### Logo  Description automatically generatedElermore Vale Public School

### Preschool dealing with infectious diseases procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.1  | Regulation [88](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg88)  | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools) [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776)  |
| **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.
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| **Preschool supervisor**  | 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: * 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.
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| **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.
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| **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. This is maintained by the school office staff. A copy is kept in the preschool as well as the school office.
* 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 family will be contacted via phone and reminded to provide the school with the updated immunisation history statement in the month leading up to the child’s 4 year immunisation. This is done by the school office staff and details are kept on a data base. Note – the child’s enrolment cannot be terminated if the family do not provide the updated record.
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| **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 taught to wash their hands effectively using DoE provided handwashing technique posters and guidelines. These are displayed in the children’s bathroom. Children are asked to wash their hands before and after eating, after going to the bathroom, after sneezing, after putting hands or fingers in their mouth or if their hands are dirty. They are reminded of the process verbally by educators and also by picture cues that are on display near the sinks.
* Independent nose blowing is taught and reinforced. If children need to cough or sneeze, they are encouraged to do so into the crook of their arm, rather than a hand. This way, germs aren’t spread around the preschool as the child touches things and we are able to minimise the spread of infection. Children will be asked to wash their hands immediately afterwards. Educators use the ‘Catch It, Bin It, Kill It’ program to reinforce these messages in a child-friendly way.
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| **Maintaining a clean, hygienic environment** | 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.
* The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained. There is a daily cleaning schedule in place that is completed by SLSO’s.
* 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. This is carried out by the SLSO’s. These tasks are completed after lunch time each day.
* Food handling, preparation and storage practices implement the recommendations of the [NSW Health Food Authority](https://www.foodauthority.nsw.gov.au/retail/childrens-services). Relevant practices in regards to hygiene and handling and cleaning and sanitation are implemented such as using colour-coded cleaning cloths for different areas and cleaning uses and ensure all staff are aware of the colour coding
* Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. Educators will isolate the area, wear gloves, place paper towel over the spill and allow the spill to soak in. The educators will then carefully remove the paper towel and any solid matter. The paper towel will be triple sealed into plastic bags and then placed in an outside rubbish bin. The area will then be cleaned with detergent and water followed by disinfectant. Nappies are disposed of in the sanitary 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. This is done by the SLSO’s. The soiled clothing is kept in the laundry area until the child is collected to ensure that children don’t have access to the soiled clothes.
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| **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. The preschool teacher will ask parents about recent symptoms and any medications taken, etc. The preschool teacher will seek the advice of the principal before asking the parent to take the child home if necessary.
* 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 will be placed on the lounge and be supervised by an educator. If needed educators will call the preschool supervisor to come down to support the supervision of the other children and maintain correct ratios.
* 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 career will be contacted by an educator and asked to collect their child in certain circumstances. Parents will be asked to collect their child if they have a temperature, have a severe cough, diarrhea or continually runny nose. Parents will also be contacted if a child is suspected of having an infectious disease such as chicken pox. The preschool teacher consults with the preschool supervisor before phoning parents to collect their child.
* If a child appears very unwell and needs urgent medical attention an ambulance will be called. This phone call will be made by the school office.
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| **Children with an infectious disease and exclusion** | * Children with a diagnosed infectious disease will be excluded from attending preschool for the minimum exclusion period recommended in table 1.1 of *Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services.* This table included in the parent information booklet.
* 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).
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| **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. The closed preschool facebook group and the Sentral Parent Portal will also be utilsed.
* 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. These factsheets will be sourced from the NSW Health website.
* 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.
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| **COVID-19** | * Posters about COVID 19 symptoms and appropriate handwashing technique are displayed in the preschool. Posters supplied by the DoE can be accessed here:

[https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control#Health3](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control%23Health3)<https://education.nsw.gov.au/inside-the-department/covid-19/school-staff/covid-19-poster-placement-guide>* More resources to support education about COVID 19 can be found at :

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/resources.aspx>* Intentional teaching of good hygiene practices for all parents, children, staff and visitors:
* Wash hands on arrival at preschool and on departure from the preschool
* Wash hands frequently with soap and water before and after eating and after going to the toilet
* Wash hands before and after eating and playing with substances such as play dough and finger paint.
* Cover their nose and mouth when they cough or sneeze. Disposal of used tissues into a bin followed by hand washing.
* Avoid touching their faces
* Limit physical contact when greeting people
* Limit physical contact in the indoor and outdoor environment
* Utilise more frequent and lengthy outdoor play periods
* Preschools have access to additional supplies of cleaning products, soap and hand sanitizer
* Preschool has an air purifier in the play room and it is utilised daily
* NSW public schools are regularly and professionally cleaned. Enhanced cleaning is being implemented across all NSW public schools at this time.
* Preschools will continue to implement appropriate social distancing measures proportionate to health advice at the time, which is that social distancing for children is different than adults. (See also information sheet on social distancing from Early Learning) Adults are encourage to maintain social distancing with other adults.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 26/04/2022Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Added information about now having an air purifier to improve air quality. Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting |

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| **Date of review and who was involved** |
| 30/05/2023Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*