



Preschool 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 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 • this procedure is stored in the preschool, and made accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • details of this procedure are reviewed and documented. • planning and discussing ways to engage with families and communities, including how changes are communicated.
<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 and uploaded to TEAMS. • An immunisation register is maintained. The preschool administration officer is responsible for entering student immunisation details into the register upon enrolment that is kept on TEAMS. Reminders are set in the preschool calendar to ensure that written communications and reminders are conducted in a timely manner. • 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. Families are given a written courtesy reminder 2 weeks prior to their child turning four. Families are given a verbal reminder at drop off/ collection to supply updated documentation after their



	<p>child turns four. If updated documentation has not been supplied 2 weeks after turning 4, families will be sent a written reminder and this will be recorded in the register on TEAMS. Families will continue to be given written reminders in a timely manner until the matter has been resolved. The Principal is informed of the situation.</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 practice of handwashing is taught and reinforced. Children are taught at the beginning of the year correct hand washing procedures. Children are taught to wash their hands for the duration of the song “happy birthday” or a similar hand washing song, making sure to carefully wash fronts, backs and fingers on hands, rinse their hands well and dry their hands appropriately using 1 piece of paper towel. Signage is displayed in the bathroom and near the children’s sink in the classroom. indicating correct procedures with child friendly language and visuals. Children wash their hands multiple times throughout the day but always after using the toilet, when in contact with any bodily fluids eg. blowing noses or putting hands in mouth, before and after applying sunscreen, before and after eating, before and after playing with shared sensory play experiences such as playdough etc. Reminders of correct technique and reteaching is taught throughout the year as required in both group and individual learning experiences. • Independent nose blowing is taught and reinforced. Tissues are always kept in the same observable spot for children to easily access during indoor and outdoor play. Children are explicitly taught how to blow their nose in whole group and individual learning experiences at the beginning of the year and reminders are reteaching are provided as necessary throughout the year. Children are encouraged to independently blow their own nose and support is provided where required. When assisting educators wear gloves and ensure used tissues are disposed of in the bin before ensuring both child and educator wash hands when finished. • Children are explicitly taught how to apply their own sunscreen before going outside to play. Children are provided with an adequate amount of sunscreen and are guided and instructed to apply their sunscreen ensuring eyes and sensitive areas are avoided. Children are taught to wash their hands before and after applying and support is provided in varying levels depending on each individual child’s level of independence. • Children are explicitly taught how to use the bathroom safely and respectfully at the beginning of the year and retaught



	<p>throughout the year as required. Children are taught to walk in the bathrooms, use the toilet, lift and lower the toilet lid as required, flush the toilet after use, wash hands and respect each other's privacy in the bathroom. Teaching is reinforced with songs, rhymes and explicit learning experiences delivered in individual and whole group learning experiences. Children are supported by educators in varying levels depending on each individual child's level of independence.</p>
<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. The preschool cleaning schedule is maintained by all preschool staff and is governed by daily, weekly, termly, and yearly checklists. Clearly labeled cleaning products are safely stored out of reach of children and used accordingly. All equipment is well maintained and any broken items are either removed until fixed or disposed of. • 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 accordingly. Table-tops and mouthed toys are washed daily by preschool staff on the preschool premise using appropriate surface cleaner and warm soapy water as required. Dirty Linen and any other material/toys that have been mouthed are immediately removed from circulation and washed once a week. Loaned preschool hats are clearly labelled with child's name to avoid cross contamination and removed from circulation at the end of each child's preschool week to be washed. • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. Correct food handling practices including handwashing before and after and wearing gloves are used when handling children's lunches, during cooking experiences or when handling food. Cooking experiences and children's eating spaces are always implemented on clean surfaces and cleaned as required throughout the experience. Children's hands are washed before and after and reminded of hygienic practices eg. Coughing/sneezing away from preparation area, not eating food during experience unless directed, no touching faces/mouths during experience. Rewashing of hands is directed as required.



	<p>Children’s lunch boxes are always stored in the refrigerator which is always kept below 4 degrees as per regulations.</p> <ul style="list-style-type: none"> • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely and disposed of in relevant bins as required (eg. Nappy bin). • Bodily fluids are cleaned up immediately using disinfectant and a pink cloth. Cloths are washed at the end of the day. Any remaining items or rubbish used in first aid procedures are disposed of in bins that are inaccessible to children eg. in kitchen. Used nappies are disposed of in provided nappy bin and gloves and any wipes used are disposed of in bins that are inaccessible to children eg. in adult bathroom. Hands of both child and educator are washed before and after nappy changing procedures. • Any soiled children’s clothing is placed in a sealed plastic bag to be taken home and washed by the child’s family. The educator supporting the child is responsible for placing soiled clothes in a sealed bag. The bag is kept out of reach of children for the remainder of the day and placed in the child’s schoolbag just prior to pickup. Parents/carers are informed of soiled clothes at collection. Staff note and sign toileting support on the toileting support register that is kept in the staff/ disabled bathroom.
<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 inquire about recent symptoms, administered medications and general wellbeing of the child. If the child is presenting with Covid-19 symptoms (coughing, runny nose, sore throat, fevers) the parents are requested to take the child home and test for Covid. Although Covid-19 isolation requirements are no longer mandatory it is strongly advised that children should stay at home following a positive result until symptoms are no longer present. If a child is negative, families are respectfully asked to keep their child at home until their child is symptom free before returning to preschool. • 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 usually by the SLSO educator, made comfortable and supported to wear a mask and rest on a grey mat with a blanket if required. The child’s temperature will be taken if required. The mat will be placed in an isolation area on the wet area, close to the back door. • All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with



	<p>them (e.g. pillow, sheet). If required, the area will be given a deep clean at the end of the day.</p> <ul style="list-style-type: none"> • The child's parent or career will be contacted by an educator and asked to collect their child in certain circumstances. If a child presents with a fever or is visibly unwell, a parent/carer will be called to collect the child. This decision is at the digression of preschool educators and Principal where required. An <i>Incident, injury, trauma and illness record</i> will be completed, and parents will be required to sign at collection. • If a child appears very unwell and needs urgent medical attention an ambulance will be called. In preferable circumstances one Preschool educator will call the ambulance, one preschool educator will stay with the child and administer first aid as required and the third educator will supervise the remaining children. Where this is not possible executive staff will be called for additional support and the Principal will be informed of the situation.
<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>. A copy of the full document is kept in the preschool office. A copy of the exclusion periods outlined in table 1.1 of <i>Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services</i> is displayed near the sign in table for ease of access • 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 near the sign in table. Where required individual or group posts may be delivered via Class Dojo. • 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 information will be sourced from the Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services • Early Learning will be notified (phone 1300 083 698) as soon as practical.



	<ul style="list-style-type: none"> 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
5/05/2023 Anna Clemesha, Maree Guy, Larissa Polak
Key changes made and reason/s why
Working within our new space led us to more efficient practices and procedures.
Record of communication of significant changes to relevant stakeholders
Displayed at preschool – 5/05/2023 and uploaded onto Class dojo.

Record of procedure's review
Date of review and who was involved
16/08/2022 Anna Clemesha, Maree Guy, Larissa Polak
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Displayed at preschool – 17/08/2022

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



Record of procedure's review
Date of review and who was involved
11/10/22 Anna Clemesha, Maree Guy, Larissa Polak
Key changes made and reason/s why
Moving to new Preschool site location due to flooding rebuild
Record of communication of significant changes to relevant stakeholders

**LISMORE SOUTH PUBLIC SCHOOL
NGULLIBOO JARJUMS PRESCHOOL**

*Nominated Supervisor / Responsible Person /
Educational Leader: Larissa Polak*

