



## Preschool dealing with infectious diseases 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="#">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="#">NSW Immunisation Enrolment Toolkit</a> <a href="#">Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</a> <a href="#">NSW Government Food Authority: Children's Services</a>		
<b>Related procedure</b>		
Nutrition, food and beverages and dietary requirements Covid 19 or other respiratory illness		
<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>	The preschool educators are responsible for working with leadership to ensure:	

	<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>Immunisation</b>	<ul style="list-style-type: none"> <li>● Children cannot commence preschool unless their parent / carer has provided an <i>Australian Immunisation Register (AIR)</i> history form or history record that shows the child: <ul style="list-style-type: none"> <li>○ is fully immunised for their age, or;</li> <li>○ has a medical reason not to be vaccinated, or;</li> <li>○ is on a recognised catch-up schedule.</li> </ul> </li> <li>● There is a 12 - week temporary exemption for children evacuated during a state of emergency, in emergency out of home care or Aboriginal and Torres Strait Islander children.</li> <li>● If a parent or carer produces a letter from a doctor or international immunisation information, they will be asked to take their documentation to a doctor to obtain the correct AIR history form or record (catch –up schedule) before the child can commence preschool.</li> <li>● A copy of each child's immunisation history statement or record (catch –up schedule) is stored in their enrolment folder.</li> <li>● The Preschool SAO maintains the immunisation register. She advises families when immunisations are overdue and haven't been provided to the Preschool. All children's immunisation status is kept on a spreadsheet on the school computer system and then a copy of updated immunisation is kept on the child's file in the office filing cabinet.</li> </ul>
<b>Health and Hygiene practices</b>	<ul style="list-style-type: none"> <li>● Preschool educators' model, explicitly teach and support the implementation of health and hygiene practices during play experiences and daily routines to reduce the spread of infection.</li> <li>● The correct process for handwashing is taught, reinforced and embedded in the program. The process is taught through visuals within the Preschool and in particular handwashing areas, modelling by educators, books and songs. The children are expected to wash their hands on arrival, before and after eating, if they have blown their nose or coughed in their hands (they are taught to cough in their elbows), if they have been working in the garden, touching animals such as 'Coco' the school therapy dog. Verbal reminders are given throughout the day.</li> <li>● Independent nose blowing is taught, reinforced and embedded in the program. The process is taught through visuals within the Preschool and modelling by educators. Children are reminded to use tissues correctly where required and tissues are available throughout the Preschool indoors and outdoors. Strategies include taking a breath, closing the mouth and then blowing through the nose.</li> </ul>
<b>Maintaining a clean, hygienic environment</b>	<p>Educators maintain a clean and hygienic environment by following the guidelines in <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>. This includes:</p> <ul style="list-style-type: none"> <li>● All adults wash and dry their hands thoroughly.</li> </ul>

	<ul style="list-style-type: none"> <li>● The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained. Cleaning checklists are kept in laundry/kitchen. The checklist includes daily, weekly and termly cleaning. All staff assist in these cleaning procedures.</li> <li>● A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops.</li> <li>● Table-tops, if toys have been in contact with a child's mouth, dirty linen, cleaning cloths and loaned hats are washed weekly. Educators ensure this is done daily using the laundry facilities available at the end of the day.</li> <li>● Food handling, preparation and storage practices are implemented through the recommendations of the <a href="#">NSW Health Food Authority</a> and following the 'Leading and Operating Department Preschool Guidelines'.</li> <li>● Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely following the 'Leading and Operating Department Preschool Guidelines'. Any bodily fluids and contaminated materials are handled by the staff wearing gloves. Gloves are stored in toileting areas, the kitchen and on an A-frame shelf outside All contaminated materials and nappy/toileting cleaning items are disposed of in a garbage bin outside at the back of the Preschool.</li> <li>● Staff place any soiled children's clothing in a sealed plastic bag to be taken home and washed by the child's family. This soiled clothing is kept in a sealed bucket bin close to the toileting area, parents are notified of the soiled clothing verbally by Educator and by a comment next to sign on book.</li> </ul>
<p><b>Sick children</b></p>	<ul style="list-style-type: none"> <li>● If a child arrives at preschool obviously unwell, an educator will discuss the child's condition with their parent or carer to determine if they will be requested to take the child home or not. The educator will make an assessment taking into consideration the symptoms the child has/had described by parent/carer or is displaying, the minimum exclusion periods as recommended by the NHMRC. If the educator is unsure whether a child should be taken home, they will contact the Preschool supervisor who will assist in making the decision. The Principal is notified of the decision if the child has been asked to go home.</li> <li>● If a child becomes ill whilst at preschool, or is displaying symptoms of a potentially infectious disease, they will be isolated from the other children. They will be kept under close supervision by a Preschool SLSO (4 staff members have First Aid qualifications) and made comfortable. The SLSO will monitor the child's condition, taking their temperature if required, administering any medications through Health Care Plans with another staff member witnessing.</li> <li>● The child's parent or carer will be contacted by an educator and asked to collect their child if it is deemed by the ECT and SLSO the child is too unwell to be at Preschool.</li> <li>● All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with them (e.g. pillow, sheet)</li> <li>● If a child appears very unwell and needs urgent medical attention an ambulance will be called by the educators with all child information available. The Preschool supervisor and Principal will immediately be notified and attend the Preschool.</li> </ul>

<p><b>Children with an infectious disease and exclusion</b></p>	<ul style="list-style-type: none"> <li>• Children with a diagnosed infectious disease will be excluded from attending preschool for the minimum exclusion period recommended in table 1.1 of <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>. This information is available to parents in the Preschool information booklet on enrolment and displayed within the Preschool.</li> <li>• If the outbreak is for a vaccine preventable disease, any child not immunised for that disease (i.e. on a catch - up schedule), will also be excluded from preschool. Advice regarding the length of exclusion will be sought from the public health unit (phone 1300 066 055).</li> </ul>
<p><b>Notification of an infectious disease</b></p>	<ul style="list-style-type: none"> <li>• If an enrolled Preschool child is diagnosed with an infectious disease, all parents and carers will be notified via a note posted at the Preschool sign on areas, individual child notes for parents/carers to take home and on the Preschool Seesaw page for all groups. The notice will give information around the infectious disease such as symptoms and exclusion periods (<i>Staying Healthy (5thEd.): Preventing Infectious Diseases in Early Childhood Education and Care Services</i>).</li> <li>• Communications with families will maintain the privacy of the infected child.</li> <li>• Early Learning will be notified (phone 1300 083 698) as soon as practical.</li> <li>• The local public health unit will be contacted (phone 1300 066 055) if the outbreak is of a vaccine preventable disease, as soon as practical. Their directions relating to the provision of information to families and / or the exclusion of children will be followed.</li> </ul>

**Record of procedure's review**

**Date of review and who was involved**

19/05/23: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.

**Key changes made and reason/s why**

Grammatical errors

**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.