



## 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 <a href="#">88</a>	<a href="#">Covid-19 guidelines for ECEC services</a> <a href="#">Leading and operating department preschool guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</a> <a href="https://www.health.nsw.gov.au/Infectious/diseases/Pages/covid-19-childcare.aspx">https://www.health.nsw.gov.au/Infectious/diseases/Pages/covid-19-childcare.aspx</a>		
<b>Related procedure</b>		
<a href="#">Dealing with infectious diseases procedure</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times.</li> <li>all staff involved in the preschool are familiar with and implement this procedure.</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	<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"> <li>Analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> <li>Reflecting on how this procedure is informed by relevant recognised authorities.</li> <li>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.</li> <li>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.</li> </ul>	

<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>● All staff in the preschool and daily practices comply with this procedure.</li> <li>● Storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers.</li> <li>● Being actively involved in the review of this procedure, as required, or at least annually.</li> <li>● Ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Preparation and Prevention</b>	<ul style="list-style-type: none"> <li>● Anyone (staff and children) who are sick at Telarah Public School Preschool with influenza-like symptoms, <b>should not attend</b> early childhood education and care facilities. It is recommended that children and families with Covid-19 should not attend until symptoms have cleared.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> </ul>
<b>Keeping Informed</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Advice, directions and guidance will be: Communicated to staff and families immediately and followed accordingly.</li> <li>● Trusted sources of information include: <ul style="list-style-type: none"> <li>- Australian Government Department of Health: <a href="http://www.health.gov.au">www.health.gov.au</a></li> <li>- Coronavirus information for schools and early childhood centres, students and parents: <a href="http://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">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</a></li> <li>- Corona Health Information Line: 1800 020 080</li> <li>- Public Health Unit: 1300 066 055 (NSW)</li> </ul> </li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Lunch tables are wiped down with detergent, disinfectant and hot water after each use. Inside tables are cleaned at the end of the day.</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Cleaners are employed to clean Preschool after hours, including bathroom/toilet areas.</li></ul> |
|--|--|

#### Record of procedure's review

##### **Date of review and who was involved**

19/04/23: 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 regard to new guidelines and Covid-19 testing and isolation changes. Hand sanitiser is also not used by the children anymore. Removed notifications as per guidelines. Excursions and overseas travellers box removed.

##### **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.