



## 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 <a href="#">88</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">NSW Immunisation Enrolment Toolkit</a>  <a href="#">Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</a>  <a href="#">NSW Government Food Authority: Children’s Services</a>		
<b>Related procedure</b>		
Nutrition, food and beverages and dietary requirements		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	

<p><b>Preschool educators</b> (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>

The health and wellbeing of children and staff are paramount in our preschool. Educators, families and children will minimise health risks by using appropriate health and hygiene procedures.

## Procedure

<p><b>Immunisation</b></p>	<ul style="list-style-type: none"> <li>• As determined by NSW Health, 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"> <li>○ is fully immunised for their age, or;</li> <li>○ has a medical reason not to be vaccinated, or;</li> <li>○ is on a recognised catch-up schedule.</li> </ul> </li> <li>• 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.</li> <li>• 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.</li> <li>• A copy of each child's immunisation history statement or record (catch –up schedule) is stored in their enrolment folder.</li> <li>• An immunisation register is maintained by the School Administrative Officer (SAO) dealing with all preschool administrative matters. An electronic copy is kept on the school's system and a paper copy is kept by the preschool staff.</li> <li>• 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 office staff will maintain records of children who are turning four and send a reminder phone call and/or letter, requesting the provision of an updated immunisation record. Families will be given 4 weeks to ensure the four-year-old vaccinations are administered and subsequent new records are provided. If the vaccination and records have not been administered during this timeframe, the nominated supervisor/principal will contact the families directly via verbal and written forms to state that their child will no longer be able to attend the preschool service until the immunisation has been updated or a verified medical exemption is provided. Once the school is in receipt of the updated immunisation statement, it is entered into ERN and then sent to the preschool for filing with the child's enrolment folder.</li> </ul>
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<p><b>Health and Hygiene practices</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The correct and effective processes for handwashing and drying, coughing, nose blowing / wiping and disposal of used tissues in the bin, is taught and reinforced. These hygienic practices are supported by posters and prompts in the bathroom and toilet areas displaying the steps.</li> <li>• Children are taught to wash their hands after going to the toilet, before and after eating food, after blowing / wiping their nose, and after playing</li> </ul>
<p><b>Maintaining a clean, hygienic environment</b></p>	<p>Educators maintain a clean and hygienic environment by following the guidelines in <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>. This includes:</p> <ul style="list-style-type: none"> <li>• All adults wash and dry their hands thoroughly. They need to wash and dry their hands at the following times: <ul style="list-style-type: none"> <li>- on arrival to the preschool</li> <li>- after going to the toilet</li> <li>- before and after helping children with toileting</li> <li>- before and after giving first aid and/or medication</li> <li>- after helping a child with nose wiping</li> <li>- before and after eating or handling food</li> <li>- after patting or touching food</li> <li>- before and after preparing or cooking food</li> <li>- after coming in contact with any bodily fluids.</li> </ul> </li> <li>• The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained.</li> <li>• A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops.</li> <li>• Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily by the preschool staff.</li> <li>• Food handling, preparation and storage practices implement the recommendations of the <u>NSW Health Food Authority</u>.</li> <li>• Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely by immediately placing in bins away from child access.</li> <li>• Any soiled children’s clothing is placed in a sealed plastic bag by the SLSOs and put out of reach of the children in readiness to be taken home and washed by the child’s family.</li> <li>• Lockers and shelf surfaces are wiped down daily by our school cleaner.</li> <li>• Bathrooms are cleaned daily by the cleaner and intermittently by staff when needed during the day, eg after mealtimes,</li> <li>• Puzzles are wiped after single use.</li> <li>• Outdoor equipment is wiped down once during the day and at the end of the day.</li> <li>• Writing utensils and paint brushes are limited and washed or wiped after use.</li> <li>• Tables are cleaned at regular intervals with detergent and warm water with a microfibre cloth.</li> </ul>

	<ul style="list-style-type: none"> <li>• Toys or construction items that have been used, are washed at the end of the day.</li> <li>• Books are wiped over after use.</li> <li>• Educators will also reduce health risks by implementing <i>Standard Precautions for Infection Control</i>, including: <ul style="list-style-type: none"> <li>• ensure tissues, face cloths or cloth towels are not used for more than one child</li> <li>• use tissues when wiping a child’s nose</li> <li>• after wiping a child’s nose, wash hands thoroughly with soap and water and/or hand sanitiser</li> <li>• dispose of gloves, paper towels and tissues immediately after use into a container with a disposable liner</li> <li>• ensure children do not share personal items</li> <li>• ensure hand basins are not used for food or during preparation or rinsing soiled clothing</li> <li>• use disposable gloves at all times when dealing with bodily fluids, secretions or excreta and disinfect surfaces</li> <li>• soiled clothing is to be stored in a labelled plastic bag in laundry area for collection</li> </ul> </li> <li>• Educators will support individual children who require assistance with toileting, whilst encouraging them to be responsible for their own toileting and hand washing.</li> </ul>
<p><b>Regular cleaning schedules</b></p>	<ul style="list-style-type: none"> <li>• A cleaner from ISS contracted by the Department of Education undertakes daily cleaning of the preschool site each afternoon.</li> <li>• Additional cleaning of tables, surfaces, resources and toys will be undertaken as required. Separate colour coded cleaning cloths are to be used for different areas and surfaces to avoid cross-contamination. (See preschool kitchen for colour coded cleaning cloths.)</li> <li>• A regular schedule of cleaning preschool toy items and other items is established and followed. (See cleaning schedule.)</li> </ul>
<p><b>Cleaning contaminated clothing or equipment</b></p>	<p><b>Address every situation promptly.</b></p> <p><u>Cleaning spilt urine or faeces</u></p> <p>Comfort the child and give assistance. Minimise any discomfort.</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves</li> <li>• Place paper towel over the spill and carefully remove paper towel and contents</li> <li>• Place the paper towel and gloves in a plastic bag, seal the bag and put in the rubbish bin</li> <li>• Put on new gloves and clean the surface with warm water and detergent and allow to dry</li> <li>• Remove and discard gloves</li> <li>• Wash hands thoroughly with soap and warm water.</li> </ul> <p><u>Cleaning spilt vomit</u></p> <ul style="list-style-type: none"> <li>• Wear disposable gloves</li> <li>• On hard surface (procedures as noted above)</li> <li>• On carpet, remove excess, place in sealed plastic bag and place in bin. Then sprinkle vomit absorber and seal off the area</li> </ul>

	<ul style="list-style-type: none"> <li>• Cleaner will vacuum in afternoon</li> <li>• Wash hands thoroughly with soap and warm water.</li> </ul> <p><u>Soiled Clothing (vomit, faeces, urine)</u></p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and use damp paper towels</li> <li>• Wet paper towel from a tap. Use paper towel once, do not rewet the towel, as it will contaminate the sink</li> <li>• Dispose of paper towel</li> <li>• Place soiled clothes in a sealed plastic bag for parents to take home</li> <li>• Assist the child to wash themselves</li> <li>• Remove gloves, discard them</li> <li>• Wash hands thoroughly with soap and warm water.</li> </ul> <p><u>Contaminated Equipment</u></p> <ul style="list-style-type: none"> <li>• Wear disposable gloves</li> <li>• Remove the contaminated equipment from the learning environment</li> <li>• Place in bucket with disinfectant, wash and allow to dry</li> <li>• Discard disposable gloves</li> <li>• Wash hands thoroughly with soap and warm water.</li> </ul> <p><u>Toileting Accidents</u></p> <p>If a child wets and/or soils their clothes, a staff member must:</p> <ol style="list-style-type: none"> <li>1. Wear disposable gloves.</li> <li>2. Assist child in undressing or dressing in spare clean clothing, if required.</li> <li>3. Place soiled clothing in a plastic bag. Then place this bag in the blue bucket with a lid labelled '<i>Soiled Clothing</i>' located in the laundry area.</li> <li>4. Clean areas as required, following procedures for cleaning contaminated equipment or areas.</li> <li>5. Alert parents of toileting accident and ask to collect soiled clothing at pick up time.</li> </ol>
<p><b>Sick children</b></p>	<ul style="list-style-type: none"> <li>• 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. Parents will be asked about recent symptoms and then will be advised to take the child to their GP to see a medical clearance before they can return to preschool. Should a parent be unwilling to take the child home, advice from the principal will be sought.</li> <li>• If a child becomes ill whilst at preschool (including cough, sore throat, sneezing, runny nose, sniffing or a fever), or is displaying symptoms of a potentially infectious disease, they will immediately be isolated and taken to the book area away from the other children in order to be sent home as soon as possible. They will be kept under close supervision by the staff and made comfortable.</li> <li>• 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).</li> <li>• The preschool teacher will contact the child's parent or career and ask them to collect their child.</li> <li>• If a child appears very unwell and needs urgent medical attention an ambulance will be called. The preschool teacher will liaise with the principal and parents.</li> </ul>

**Children with an infectious disease and exclusion**

- Families will be asked to keep any child who is unwell at home until they are fully recovered and/or have a medical clearance from a medical doctor. This is particularly the case for contagious diseases, a severe cough, diarrhea or a continually runny nose.
- If a child arrives at preschool unwell, the family will be encouraged to take the child home. If the child is not taken home, the child will be monitored closely, and the family will be called immediately if the child does not improve. This will be recorded on an *Incident, illness, injury or trauma form*.
- If a child vomits or has diarrhea at preschool, their parent or emergency contact will be called and asked to collect. In the meantime, the child will be made comfortable and allowed to rest under the supervision of a staff member in the quiet reading area of the preschool on a stretcher, if needed. The child will be allowed to return to preschool when free from diarrhea and/or has a normal temperature for at least 24 hours or a medical clearance has been issued by a medical doctor.
- 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).
- If a child is suspected of having an infectious disease, for example chicken pox, they should be isolated from other children, made comfortable and supervised by a staff member until collected.
- 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 in Childcare (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services*.
- Outbreaks of a serious illness that pose a risk to the health of the preschool children and staff will be considered as a serious incident and a notification will be made to the Department of Education Early Learning Unit.
- Office staff will maintain immunisation records, including records of any children who are medically exempted from immunisation and contact the parents immediately in the case of an outbreak of an infectious disease.

<p><b>Notification of an infectious disease</b></p>	<ul style="list-style-type: none"> <li>• If an enrolled preschool child is diagnosed with an infectious disease or head lice, all parents and carers will be notified in writing, via a message posted at the preschool entrance and posted on Class Dojo.</li> <li>• Any communications with families will maintain the privacy of the infected child.</li> <li>• All parents and carers will be supplied with a factsheet about the disease which lists its symptoms obtained from NSW Health.</li> <li>• Early Learning will be notified (phone 1300 083 698) as soon as practical.</li> <li>• 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 child must obtain and produce a medical clearance from a medical doctor before they return to preschool.</li> <li>• If a child contracts a vaccine-preventable disease, preschool educators will tell the parents and the nominated supervisor/principal who will contact the nearest public health unit, if necessary.</li> </ul>
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<p><b>Record of procedure's review</b></p>
<p><b>Date of review and who was involved</b></p>
<p>25 October 2021 – Sharna Labbe, Deana Talevska, and Alex Arancibia</p>
<p><b>Key changes made and reason/s why</b></p>
<p>Added links to Regulations and DoE policies and procedures for access and increased information</p>
<p><b>Record of communication of significant changes to relevant stakeholders</b></p>
<p>Preschool staff informed of updated procedures 23.11.2021 at weekly meeting  SIS staff made aware of updated procedures 30.11.2021 at whole school administration meeting  Families sent link via Class Dojo to updated procedures on school website 30.11.2021. Hard copies of procedures also made available to parents 23.11.2021</p>
<p><b>Due date of review</b></p>
<p>End Term 2 2022 – 1 July 2022</p>