



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.
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	These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	<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.
Preschool teacher(s) and educator(s)	<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	<ul style="list-style-type: none"> • The preschool will not accept a child's enrolment unless their parent has provided documentation from the Australian Immunisation Register (AIR). Documentation that can be accepted at the time of enrolment is: <ul style="list-style-type: none"> – 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
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	<ul style="list-style-type: none"> • 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 school office staff. • 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. This is done via email and documented on the child’s file. • The 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 teachers and 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. This is done through intentional modeling and teaching at group-times and by having posters in the bathrooms demonstrating this. • Children are encouraged to wash their hands upon arrival, prior to eating and after toileting. They are also encouraged to wash their hands after engaging in activities such as mud play, gardening (although gloves are provided), touching preschool pets such as stick insects or the school therapy dog. • Independent nose blowing is taught and reinforced. This is done via modeling and intentional teaching. An incursion called the ‘BBC program’ is provided each year by the Department’s Itinerant Services Hearing to support the children’s understanding about the importance of effective nose blowing. • Preschool also uses the term “Germ busters” stemming from a video and song demonstrating the importance of hand washing, sneezing, and coughing in a safe manner.
<p>Maintaining a clean, hygienic</p>	<p>Educators maintain a clean and hygienic environment by following the guidelines in Staying Healthy: Preventing infectious diseases in early childhood education and</p>

<p>environment</p>	<p><u>care services</u>. 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. Surfaces are wiped daily by educators with water diluted eucalyptus oil. There is a checklist located in the checklist folder in the staffroom documenting when items have been washed. Toys are given a hot, soapy water wash when they are no longer used and put back in the storeroom. • A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and tabletops. • Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily. The washing is put on upon arrival by the preschool supervisor and an SLSO puts this out to dry or in the dryer at approx. 9.30am. • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. • Lunches are put in the fridge by families upon arrival to maintain safe food storage practises. Lunches are then taken out of the fridge approximately 10 minutes prior lunch by an SLSO and put in each class's lunch trolley. • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. These are placed in sealed bags in the nappy disposal bin in the locked laundry. This is then emptied by the cleaner at the end of the day. • Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family. Bags with soiled clothing are put in the locked laundry for parents to collect at the end of the day.
<p>Sick children</p>	<ul style="list-style-type: none"> • 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. • Parents are asked about recent symptoms and then the preschool supervisor is consulted to determine whether the child should remain at preschool or not. • If a child becomes ill while at preschool, or is displaying symptoms of a potentially infectious disease, they will be moved away from the other children. They will be kept under close supervision and made comfortable. The child will be supported and monitored by an educator,

	<p>with the child's temperature being taken at regular intervals until the parent arrives.</p> <ul style="list-style-type: none"> • 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 will be contacted by a staff member and asked to collect their child in certain circumstances eg: temperature above 37.5, vomiting, diarrhoea, rash, general lethargy, consistent cough. The preschool supervisor will be consulted before this decision is made. • If a child appears very unwell and needs urgent medical attention an ambulance will be called by preschool staff. The school office will also be notified to let the ambulance in. • An Incident, injury, illness and trauma record will also be completed by the preschool supervisor or teacher to document what has happened. Families will be asked to read and sign this document at the next possible time.
<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. Families will also be notified via the school app "School Enews" • 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 included in the information sent out via the school app.

	<ul style="list-style-type: none"> 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.
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Record of procedure's review

Date of review	22/9/23
Who was involved	Preschool Staff
Key changes and reason why	Changed to new DoE template. .
Record of communication of significant changes to relevant stakeholders	Principal: Helen Te Rata Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with. Emailed to P&C representatives. Parents: notified via Seesaw. 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.