

## Dealing with infectious diseases – preschool procedure table

| National Quality Standard<br>Education and Care Services<br>National Law and National<br>Regulations | Associated department policy,<br>procedure or guideline  | Reference document(s) and/or<br>advice from a recognised<br>authority   |
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| <b>NQS: 2.1</b><br><br><b>Regulations: 88</b>  | <p>Leading and operating<br/>department preschool guidelines</p> <p><a href="#">Student health in NSW schools:<br/>A summary and consolidation of<br/>policy</a></p> | <p><a href="#">Staying Healthy: Preventing<br/>infectious diseases in early<br/>childhood education and care<br/>services</a></p> <p>NSW Health – <a href="#">Stopping the<br/>spread of childhood infections<br/>factsheets</a></p> <p>ACECQA's policy and<br/>procedures guidelines – <a href="#">Dealing<br/>with infectious diseases [PDF<br/>261 KB]</a></p> |

## Responsibilities

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| <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> <p>These tasks may be delegated to other members of the preschool team, but the</p> |
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|   | responsibility sits with the principal.  |
| <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 could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul> |
| <b>Preschool teacher(s) and educator(s)</b> | <p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>  |

## Procedure

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| <b>Immunisation and enrolment</b> | <ul style="list-style-type: none"> <li>• The preschool will not accept a child's enrolment unless their parent has provided documentation from the Australian Immunisation Register (AIR). Documentation that can be accepted at the time of enrolment is: <ul style="list-style-type: none"> <li>— <b>AIR Immunisation History Statement</b> showing the child is either up to date with their immunisations, has an approved medical contraindication or</li> </ul> </li> </ul> |
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|                                     | <p>natural immunity to one or more vaccines, is on a recognised catch up schedule, or has a medical contraindication.</p> <ul style="list-style-type: none"> <li>— completed and signed <b>AIR Immunisation Medical Exemption Form (IM011) – Medical contraindications or natural immunity</b></li> <li>— completed and signed <b>AIR Immunisation History Form – Catch-up Schedule</b></li> </ul> <ul style="list-style-type: none"> <li>• There is a 12-week temporary exemption for children evacuated during a state of emergency, in emergency out of home care or for Aboriginal and Torres Strait Islander children.</li> <li>• If a parent 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 documentation before the child can commence preschool.</li> <li>• A copy of each child's immunisation history statement or form is stored in their enrolment folder.</li> <li>• An immunisation register is maintained. These records are maintained by school office staff and filed on the server.</li> <li>• Families of children turning four during the preschool year are reminded to supply the school office with their child's updated immunisation statement or form. They will be sent a letter to advise them to provide the school with an updated immunisation record promptly. Families will also receive a verbal reminder from preschool teacher.</li> </ul> |
| <b>Health and Hygiene practices</b> | <ul style="list-style-type: none"> <li>• Preschool teachers and 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 and reinforced. Children and visitors are required to wash their hands at regular intervals throughout the preschool day. These times are outlined below:             <ul style="list-style-type: none"> <li>○ upon arrival at preschool</li> <li>○ When coming from outside play to the inside environment</li> <li>○ before and after morning tea and lunch breaks</li> <li>○ after going to the bathroom</li> <li>○ after patting or touching animals/insects</li> <li>○ after coughing, sneezing or wiping their nose</li> </ul> </li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>○ after gardening</li> </ul> <p>Adults are also required to wash their hands at the same regular intervals throughout the day, but more, including;</p> <ul style="list-style-type: none"> <li>○ before and after assisting children with toileting</li> <li>○ before and after administering first aid or medication</li> <li>○ before and after preparing or handling food</li> <li>○ after wiping a child's nose</li> <li>○ after coming into contact with bodily fluids</li> <li>○ before and after applying sunscreen</li> </ul> <p>Children are taught hand washing procedures and cough/sneeze etiquette at the start of the year and reminded throughout each day of the importance of this hygiene practice. Posters are displayed as a visual prompt to remind children and staff of the correct cough/sneeze and hand washing procedures. Children are taught to count to 20 when washing their hands to ensure they are washing their hands for the correct amount of time.</p> <p>Staff model correct hand washing practices at the appropriate times and monitor children throughout the day.</p> <p>Each child has their own assigned hand towel that they must use. These will be replaced with a clean towel each 2-3 days depending on the length of time each individual group attends that week. Dirty towels will then be washed, ready for use the next week.</p> <ul style="list-style-type: none"> <li>• Independent nose blowing and correct procedure for coughing is taught and reinforced. Children are taught this when learning about hygiene in Term 1. Educators role model the correct procedure and children are given the opportunity to practice. These procedures are reinforced on a needs basis.</li> <li>• Children are taught not to share foods for hygiene and allergy purposes.</li> </ul> |
| <p><b>Maintaining a clean, hygienic environment</b></p> | <p>Educators maintain a clean and hygienic environment by following the guidelines in <u>Staying Healthy: Preventing infectious diseases in early childhood education and care services</u>. This includes:</p> <ul style="list-style-type: none"> <li>• All adults wash and dry their hands thoroughly.</li> <li>• The preschool, furniture, equipment and toys are regularly cleaned/washed and well maintained. Refer to <i>Preschool Providing a Child Safe Environment Procedure</i>.</li> <li>• A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops.</li> </ul>   |

- Table-tops are cleaned daily by educators and children. Any mouthed toys are placed next to the educator sink for washing. Any dirty linen, cleaning cloths and loaned hats are placed in the laundry bay inside of the locked storeroom. This will be washed weekly or more often when required by preschool educators.
- Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. As children bring their own lunch, food handling only normally occurs during preschool cooking experiences, special events at preschool or birthdays. Children bring their own ice-bricks in each lunchbox to keep their food fresh (if a family has forgotten one the preschool will provide a spare ice pack). The preschool will not reheat food from home. Families are asked to provide food ready to eat (this includes having it chopped up or providing utensils for eating with where appropriate).
- Disinfectant will be stored in the locked chemical cupboard in the kitchen and used for cleaning where appropriate. Food tables are wiped down with a blue cleaning cloth, craft areas with a green cleaning cloth, floors with paper towels, and kitchen with a white cleaning cloth. All tabletops are cleaned with a cloth and soapy water mixture before and after each session. Disposable disinfectant wipes may also be used to clean surfaces. There is an allocated mop and bucket for use on preschool bathroom floors.
- Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. When cleaning up bodily fluids, the area will be sectioned off from other children and cleaned using the directions below (a contract cleaner will also clean the area before the start of the next day):
  - Wear gloves
  - Place paper towel over the spill and allow the spill to soak in. Carefully remove the paper towel and any solid matter. Place it in a plastic bag and put in the rubbish.
  - Clean the surface with warm water and detergent. Then use a disinfectant.
  - Wash hands thoroughly with soap and water
- Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family. Soiled or wet clothing should be bagged and stored in the designated plastic container in the preschool bathroom. Parents are notified upon collection through reading the message section next to their child's name on the sign-on sheet. They then need to go to

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|                             | <p>the bathroom and retrieve the bag of soiled clothing to take home. Parents are asked at the beginning of the year, to ensure spare clothes are available in the child's bag. Parents are also asked to provide spare underwear to be kept in a labelled zip lock bag at the preschool for their child. If there are no spare clothes children will be dressed in clothing available at the preschool. Parents need to return borrowed clothes washed and ready to be stored for usage in the future. If no appropriate spare clothes are available, parents will be called immediately.</p> <ul style="list-style-type: none"> <li>• Nappies will be placed in a nappy bag, tied up and thrown in the nappy bin. This is emptied weekly by a contracted nappy bin disposable service.</li> </ul>   |
| <p><b>Sick children</b></p> | <ul style="list-style-type: none"> <li>• If a child arrives at preschool obviously unwell, the teacher 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. If a parent objects to take their child home after an educator has asked them, they will seek assistance from an executive staff member.</li> <li>• If a child becomes ill while 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 will be taken to the bed area in the reading corner, where a blanket will be placed underneath the child and top blanket given if necessary, so they feel comfortable and relaxed. Their temperature will be taken and recorded on their Incident Illness Trauma record. One preschool educator will closely monitor the child's symptoms.</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.</li> <li>• The child's parent will be contacted by a staff member and asked to collect their child in certain circumstances. If a child becomes sick at preschool, the preschool teacher will phone a parent/carer straightaway to ask them to pick up their child from preschool.</li> <li>• If a child appears very unwell and needs urgent medical attention an ambulance will be called. The preschool will call the ambulance and alert the office that this has occurred.</li> </ul> |

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| <b>Infectious diseases</b> | <ul style="list-style-type: none"> <li>• The preschool will notify the local <u>Public Health Unit</u> (phone 1300 066 055), as soon as practical if a child: <ul style="list-style-type: none"> <li>— has a vaccine preventable disease; diphtheria, mumps, poliomyelitis, haemophilus influenzae Type b (Hib), meningococcal disease, rubella (German measles), measles, pertussis (whooping cough), tetanus</li> <li>— is reasonably suspected of having come into contact with a person who has one of these vaccine preventable diseases and is not immunised against that disease (for example, on a catch-up schedule).</li> </ul> </li> <li>• The preschool will follow any directions provided by the Public Health Unit regarding how long a child suffering an illness must stay away from preschool and the exclusion of any other children.</li> <li>• The regulations do not state a child requires a doctor's clearance to return to preschool.</li> <li>• If an enrolled preschool child is diagnosed with an infectious disease, all parents and carers will be notified. An infectious diseases notice/fact sheet will be displayed in the preschool information foyer and at drop off/pick-up families verbally alerted to notice. This fact sheet will outline the symptoms, treatments and exclusion periods of the infectious disease. This factsheet will be obtained from the NSW Health Guidelines and Staying Healthy Guide 5th Edition. An alert will also be posted on the Dojo app.</li> <li>• Any communications with families will maintain the privacy of the infected child.</li> <li>• An outbreak of a disease on the immunisation register is considered a serious incident and so the preschool must notify Early Learning (phone 1300 083 698) as soon as practical.</li> </ul> |
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## Record of procedure's review

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| <b>Date of review</b>   | 30/5/25   |
| <b>Who was involved</b> | preschool team, whole school staff team, and families |

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| <b>Key changes made and reason why</b>   | Changed when towels need to be washed due to the change in attendance pattern for children this year.   |
| <b>Record of communication of significant changes to relevant stakeholders</b> | <p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p> |
| <b>Date of review</b>  | 24/5/24   |
| <b>Who was involved</b>  | preschool team, whole school staff team, and families   |
| <b>Key changes made and reason why</b>   | No changes needed at this time  |
| <b>Record of communication of significant changes to relevant stakeholders</b> | <p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p> |
| <b>Date of review</b>  | 13/10/23  |
| <b>Who was involved</b>  | Preschool team  |
| <b>Key changes made and reason why</b>   | Transferred to new DOE format. Also updated to mention individual hand towels to be used by each child for drying   |

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|  | their hands after washing.  |
| <b>Record of communication of significant changes to relevant stakeholders</b> | <p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p> |
| <b>Date of review</b>  | 22/5/23   |
| <b>Who was involved</b>  | preschool team, whole school staff team, and families   |
| <b>Key changes made and reason why</b>   | All washing will be done in primary school laundry  |
| <b>Record of communication of significant changes to relevant stakeholders</b> | Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.   |
| <b>Date of review</b>  | 22/5/23   |
| <b>Who was involved</b>  | preschool team, whole school staff team, and families   |
| <b>Key changes made and reason why</b>   | Staff may give laundry to a rostered parent or do it themselves in the new primary school laundry facility.   |
| <b>Record of communication of significant changes to relevant stakeholders</b> | Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.   |

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

