative agent. Can be viral or bacterial. Incubation period depends on causative agent (bacteria/virus).	A severe headache, sudden high temperature, vomiting, stiff neck, drowsiness, confusion, coma. May develop a red pin-point rash or other type of rash, depending on the virus or bacteria that is causing the illness. Can be a very serious infection.	If bacterial, usually until causative agent no longer present, communicability reduced after 24-48 hours of antibiotic treatment. If viral – it varies according to causative agent.	Remain at home until allowed to return by a physician. Consult with Health Unit.	Report to Health Unit by telephone immediately. Seek emergency care immediately.
Mumps	Virus spread from person to person when nose or mouth secretions from the ill person enter the nose or, mouth of another person – this can be from direct contact or via respiratory droplets, and indirectly through touching contaminated objects/surfaces. Incubation period is usually 16 to 18 days, but can range from 14-25 days.	Fever, swelling and tender salivary glands, usually the parotid gland (parotids). Symptoms may appear mainly as a respiratory tract infection.	7 days before to 9 days after symptoms begin. Most infectious 2 days before to 4 days after onset of illness.	Exclude for 9 days after parotitis begins. <i>Reference #1.</i>	Report to Health Unit by telephone by the next working day.
Roseola (Sixth Disease)	Spread through saliva of an infected person, even if this person has no symptoms. Common in children 6 to 24 months of age.	Starts with fever, characteristically a high fever, which can last from 3-7 days. Fever then followed by a red rash usually	Difficult to diagnose until rash appears.	No recommendation for exclusion. Do not exclude unless too ill to participate. <i>Reference #3</i>	Not reportable to Health Unit.

Disease	How it is spread	Symptoms and Signs	When it is contagious	When to exclude	When to report to Health Unit
	Incubation period is about 10 days.	beginning on the trunk and then spreading to the rest of the body. Rash lasts hours to days.			
Rubella (German Measles)	Virus spread from person to person through either direct or droplet contact with nose and/or mouth secretions from the ill person. There is risk of severe damage to fetus if a pregnant woman gets rubella during the first half of pregnancy. Incubation period 14 to 21 days	May have mild fever, sore throat, conjunctivitis, swollen glands in neck and behind the ears. Rash consists of small red spots which start on face and spread over entire body within 24 hours. Rash lasts an average of 3 days.	7 days before until at least 4 days, sometimes 5-7 days, after onset of rash. Highly infectious.	Exclude for 7 days after onset of rash. Reference #1.	Report to Health Unit by telephone by the next working day.

References:

Reference #1: Infectious Diseases Protocol, 2009.

Reference #2: Heyman, David. Control of Communicable Diseases Manual. 2008. 19th Ed.

Reference #3: Red Book: 2009. Report of the Committee on Infectious Diseases. 28th Ed. Elk Grove Village, IL: American Academy of Pediatrics.

Reference #4: Managing Infectious Diseases in Childcare and Schools, American Academy of Pediatrics, 2005.

Reference #5: Richardson, M., Elliman, D., Maguire, H., Simpson, J. & Nicoll, A. (2001). Evidence base of incubation periods, periods of infectiousness and exclusion policies for the control of communicable disease in schools and preschools. The Pediatric Infectious Disease Journal, Volumn 20; (4), April 2001, pp 380-391.

Reference #6: The Canadian Paediatric Society. Caring for Kdis. Available online at <http://www.caringforkids.cps.ca>