Preschool dealing with infectious diseases procedure

| **National Quality Standard Education and Care Services National Law and National Regulations** | **Associated department policy, procedure or guideline** | **Reference document(s) and/or advice from a recognised authority** |
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| **NQS: 2.1**  **Regulations: 88** | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/leading-and-operating-department-preschool-guidelines)  [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/pd-2004-0034) | [Staying Healthy: Preventing infectious diseases in early childhood education and care services](https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services)  NSW Health – [Stopping the spread of childhood infections factsheets](https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx)  ACECQA’s policy and procedures guidelines – [Dealing with infectious diseases [PDF 261 KB]](https://www.acecqa.gov.au/sites/default/files/2021-08/DealingInfectiousDiseasesGuidelines.pdf) |
| **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. * analysing complaints, incidents, or issues and what the implications are for the updates to this procedure | |
| **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. * 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. | |
| **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. * An immunisation register is maintained. Immunisation records are kept in a locked filing cabinet at preschool in each individual child’s file * 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. The preschool works with Maari Maa Aboriginal Health Centre and liaises between the educators and the Child and Family Health Worker. Immunisation history statements are presented with enrolment forms and if not available, educators can follow up with Maari Ma to obtain updated record | |
| **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 reminded daily how to wash their hands through song, demonstrations and pictures that are hung in the bathroom at eye level for the children. * Independent nose blowing is taught and reinforced. * Children are taught to cough into their elbow as part of regular routines within preschool. Educators demonstrate the actions, and the children copy | |
| **Maintaining a clean, hygienic environment (Staff)** | 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 *(On arrival at the centre, after going to the toilet, before and after helping children with toileting (which may include nappy changing), before and after giving first aid, before and after giving medication, after wiping a child’s nose, before and after eating or handling food, after patting or touching animals, before and after applying sunscreen, after contact with any bodily fluids, for example when toileting accidents occur or a child is sick.)* * The preschool, furniture, equipment, and toys are regularly cleaned / washed and well maintained. Toys that are mouthed are immediately removed from play and put aside in a tub for washing that day. * A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and tabletops. * Table-tops, dirty linen and loaned hats are washed daily. * Food handling, preparation and storage practices are implemented as per the recommendations of the [NSW Health Food Authority](https://www.foodauthority.nsw.gov.au/retail/childrens-services). * Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. All contaminated items are placed in a plastic bag, tied up and placed outside in the industrial waste. * Any soiled children’s clothing is washed separately in the preschool's laundry. | |
| **Maintaining a clean, hygienic environment (children)** | * Educating children on correct hands washing procedures is imbedded throughout our daily program and practice. * Children wash their hands before mealtimes, after toileting/nappy change, after blowing their nose, before cooking activities and any other times necessary throughout the day. | |
| **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. * 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 has access to plenty of cushions and blankets to be used in a quiet space of 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 carer will be contacted and asked to collect their child/children. * If a child appears very unwell and needs urgent medical attention, an ambulance will be called. | |
| **Infectious disease and exclusion** | * Children with an infectious disease will be excluded from attending preschool for the exclusion periods recommended by NSW Health in the [Stopping the spread of childhood infections factsheets](https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx) and in table 1.1 of *Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services.* * As per the recommendations by NSW Health, [Stopping the spread of childhood infections factsheets](https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx) , children presenting with vomiting or diarrhea should be excluded from education and care services until they have been symptom free for 48 hours. * 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, a post on the closed Facebook page and a post to all families via Kinderloop. * 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. Staying Healthy in Childcare V. 5 * 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 | 03/07/2024 |
| Who was involved | Nadia Mills, Katie Bassett-White, Cristal Lawson, Marsha Harris, Rylee Wall, Janette Bussell  ECT in consultation with the preschool supervisor and preschool educator team. The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why | * Removal of program no longer in use at the preschool * Inclusion of parent notifications on closed Facebook page and via Kinderloop. |
| Record of communication of significant changes to relevant stakeholders | Principal: Emailed and discussed at Team Meeting 03/07/2024  Staff: Emailed and discussed at Team Meeting 03/07/2024  Parents: Kinderloop Post  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. |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| March 2023 Cara Becroft |
| **Key changes made and reason/s why** |
| Staying Healthy in Childcare infectious disease table and parent information sheet now attached to hard copies of the procedure in support of communicating the exclusion periods clearly to families. |
| **Record of communication of significant changes to relevant stakeholders** |
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#### Record of procedure’s review (master – copy before use)

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| Date of review |  |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team.  The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why |  |
| Record of communication of significant changes to relevant stakeholders | Principal:  Staff:  Parents:  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. |