

Preschool Procedure - dealing with infectious diseases

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 88	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
NSW Immunisation Enrolment Toolkit Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services NSW Government Food Authority: Children's Services		
Related procedure		
Nutrition, food and beverages and dietary requirements		
Staff roles and responsibilities		
School principal	<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"> • 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. 	

<p>Preschool supervisor</p>	<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"> • 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.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • 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.
<p>Procedure</p>	
<p>Immunisation</p>	<ul style="list-style-type: none"> • 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"> ○ 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. These records are maintained by school office staff and filed on the server. • Families of children turning four during the preschool year are reminded to supply the school office with their child’s

	<p>updated immunisation history statement or record. They will be sent a letter to advise them to provide the school with an updated immunisation record promptly.</p>
<p>Health and Hygiene practices</p>	<ul style="list-style-type: none"> • 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 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"> ○ upon arrival at preschool ○ When coming from outside play to the inside environment ○ before and after morning tea and lunch breaks ○ after going to the bathroom ○ after patting or touching animals ○ after coughing, sneezing or wiping their nose ○ after gardening <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"> ○ before and after assisting children with toileting ○ before and after administering first aid or medication ○ before and after preparing or handling food ○ after wiping a child's nose ○ after coming into contact with bodily fluids ○ before and after applying sunscreen <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 or to sing happy birthday twice 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>Single use paper towel is used to ensure an avoidance of cross contamination.</p> <ul style="list-style-type: none"> • 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. • Children are taught not to share foods for hygiene and allergy purposes.

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. Refer to Appendix 1 of *Preschool Providing a Child Safe Environment Procedure*.
- A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops.
- Table-tops and mouthed toys are washed daily. Dirty laundry will be placed into a bag inside of the locked storeroom and will be given to the rostered parent weekly for cleaning.
- Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. 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 table tops are cleaned with a cloth and soapy water mixture before and after each session. Disinfectant wipes may also be used to clean surfaces. There is an allocated mop and bucket for use on preschool bathroom floors. A table will always be cleaned and disinfected before a child uses it for eating.
- 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 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

	<p>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. Any spare clothes borrowed are recorded by staff in the borrowing clothes book and parents need to return these 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>
<p>Sick children</p>	<ul style="list-style-type: none"> • 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. If a parent objects to take their child home after an educator has asked them, they will seek assistance from an executive staff member. • 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 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. • 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 carer will be contacted by an educator and asked to collect their child in certain circumstances. If a child becomes sick at preschool, the preschool teacher will phone a parent/carers straightaway to ask them to pick up their child from preschool. • 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.
<p>Children with an infectious disease and exclusion</p>	<ul style="list-style-type: none"> • 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 (5th Ed.): Preventing infectious diseases in early childhood education and care services</i>. This is displayed in the parent information area. • 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).
<p>Notification of an infectious disease</p>	<ul style="list-style-type: none"> • 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

	<p>information foyer, posted on the E-News app 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.</p> <ul style="list-style-type: none"> • Any communications with families will maintain the privacy of the infected child. • 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.
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Record of procedure's review
Date of review and who was involved
21/5/21 preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders