

Dealing with infectious diseases

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
<p>NQS: 2.1</p> <p>Regulations: 88</p>	<p>Leading and operating department preschool guidelines</p> <p>Student health in NSW schools: A summary and consolidation of policy</p>	<p>Staying Healthy: Preventing infectious diseases in early childhood education and care services</p> <p>NSW Health – Stopping the spread of childhood infections factsheets</p> <p>ACECQA's policy and procedures guidelines – Dealing with infectious diseases [PDF 261 KB]</p>

Responsibilities

<p>School principal</p>	<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>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<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 could include:</p> <ul style="list-style-type: none"> ▪ analysing complaints, incidents or issues and the implications for updates to this procedure ▪ reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team 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 a way that it is accessible to all staff, families, visitors and volunteers
- they are actively involved in the review of this procedure, as required, or at least annually
- details of this procedure's review are documented.

Procedure

Immunisation and enrolment

- The preschool will not accept a child's enrolment unless their parent/carer has provided documentation from the Australian Immunisation Register (AIR). Documentation that can be accepted at the time of enrolment is:
 - AIR Immunisation History Statement showing the child is either up to date with their immunisations, has an approved medical contraindication or natural immunity to one or more vaccines, is on a recognised catch-up schedule, or has a medical contraindication
 - completed and signed AIR Immunisation Medical Exemption Form (IM011) – Medical contraindications or natural immunity
 - completed and signed AIR Immunisation History Form – 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 for Aboriginal and Torres Strait Islander children.
- 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.
- A copy of each child's immunisation history statement or form is stored in their enrolment folder.
- An immunisation register is maintained by the preschool SAO and is accessible on SharePoint.
- 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. The preschool SAO reminds families a month before the immunisation is due and then weekly until the paperwork is provided. This contact is documented in the AIR in the 'Comments' column.

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 regularly reminded through intentional and responsive learning. Children are verbally reminded to wash their hands during different activities throughout the day. Posters are also on display as a visual reminder.
- Independent nose blowing is taught and reinforced.
- Children are regularly reminded through intentional and responsive learning. Children are verbally reminded to blow their nose hygienically throughout the day.
- Hygiene stations are set up which contain tissues, baby wipes, antibacterial wipes, hand sanitiser, children's masks, gloves, mirror.
- The children are reminded and observed to wash their hands before and after eating and touching pets (animals). They also wash their hands after gardening, toileting, playing outside and on arrival.

Maintaining a clean, hygienic environment

Educators maintain a clean and hygienic environment by following the guidelines in [Staying Healthy: 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. (see 'Child safe environment' procedure).
- 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 daily.
- The washing takes place on Wednesday and Mondays in Semester 1 and Tuesdays and Monday Semester 2 by one of the preschool educators. There is a washing machine in the preschool for this purpose.
- Parents/carers provide food for their children. If food needs to be placed in the refrigerator, they see one of the educators. Educators do not prepare food for children. If assistance is required, then the educator uses disposable gloves.
- Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely.
- Any cleaning that can be conducted by the educators is done immediately. Cleaning equipment is available in the preschool, including mops, buckets, dustpan, cloths, and labelled as follows:
 - Red – toilets, bathrooms, nappy-changing services
 - Green – kitchen and food contact surfaces
 - Blue – general cleaning, low risk areas
 - Yellow – infectious areas or contaminations.
- For more substantive emergency cleaning the preschool supervisor is contacted and the school's cleaning services are called as required.
- A nappy bin is provided, and this is emptied weekly by an external company.
- Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family. This clothing is kept in the bathroom in a locked cupboard, until the parent/carer arrives.

Sick children

- 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 the educator is uncertain if the child should not stay, or if the parent/carer insists that they stay at school, the educator contacts the preschool supervisor and a decision is made.
- 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.
- For minor illnesses the child will be kept in the preschool until they are collected by the parent/carer.

	<ul style="list-style-type: none"> ▪ Where there is the possibility of a potential infectious disease the child will be brought to the main office to sickbay where it is easier to isolate them. A staff member will supervise them directly until they are picked up. ▪ All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with them. ▪ The child's parent/carer will be contacted by an educator and asked to collect their child in certain circumstances. This includes if the child has any symptoms (coughing, vomiting, high temperature, etc), complaining of pain and/or are disinterested in eating/participating in activities or behave in a manner unlike their usual demeanour. The preschool teacher can call the parent/carer or if they are uncertain, they can discuss with the preschool educator. ▪ If a child appears very unwell and needs urgent medical attention an ambulance will be called. Urgent medical attention is determined by the first aid officer. ▪ If it states in a child's health care plan that under certain conditions an ambulance needs to be called, a preschool educator calls the ambulance immediately. The preschool supervisor is then informed. ▪ If uncertain, the educator contacts the preschool supervisor to make a decision.
<p>Infectious diseases</p>	<ul style="list-style-type: none"> ▪ The preschool will notify the local Public Health Unit (phone 1300 066 055), as soon as practical if a child: <ul style="list-style-type: none"> - has a vaccine preventable disease; diphtheria, mumps, poliomyelitis, haemophilus influenzae Type b (Hib), meningococcal disease, rubella (German measles), measles, pertussis (whooping cough), tetanus - 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). ▪ 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. ▪ The regulations do not state a child requires a doctor's clearance to return to preschool. ▪ 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 using the 'Infectious Disease Notification – Information for Parents' template. ▪ Parents will also be informed through ClassDojo, and the appropriate NSW Health factsheet will also be shared. ▪ Any communications with families will maintain the privacy of the infected child. ▪ 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. This includes if 2 or more incidences occur within 7 days after the first incidence.

Record of procedure's review

Date of review	6/8/24
Who was involved	Preschool educators
Key changes made and reason why	Updated to the new template and new preschool site
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

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

Date of review	08/12/23
Who was involved	Staff
Key changes made and reason why	Updated and reviewed to reflect the new preschool space
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

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