



Casino West Little Jarjums 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. 	

<p>Preschool supervisor</p>	<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. This includes but is not limited to:</p> <ul style="list-style-type: none"> • 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.)
<p>Preschool educators</p>	<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.
<p>Procedure</p>	
<p>Immunisation</p>	<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 history record that shows the child: <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. • 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 by the preschool administration manager and is kept on the preschool OneDrive network. The register is checked weekly and follow up reminder phone calls are made to those children who have had a recent 4-year-old birthday, or their birthday is approaching. • 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.

Health and Hygiene practices	<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. Handwashing processes are reiterated to children at each transition time before washing their hands. There is a visual routine in the handwashing area for children to reference each time they wash their hands.• Independent nose blowing is taught and reinforced. Educators teach nose blowing to the children regularly. There are tissues in various spaces around the learning environment with visual prompts to remind children of the process.• The Department's Itinerant Hearing Specialist delivers an ear/nose/throat care program each year. Ongoing reference to content taught in this program is embedded in the preschool program and routines throughout the year.• Our strong smiles program is implemented in the second half of term one each year. During this program, the children are engaged in a variety of learning experiences focusing on ways to look after their bodies. i.e. identifying "everyday and sometimes" foods, oral hygiene, importance of daily exercise etc.

<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 maintenance register is kept in the preschool kitchen outlining a cleaning schedule that identifies, morning, afternoon, weekly and termly cleaning responsibilities. • A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and tabletops. • Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily. The preschool SLSO staff and preschool teacher will wash these items as outlined in the preschool maintenance register. • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. Practices implemented in our preschool include: <ul style="list-style-type: none"> - construction and facilities - skills and knowledge - hygiene and handling • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. Gloves are always worn when dealing with any form of bodily fluids. All items used to manage incidents/injuries relating to bodily fluids are disposed of in a hands-free bin in the laundry, or, when nappy changing, a nappy bin is used. • Soiled children’s clothing is placed in a sealed plastic bag to be taken home and washed by the child’s family. The staff member who has changed the child will place the bag of soiled clothes with the child’s name on it, in the laundry (inaccessible to children). A lanyard with a dirty clothes symbol is then attached by the staff member to the child’s school bag as a reminder to retrieve the dirty clothing at pick up time.
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<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. Parents are asked about recent symptoms. The preschool teacher will make a judgement call on whether the child should return home. • 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's parent or carer will be contacted by an educator and asked to collect their child. The child will be placed in the inside rest area and supervised by the Learning Support Officer. The child's temperature will be taken and recorded on the incident/illness record sheet every 30 minutes prior to pick up. • 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) • If a child appears very unwell and needs urgent medical attention an ambulance will be called. A preschool staff member will phone the ambulance and follow instructions given. Another preschool staff member not attending to the child will call the main school office to inform the principal and office staff of the incident occurring.
<p>Children with an infectious disease and exclusion</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>. This table is included in the information booklet for parent reference. • 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).
<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, an individual letter in the child's note pocket 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. Infectious disease factsheets are sourced from https://www.health.nsw.gov.au

	<ul style="list-style-type: none"> • 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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Record of procedure's review
Date of review and who was involved
30/03/2023 Preschool Team, preschool families. Shared with families for feedback.
Key changes made and reason/s why
Moved to new department template to adhere to Department expectations of what should be included in this localised procedure
Record of communication of significant changes to relevant stakeholders
Uploaded to Casino West Public School webpage and placed in Localised Procedures folder in preschool foyer.

Copy and paste a new table to record each occasion the procedure is reviewed.