



Preschool Covid19 Procedure – Dealing with infectious diseases

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1.3 2.1.4 6.3.1	Regulation 88 Regulation 77	First Aid procedures and support tools (Health and Safety Directorate - intranet) Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01 Related Documents: Injury management, health and wellbeing – includes first aid and infection control (Health and Safety Directorate - intranet only) Student Safety (Health and Safety Directorate - intranet)
Pre-reading and reference documents		
DET Covid 19 Information https://education.nsw.gov.au/covid-19		
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: <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. 	
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.	
Preschool educators	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> 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. 	
Procedure		
On Arrival	<ol style="list-style-type: none"> Parents will be required to ring the bell on the electronic gate outside the preschool. A member of staff will greet the parent and their child outside in the small gated area. Other parents will be required to social distance outside the gate until a member of staff calls for them to enter. Parents will be encouraged to sanitise their hands before signing their child in on the attendance documentation. After sign on, students are brought to gate to enter. At this time, children are assessed for physical signs of illness. In the event that a child arrives at preschool presenting illness, the parent will be asked to take the child home in alignment with the Department of Health guidelines. Student who present as healthy, will be walked into preschool by a member of staff. Each child will be required to wash their hands before engaging in play. - Teachers will now add the icepacks to students lunches if they require an icepack on arrival. Teachers to check sign in document to ensure all students have an icepack.	

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<p>Hand Hygiene – Washing</p>	<p>Children are required to wash their hands-on arrival and departure at preschool and at regular intervals throughout the preschool day such as:</p> <ul style="list-style-type: none"> ● after packing away toys/activities ● before and after eating or handling food ● after going to the bathroom ● touching animals ● after coughing, sneezing or wiping their nose ● coming in from outdoor play ● having their nappy changed <p>Educators and other staff are also required to wash their hands-on arrival and departure at the same regular intervals throughout the day, but more, including:</p> <ul style="list-style-type: none"> ● After assisting children with toileting ● Before and after administering first aid or medication ● Before and after preparing or handling food ● Eating or Handling garbage ● After wiping a child's nose or your own nose ● After cleaning up bodily fluids e.g. faeces, vomit or blood ● Before and after applying sunscreen ● Putting on gloves ● After taking off gloves ● Applying sunscreen or other lotions to one or more children ● Changing a nappy ● Cleaning the nappy change area ● Using the toilet ● Helping children use the toilet ● Coming in from outside play ● Touching animals <p><i>How to wash hands with soap and water</i> <i>The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds.</i> <i>There are five steps to washing hands:</i></p> <ol style="list-style-type: none"> 1. <i>Wet hands with running water (preferably warm water, for comfort).</i> 2. <i>Apply soap to hands.</i> 3. <i>Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails. Rub hands together for at least 15 seconds (for about as long as it takes to sing 'Happy birthday' once).</i> 4. <i>Rinse thoroughly under running water.</i> 5. <i>Dry thoroughly with a paper towel</i> 	<p>– Posters are displayed in the bathroom as a visual prompt to remind children and staff of the steps in correct hand washing procedures.</p> <p>– Staff model correct hand washing practices at the appropriate times and monitor children throughout the day.</p> <p>– Children will engage in regular hygiene discussions.</p> <p>– Children are taught hand washing procedures following the posters and while singing 'Twinkle Twinkle' (20 second duration) and this is continually reinforced throughout the day</p> <p>– Single use paper towel is used to ensure an avoidance of cross contamination.</p>

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Wearing Disposable Gloves	<p>Educators should wear gloves:</p> <ul style="list-style-type: none"> ● when changing nappies—there are billions of germs in faeces and sometimes in urine; see Section ● when cleaning up faeces, urine, blood, saliva or vomit, including when it is on clothes. <p>How to remove disposable gloves</p> <ul style="list-style-type: none"> ● Pinch the outside of one glove near the wrist and peel the glove off so it ends up inside out. ● Keep hold of the peeled-off glove in your gloved hand while you take off the other glove—put one or two fingers of your ungloved hand inside the wrist of the other glove. ● Peel off the second glove from the inside, and over the first glove, so you end up with the two gloves inside out, one inside the other. ● Put the gloves in a plastic-lined, hands-free lidded rubbish bin, and wash your hands. If a hands-free lidded rubbish bin is not available, put the gloves in a bucket or container lined with a plastic bag, then tie up the bag and take it to the outside garbage bin. 	
Ventilation	Doors and windows will be left open at all times (where safe to do).	
Social Distancing	<ul style="list-style-type: none"> – Have social distancing posters displayed at sign on/off location and in the classroom. – Staff wear masks – One parent and child will be at the sign on table at any one time. Parent will sign their child in/out outside under the awning of the preschool. Other parents will be required to social distance outside the gate. There are markers on the floor under the awning to help support social distancing – Learning experiences will be set up to minimise the number of children in an area, e.g. 4 children per table, 4 children in the sandpit at one time. – Spaced out sit spots will be used to space children for morning circle. 	
Cleaning	<p>The staff will increase frequency and be vigilant in maintaining clean work/play surfaces.</p> <ul style="list-style-type: none"> ● Lockers and shelf surfaces will be disinfected daily by an educator or SLSO ● Bathrooms are cleaned daily by the cleaner and intermittently by staff when needed during the day, eg after mealtimes ● Outdoor equipment will be wiped down once during the day and at the end of the day. ● Writing utensils and paint brushes will be limited and washed, wiped or sprayed after use. ● Tables are cleaned at regular intervals with appropriate cleaning materials. ● Equipment and resources to sprayed or wiped over after use. E.g. puzzles, dolls 	
Adjustments to Environment	<ul style="list-style-type: none"> - Resources that cannot be adequately cleaned will not be used for engagement in learning and play. - Parents will have restricted physical access inside the preschool premises unless needing to support their child e.g. separation anxiety. 	
Sick Children	If a child develops symptoms of an illness including cough, sore throat, sneezing, runny nose, sniffing or a fever they will immediately be sent home as soon as possible. Currently DET guidelines now request that any students that have presented with cold or flu like symptoms are to be sent home. A COVID19 Rapid Antigen Test (RAT) is recommended to families. Children must stay home until they are symptom free.	
Sick Educators	Staff who present with symptoms related to Covid19 will not be able to resume work onsite. E.g. sore throat, cough, fever. They will need to get a COVID19 test (RAT or PCR). Staff must stay home until they are symptom free.	

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Exclusion	<p>The aim of exclusion is to reduce the spread of infectious disease. The less contact there is between people who have an infectious disease and people who are at risk of catching the disease, the less chance the disease has of spreading. Excluding ill children, educators and other staff is an effective way to limit the spread of infection in education and care services.</p> <p>Ensure families are aware on enrolment of the infectious disease controls in place at the preschool including the exclusion policy through the preschool information booklet. Ensure families have access to the procedure and encourage discussion around the topic of exclusion.</p> <p>The exclusion procedure</p> <p>To determine when a person should be excluded:</p> <ul style="list-style-type: none"> • identify whether the symptoms or a diagnosed illness have an exclusion period • refer to Table 1 in appendix for the recommended minimum periods of exclusion • advise the parents, or the educator or other staff member, when they may return to the education and care service. 	
Upon Departure	<p>Parents will be required to ring the bell on the electronic gate outside the preschool and wait outside the main door of the preschool. Their child will wash their hands before being walked out to the gate by a staff member to meet their parent. The parent will be encouraged to sanitise their hands before signing their child out on the attendance documentation for the day.</p>	

Record of procedure's review
Date of review and who was involved
Term 1 - Week 6 - 2022 by Joanne Jurgeit - Preschool Teacher
Key changes made and reason/s why
<p>Changes to the arrival and departure routine to accommodate updated health information and requirements</p> <p>Changes to testing requirements for both children and staff in accordance with updated DET guidelines.</p>
Record of communication of significant changes to relevant stakeholders
<p>Amiee Jahshan – Principal</p> <p>Joanne Jurgeit – Preschool Teacher</p> <p>Patricia May – Preschool SLSO</p> <p>Amy Buckland - Assistant Principal</p>