

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. 	
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.</p>	
Preschool educators	<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 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		
Immunisation	<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 	

	<p>history record that shows the child:</p> <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. <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 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. • Schools must keep a register of the immunisation status of preschool children at enrolment. The register must be kept for three years from the date the child leaves the preschool. • When children turn 4 Parents/carers are reminded to provide an updated Immunisation History Statement form by the educators. Office staff follow up with families yet to provide statement and keep a record to show that current documentation has been requested. • New offences have been created to ensure that principals only enrol children for whom the appropriate forms have been provided
<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. <p>Educators and other staff – when to wash hands</p> <ul style="list-style-type: none"> - Starting work, so germs are not introduced into the service - Eating or handling food - Giving medication - Putting on gloves - Applying sunscreen or other lotions to one or more children - Going home, so germs are not taken home with you - Taking off gloves - Changing a nappy - Cleaning the nappy change area - Using the toilet - Helping children use the toilet - Coming in from outside play - Wiping a child’s nose or your own nose - Eating or handling food - Handling garbage - Cleaning up faeces, vomit or blood - Touching animals <p>Children - when to wash hands</p> <ul style="list-style-type: none"> - Starting the day at the service; parents can help with this - Eating or handling food - Going home, so germs are not taken home with them - Eating or handling food - Touching nose secretions - Using the toilet - Having their nappy changed - Coming in from outside play

	<ul style="list-style-type: none"> - Touching animals <p>How to wash hands with soap and water The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds. There are five steps to washing hands:</p> <ol style="list-style-type: none"> 1. Wet hands with running water (preferably warm water, for comfort). 2. Apply soap to hands. 3. 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). 4. Rinse thoroughly under running water. 5. Dry thoroughly with a paper towel <ul style="list-style-type: none"> • 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.
<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. • 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. • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. • Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family.
<p>Sick children</p>	<ul style="list-style-type: none"> • 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. • 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

	<p>comfortable.</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 (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. • If a child appears very unwell and needs urgent medical attention an ambulance will be called.
<p>Children with an infectious disease and exclusion</p>	<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> <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>. • 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). • 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>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 <p>Head Lice</p> <p>Children do not have to be sent home immediately once it is recognised that a child has head lice. Child may return to the preschool as soon as an effective treatment has started. Other families are advised of the outbreak by note</p>
<p>Notification of an infectious disease</p>	<ul style="list-style-type: none"> • 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 and on Class Dojo • 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. • 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.

Record of procedure's review
Date of review and who was involved
Term 3 – Week 10, 2021 – Kristen McNeill
Key changes made and reason/s why
Further information added about the immunisation process. Maintaining a clean, hygienic environment section with information added - Taken from Leading and Operating Preschool Procedure document Notification of an infectious disease section with information added - Taken from Leading and Operating Preschool Procedure document
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – School Principal Joanne Jurgeit –Preschool teacher Patricia May – Preschool SLSO

Record of procedure's review
Date of review and who was involved
11/8/2022 – Joanne Jurgeit
Key changes made and reason/s why
Infectious disease notification – added Class Dojo announcement as a way of informing families.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – School Principal Patricia May – Preschool SLSO