



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 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 ● this procedure is stored in the preschool and 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 ● 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 forms, 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 by the Preschool Administration Officer. This is also monitored by the Preschool Assistant Principal. A copy of the immunisation register can be found in Google Drive - Shared Drive-Coonamble Public School Preschool - Preschool 2023 - QA7 Leadership and Management - Immunisation - Immunisation 2023. Families of children turning four during the preschool year are reminded verbally to supply the school office with their child's updated immunisation history statement or record. A record of the reminder conversation is entred on Sentral as a contact. The preschool staff work closely with Community Health to support families in obtaining an immunisation history statement for their child.

	<ul style="list-style-type: none"> • A child's enrolment cannot be terminated if the family do not provide the updated record.
<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. Staff teach the children the 10 steps of handwashing. https://www.youtube.com/watch?v=Br4sOmiJlIU. Children are reminded of the hand washing process verbally and through visual cues in the bathroom. They are also reminded to wash their hands before eating and after touching animals. • Independent nose blowing is taught and reinforced. Once a year the Community Nurse visits the preschool and teaches the children about nose blowing using the 'Breath Blow Cough, Wahs, Chew Program'. Children are also regularly reminded of how to effectively blow their nose and to wash their hands after blowing. • Correct use of the toilets it taught to the children and how to wipe effectively. This is done through explicit teaching of the steps when using the toilet.
<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 keeps a cleaning checklist to ensure this occurs. • 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 daily by the Preschool SLSO. • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. Fridges are kept at 5 degrees celsius, gloves are worn during food preparation, tongs are used to serve food and colour coded cloths and chopping boards are used. • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. All staff wear gloves when disposing of contaminated items. Items are put in a plastic bag and then disposed of in the outside otto bin. Nappies may be disposed of in the disabled toilet nappy bin. • Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family. Staff notify families of the soiled clothes at pick up time.

<p>Sick children</p>	<p>A child arrives to Preschool unwell</p> <p>If a child arrives at preschool obviously unwell, an educator will discuss the child's condition with their parent or carer. They will ask about the symptoms the child has had and if they have vomited in the last 24 hours. If the child has had symptoms of illness or has vomited in the last 24 hours the parent will be asked by the educator to take their child home until they are well.</p> <p>A child Becomes Unwell at Preschool</p> <ul style="list-style-type: none"> - 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 in a section of the main room or in the preschool meeting room (if complete isolation is required. They will be kept under close supervision by a preschool staff member or the school First Aid Officer and made comfortable. The child's temperature will also be taken at this point. - All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with the items (e.g. pillow, sheet). - The child's parent or carer will be contacted by the Preschool Teacher. If a parent/carer is unable to be contacted, the alternative contact person named on the enrolment form will be called. The parent/guardian will be informed of the child's symptoms and asked to collect their child in certain circumstances. Circumstances that require the child to be collected from preschool are infectious disease symptoms, the child is lethargic and generally unwell, the child has vomited or the child has a temperature of 38 degrees celsius or above. - An <u>ACECQA Incident, injury, trauma and illness record</u> must be completed for the ill child. - If a child appears very unwell and needs urgent medical attention an ambulance will be called by the preschool staff and the school front office will be informed of the call immediately after. The executive principal will be informed of the call by the office staff. Parents will also be notified that the ambulance has been called. If an ambulance has been called the incident becomes a serious incident and the serious incident procedure must be followed.
<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 hard copy of this book can be found in the preschool office. • 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, the Preschool Teacher will notify the Assistant Principal and the Executive Principal, all parents and carers will be notified via a message posted at the preschool entrance. The Assistant Principal will then also post to families via a message posted on the school Facebook page and a message posted on 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. The Fact sheets are sourced from the National Health and Medical Research Council. • 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. • The Executive Principal/Preschool Assistant Principal will then make a notification to the Incident Support/ Report Hotline on 1800 811 523
<p>Education and Prevention</p>	<p>Influenza</p> <p>During peak influenza periods (May-August) promote the importance of influenza vaccination to staff and families. Put up <u>posters</u> regarding flu vaccinations within the service. Children 5 and under are in the 'risk' category for influenza and are entitled to free vaccination, through Coonamble Aboriginal Medical Centre.</p> <p>Children who have health care plans, asthma and other medical conditions will be notified by preschool staff verbally or via phone, regarding infectious diseases and vaccine preventable diseases that are present in the community (preschool will have been notified via NSW Health or other health/ DET agencies), which pose a risk to that child's health. Discussions will then be had regarding the child's health care plan and risk management plan.</p>
<p>Head Lice</p> <p>Head lice is not classified as an infectious disease</p>	<p>If a staff member notices a child has head lice:</p> <ol style="list-style-type: none"> 1. Notify parents of head lice and suggested treatments 2. Document as an anecdotal on Sentral 3. Record on Infectious Disease Register 4. Record on sign advising of outbreak with group and date 5. Send out the head lice note and advice to all families and through Kinderloop. 6. If 3 or more occurrences of head lice occur in a term, with a single child, discuss wellbeing concerns with the preschool executive. 7. The preschool executive will then liaise with the wellbeing executive and the school principal and if required follow the NSW Mandatory Reporter Guide.

COVID-19	Preschool staff follow current COVID Safe guidelines https://www.nsw.gov.au/covid-19/stay-safe/advice-for-parents-students
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Record of procedure's review
Date of review and who was involved
12/5/2021 Carolyn Jones, Emma Horan, Shiralee Robinson and Annette Thomson
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive and in line with the Leading and Operating Department Preschool Guidelines.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
16/2/2022 Carolyn Jones, Shiralee Robinson, Miriam McKeown and Leanne McMaster
Key changes made and reason/s why
COVID 19 actions have been added in response to the current situation.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Anthea Robinson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved

31/5/2023 Carolyn Jones, Miriam McKeown and Annette Thomson

Key changes made and reason/s why

Editing location of documents, changing links and formatting

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.