### 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. This includes:   * 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 * planning and discussing ways to engage with families and communities, including how changes are communicated * developing strategies to induct all staff when procedures are updated to ensure practice is embedded. | |
| **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, which is stored in the main school office. * An immunisation register is maintained by the main school office, and stored on the school’s shared server. Regular communication between the School Administration Officer and the preschool educator ensures families are reminded of their responsibilities and updated records are sought as needed. A column on the shared document is used to document communication with families once their child turns four and can be added to by the office, educator, or preschool supervisor. * 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. At the pre-enrolment interview, the preschool educator discusses the need for updated documentation when the child turns four and makes note of children turning four early in the year to follow up with first. The educator refers to children’s birthdays that are displayed in the preschool and the group overviews that record the status of their immunisation records to follow up with families when needed. * The School Administration Officer is responsible for adding the updated records to the enrolment form and updating the shared spreadsheet to show that their immunisation documents are complete. | |
| **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 are taught to wash their hands effectively through planned and incidental experiences as needed. Children are asked to wash their hands after they use the toilets, before eating, before and after cooking experiences, after outdoor play or at any other time it is deemed necessary. They are reminded of the process using picture cues displayed near the sinks, verbal prompts, teacher modelling and use of a song that times how long they wash their hands for. * Independent nose blowing is taught and reinforced. Children are encouraged to blow their nose when the educators notice it is needed. Children are supported through verbal cues and demonstrations as required. Tissues are readily available in the indoor and outdoor environment. * Healthy habits for coughing and sneezing are taught, with children encouraged to cough or sneeze into a tissue or their elbow. Children are prompted to wash their hands afterwards. * During times of pandemic, the centre changes its drop off, pickup and visitation procedures in line with the most current advice from NSW Health, Early Childhood Education Directorate and the NSW Department of Education. | |
| **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.   + There are cleaning schedules outlining what is cleaned daily, weekly and termly. This cleaning is carried out by the preschool educator and SLSO. * A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops. * Mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily.   + This cleaning is carried out by the preschool educator and SLSO.   + A washer/dryer is in the preschool kitchen and used to clean linen, cleaning clothes and loaned hats.   + Tabletops are cleaned with disinfectant or detergent as required. Mouthed toys are cleaned using disinfectant in the kitchen sink. * Food handling, preparation and storage practices implement the recommendations of the [NSW Health Food Authority](https://www.foodauthority.nsw.gov.au/retail/childrens-services).   + Hand washing facilities including soap and paper towel for staff are available in the kitchen and art areas. Handwashing facilities for children are available in the bathroom.   + Food is stored in airtight containers inside cupboards or the fridge.   + Pest control procedures are conducted regularly as per the school schedule, or additionally as required via WHS report to the Business Manager and Principal. * Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely.   + A storage rack with gloves, wipes and tissues are mounted in the bathroom and the outdoor play area.   + Soiled items to be disposed of are placed in a tied plastic bag and then into a covered bin. Covered bins are available in the outdoor area and bathroom. * Any soiled children’s clothing is placed in a sealed plastic bag to be taken home and washed by the child’s family.   + Soiled clothes are placed in a plastic bag and then stored in the bathroom on hooks out of children’s reach. A tag is attached to the child’s bag indicating the child has soiled items. | |
| **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.   + Parents are asked about recent symptoms.   + Educator and SLSO may request the child go home for the day.   + If the parents and preschool staff do not agree about whether the child should stay for the day or not, the principal or preschool supervisor may be consulted. * 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.   + The child is kept in a quiet area of the preschool adjacent to the preschool office.   + The child is made comfortable and closely monitored.   + The temperature will be taken as soon as symptoms develop.   + Parents will be notified as soon as possible and requested to come and pick up their child or have a nominated person pick the sick child.   + If additional assistance is required, the school office is called and extra staff are sent to the preschool. * 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 child’s parent or career will be contacted by an educator and asked to collect their child in certain circumstances.   + Parents/carers will be asked to pick up their children if their child has a temperature, has experienced vomiting or diarrhoea, or is unlike their usual self eg lethargic, tired, withdrawn.   + The educators will make the decision to send a child home and may include the preschool supervisor or principal in that decision. * High touch surfaces are cleaned daily with a disinfectant solution * If a child appears very unwell and needs urgent medical attention an ambulance will be called. Preschool educator and SLSO are able to make the decision to call an ambulance but may refer to the preschool supervisor or principal in making that decision. Preschool staff are able to call for an ambulance and then need to let the office staff, preschool supervisor and principal aware of that decision. | |
| **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.*   + The table included in the parent information booklet and displayed in the preschool. * 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 via seesaw. * 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. Factsheets can be sourced from <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/default.aspx> * 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** |
| 28.05.2021. Rebecca Donaldson, Jessica Le, Sally Egan, Neil Bourke. |
| **Key changes made and reason/s why** |
| Adopted new DoE template and inclusions. Additional information about infectious diseases will be included in the parent information booklet for 2021. |
| **Record of communication of significant changes to relevant stakeholders** |
| Parents to be advised of infectious diseases exclusion requirements via SeeSaw. |

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

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 2.8.2021. Rebecca Donaldson, Jessica Le, Sally Egan, Neil Bourke. |
| **Key changes made and reason/s why** |
| Inclusion of pandemic hygiene practices. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 5.5.2022. Rebecca Donaldson, Sally Egan, Francesca Peterson. |
| **Key changes made and reason/s why** |
| Added Principal to the list of people who receive WHS notifications. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 27.6.2023. Rebecca Donaldson, Francesca Peterson, Thi Nguyen |
| **Key changes made and reason/s why** |
| No changes |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 28.7.2023. Rebecca Donaldson, Sally Egan. |
| **Key changes made and reason/s why** |
| Changed where communication of requests for updated immunisation records are stored, which is now on a shared document so office staff and educators can record everything in the one place. Added that immunisation has been added to the pre-enrolment interview scaffold and that the preschool educator refers to displays and documents in the preschool to monitor when children turn 4. |
| **Record of communication of significant changes to relevant stakeholders** |
| Sally emailed Neil Bourke and Daniela Cardile a copy of the updated procedure on 28.7.2023 |

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