### Preschool dealing with infectious diseases procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.1 | Regulation [88](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg88) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools)  [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) |
| **Pre-reading and reference documents** | | |
| [NSW Immunisation Enrolment Toolkit](https://www.health.nsw.gov.au/immunisation/Pages/immunisation-enrolment-toolkit.aspx)  [Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services](https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf)  [NSW Government Food Authority: Children’s Services](https://www.foodauthority.nsw.gov.au/retail/childrens-services) | | |
| **Related procedure** | | |
| Nutrition, food and beverages and dietary requirements | | |
| **Staff roles and responsibilities** | | |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring:   * 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** | 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. | |
| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:   * 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** | | |
| **Immunisation** | * Children cannot commence preschool unless their parent / carer has provided an *Australian Immunisation Register (AIR)* history form or history record that shows the child:   + is fully immunised for their age, or;   + has a medical reason not to be vaccinated, or;   + is on a recognised catch-up schedule. * 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. * 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. * A copy of each child’s immunisation history statement or record (catch –up schedule) is stored in their enrolment folder. * An immunisation register is maintained by SAO, Sharon Burston this is kept on the faculty drive in the administration folder. * Families of children turning four during the preschool year are reminded to supply the school office with their child’s updated immunisation history statement or record upon enrolment, and on their child’s fourth birthday. This reminder will occur either in person, or via phone from SAO Sharon Burston or delegated to the child’s teacher. | |
| **Health and Hygiene practices** | * 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. * The correct process for handwashing is taught and reinforced. Children wash their hands on arrival, before and after meal, after using the toilet, when cooking or as need arises. Reminders in bundjalung are next to the taps and in high contact areas. A step by step visual guide is next to the taps for children to refer to. Children are explicitly taught hand washing in term one and reminded on an ongoing basis. Visual prompts and hands on demonstrations are used, along with the story “Handy the Octopus Saves the Day”. Handwashing information is sent home to families. * Independent nose blowing is taught and reinforced. Children are explicitly taught how to breath, blow, cough, and wash. A nose blowing station is available in the indoor spaces and easily accessible when outside. Brent Cassidy from child and family health visits the preschool to engage children in an interactive lesson on nose blowing and ear health in support of the preschool program. * Children are explicitly taught tooth brushing and provided with a toothbrush kit (Colgate program), information and stickers. | |
| **Maintaining a clean, hygienic environment** | Educators maintain a clean and hygienic environment by following the guidelines in *Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services.* This includes:   * All adults wash and dry their hands thoroughly. * The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained. The general surface is currently sprayed and wiped twice through the day by our Covid cleaners. Toys are washed as they return to the storeroom, or otherwise once per term. Linens are washed at the change of each group, and cleaning cloths are washed daily. Preschool has a daily, weekly, monthly, termly and yearly cleaning schedule educators adhere to. * A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops. * Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily. Our support educators ensure this occurs each afternoon using our washer/ dryer laundry facilities. * Food handling, preparation and storage practices implement the recommendations of the [NSW Health Food Authority](https://www.foodauthority.nsw.gov.au/retail/childrens-services). This includes safe storage of foods, frequent handwashing, not handling food in the case of illness or with the possibility of cross contamination and ensuring food is prepared on clean dry surfaces. * Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. Educators use gloves in such instances and soiled nappies are placed in nappy bags and emptied into a foot pedaled bin in the laundry. * Any soiled children’s clothing is placed in a sealed plastic bag by the educator support the child and to be taken home and washed by the child’s family. Educators who assist with changing ensure soiled clothes are in a 2nd sealed bag before placing in the supervised locker area. | |
| **Sick children** | * 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. This conversation will relate to specific symptoms, their duration and with reference to our current covid smart policies in place. A factsheet on infectious periods is available in the entrance foyer for families to view. In the case of a disagreement, the principal may be called to assist in decision making. * 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 and made comfortable in one of our rest spaces. Educators will take the child’s temperature and regularly check on them. * 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) * The classroom teacher will make the decision to call the child’s family. The child’s parent or carer will be contacted by phone, by an educator and asked to collect their child in certain circumstances. This may be when a child is lethargic, has a persistent cough, runny nose, sore belly, temperature or symptoms consistent with a communicable disease. * If a child appears very unwell and needs urgent medical attention an ambulance will be called. Preschool Educators will make this call, and the principal will be immediately informed via phone. | |
| Children with an infectious disease and exclusion | * Children with a diagnosed infectious disease will be excluded from attending preschool for the minimum exclusion period recommended in table 1.1 of *Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services.* This table is available for educators and families in the entrance foyer. * 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). | |
| **Notification of an infectious disease** | * If an enrolled preschool child is diagnosed with an infectious disease, all parents and carers will be notified via a message posted at the preschool entrance and through the story park application. * Any communications with families will maintain the privacy of the infected child. * All parents and carers will be supplied with a factsheet about the disease which lists its symptoms. This factsheet will be sourced from NSW health. * Early Learning will be notified (phone 1300 083 698) as soon as practical. * 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. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe 28/4/2021, all staff and family input sought through storypark |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed. |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 28/4/2022 with printed policy to review in detail. |

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