



Preschool Covid-19 or other respiratory illness procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 88	Covid-19 guidelines for ECEC services Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services https://www.health.nsw.gov.au/Infectious/diseases/Pages/covid-19-childcare.aspx		
Related procedure		
Dealing with infectious diseases procedure		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> Analysing complaints, incidents or issues and what the implications are for the updates to this procedure Reflecting on how this procedure is informed by relevant recognised authorities Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance. Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded. 	

Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> ● All staff in the preschool and daily practices comply with this procedure ● Storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers ● Being actively involved in the review of this procedure, as required, or at least annually ● Ensuring the details of this procedure's review are documented.
Procedure	
Preparation and Prevention	<ul style="list-style-type: none"> ● Anyone (staff and children) who are sick at Telarah Public School Preschool with influenza-like symptoms, even with mild symptoms, should not attend early childhood education and care facilities and obtain a Covid-19 test. ● If a child or staff member becomes ill while they are at the service, they will be sent home as soon as possible. While awaiting collection by their carer, ideally, the symptomatic child will be cared for in an area that is separated from other children at the service. This is to prevent the spread of respiratory viruses. ● Enhance hygiene practices for staff, children and visitors. Washing hands frequently is the single most effective way to reduce the spread of germs that cause respiratory disease. Alcohol-based hand gel is a suitable alternative if used and stored safely around children. ● The children are reminded to wash hands upon arrival, before eating fruit, before lunch, after toileting, when we come inside, after blowing or touching their nose and if they touch their mouth or sneeze in their hands. They are encouraged to sneeze and cough into the inside of their elbow if required. Staff also wash their hands as per above, and regularly use hand sanitiser throughout the day.
Keeping Informed	<ul style="list-style-type: none"> ● In recognition of the consistent release of information related to COVID-19, our service will refer to the DoE Covid-19 guidelines for ECEC services and primary schools when updated. ● Advice, directions and guidance will be: Communicated to staff and families immediately and followed accordingly. ● Trusted sources of information include: <ul style="list-style-type: none"> - Australian Government Department of Health: www.health.gov.au - Coronavirus information for schools and early childhood centres, students and parents: www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-schools-and-early-childhood-centres-students-and-parents_0.pdf - Corona Health Information Line: 1800 020 080 - Public Health Unit: 1300 066 055 (NSW)
Communication and Notification of a case of Covid-19	<ul style="list-style-type: none"> ● If an outbreak occurs communicate with staff (including casual workers), visitors, families and your local public health unit. We follow correct procedures to notify any outbreaks of illness, including Covid-19 to the Early Learning Unit immediately and follow their directions. In case of Covid-19 exposure or diagnosis, call Early Learning Unit on 92668165 and follow directions.

	<ul style="list-style-type: none"> Any incident that requires the Approved Provider to close or reduce the number of children at our service for a period will be notified to the State or Territory Regulatory Authority within 24 hours. If a child or staff member at the service is diagnosed with COVID-19 this will be reported to the: Regulatory Authority and Local Public Health Unit: 1300 066 055 (NSW). A confirmed case of COVID-19 is a serious incident and as such will be notified as soon as practicable within 24 hours. Notifications will be made through the National Quality Agenda IT System (NQA ITS) or through direct contact via phone or email. Our service will remain diligent in reporting responsibilities and any directions provided to the service by the Ministry of Health.
Cleaning	<ul style="list-style-type: none"> Ensure robust infection control and cleaning and routine environmental cleaning procedures are in place. An extra cleaner is employed to clean the outside eating tables twice daily. The cleaners also come during the day to clean the toilets. In response to a suspected or confirmed case of COVID-19 the service should follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks.
Excursions	<ul style="list-style-type: none"> Activities/excursions are to be planned in accordance to Covid-19 strategies for excursions ie. wellbeing of staff, students, visitors and others, physical distancing, cleaning and hygiene, record keeping.
Overseas Travellers	<ul style="list-style-type: none"> All staff and children who have travelled overseas must follow Government guidelines and advice around isolation periods and testing.

Record of procedure's review

Date of review and who was involved

20/04/22: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.

Key changes made and reason/s why

Updating procedure in line with the DoE and ECEC guidelines as the Covid-19 recommendations change.

Record of communication of significant changes to relevant stakeholders

A copy is displayed at entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting.

Copy and paste a new table to record each occasion the procedure is reviewed