



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 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.</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. The educator maintains the immunisation register which is kept in the preschool office. • 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. Parents are reminded verbally and via the Storypark app that an updated immunisation record is required. This is documented in the parent communication book. • All staff working in the preschool are required to have a double dose of a Covid vaccine before November 8 2021. The DoE keeps a record of vaccinated staff.

	<p>Any visitors working directly with the children also need to be vaccinated.</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 wash their hands in the bathroom. Educators explicitly teach the children to wash their hands through songs. Educators monitor children washing their hands. Visuals are displayed in the bathroom for children to follow. • Independent nose blowing is taught and reinforced. (breath/ blow /cough). • Children wash their hands upon arrival, after toileting and before mealtimes. Children are encouraged to wash hands before and after play dough or kinetic sand play. Children are also required to wash their hands after gardening or touching pets.
<p>Maintaining a clean, hygienic environment</p>	<p>Educators maintain a clean and hygienic environment by following the guidelines in <i>Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services</i>. This includes:</p> <ul style="list-style-type: none"> • All adults wash and dry their hands thoroughly. • The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained. • We have a daily cleaning register which is found in the daily safety check list and is signed and completed by all educators. • A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and tabletops. • Tabletops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed regularly. <ul style="list-style-type: none"> -Used hats, cleaning cloths and dirty linen are placed in a lidded bin in the laundry and washed when required. - This is usually completed by the SLSO • Food handling, preparation and storage practices implement the recommendations of the <u>NSW Health Food Authority</u>. <ul style="list-style-type: none"> -Staff wash their hands and wear gloves. We ensure that surfaces are cleaned thoroughly. Storage practices regarding student lunches are outlined in student enrolment packs and the preschool information booklet which parents receive prior to enrolment. Children’s lunch boxes remain in their bags throughout the day and parents are asked to place a cold ice pack in their child’s lunch box. If required, we can place food items in the refrigerator. • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. All staff use gloves, and have access to goggles, face masks and aprons if needed to minimise cross infection and contamination of infectious diseases. Where are they disposed of?) Any items used, including gloves and cloths, are double bagged and disposed of in the red bin. This bin is emptied daily. <ul style="list-style-type: none"> -Any soiled children’s clothing is placed in a sealed plastic bag to be taken home and washed by the child’s family. Staff rinse all soiled clothing in hot water, this is

	<p>then bagged and tied using a double knot, then placed in a lidded bin. These items are then passed onto the family at pick up.</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. Educators may seek advice from their supervisor. Parents/ Carers are then called and the child’s symptoms are then discussed, and parents/carers asked to pick up their child. • 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. • Educators will take the child’s temperature, this is then recorded. The child is then encouraged to sit on a chair near the doorway to allow for ventilation. The child will be under supervisor by all educators. Children are not placed in a separate room. • 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 is showing symptoms of illness or has suffered an significant injury parents/carers will be contacted and a decision made on whether the child needs to be collected. • If a child appears very unwell and needs urgent medical attention an ambulance will be called. -In an emergency situation educators will call 000 and the office will be contacted immediately.
<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 information is 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).
<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 via a message posted at the preschool entrance. This is also posted on our school facebook page and Storypark. • 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. The fact sheet will be sources 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.
Covid-19	<ul style="list-style-type: none">• Posters about COVID-19 symptoms and appropriate handwashing technique are displayed in the preschool. Posters supplied by the DoE.• Wash hands on arrival at preschool• Wash hands frequently with soap and water before and after eating and after going to the toilet• Cover nose and mouth when coughing or sneezing. Disposal of used tissues and hand washing• Avoid touching our faces• Limit physical contact when greeting people• Limit physical contact in the indoor and outdoor environment• Preschools have access to additional supplies of cleaning products, soap and hand sanitizer.• Preschools will continue to implement appropriate social distancing measures proportionate to health advice at the time, which is that social distancing for children is different than adults.• Preschool has been issued with an air purifier.

Record of procedure's review

Date of review and who was involved

October 2021 Chelsea Stanton, Claire Callinan, Jen Mitchell

Key changes made and reason/s why

Covid vaccine for staff

Record of communication of significant changes to relevant stakeholders

Date of review and who was involved

August 2022, Claire Callinan, Jen Mitchell

Key changes made and reason/s why

Added air purifier with was installed Aug 2022

Record of communication of significant changes to relevant stakeholders