

Preschool Procedure

Dealing with infectious diseases

Current	Term 2 2020
Next Review	Term 2 2021
Regulation(s)	R. 88, R. 77
National Quality Standard(s)	2.1: Each child's health and physical activity is supported and promoted. 2.1.2: Effective illness and injury management and hygiene practices are promoted and implemented. 6.3.1: Links with relevant community and support agencies are established and maintained.
Relevant DoE Policy and link	First Aid procedures and support tools (Health and Safety Directorate - intranet)
Relevant School Procedure	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)
DoE Leading and Operating Department Preschools Guidelines	Infectious Disease p33-35
Key Resources	Staying Healthy in Child Care - <i>Preventing infectious diseases in child care</i> (5th edition) Appendix 1.1 Table of Exclusion 1.2 Immunisation Schedule 1.3 When to perform hand hygiene

The most important ways to break the chain of infection and stop the spread of diseases are:

- effective hand hygiene
- exclusion of ill children, educators and other staff
 - immunisation.

Other strategies to prevent infection include:

- cough and sneeze etiquette
 - appropriate use of gloves
- effective environmental cleaning.

Hand Hygiene

When to wash your hands

Educators and other staff

- 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
- Applying sunscreen or other lotions to one or more children
- Touching animals

Children

- 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
- Touching animals

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:

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

Wearing Disposable Gloves

Educators should wear gloves:

- 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.

How to remove disposable gloves

- 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.

Exclusion

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.

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.

The exclusion procedure

To determine when a person should be excluded:

- 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.

Immunisation

New offences have been created to ensure that principals only enrol children for whom the appropriate forms have been provided

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.

Head Lice

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.