



Dealing with infectious diseases – preschool procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.1</p> <p>Regulations: 88</p>	<p>Leading and operating department preschool guidelines</p> <p>Student health in NSW schools: A summary and consolidation of policy</p>	<p>Staying Healthy: Preventing infectious diseases in early childhood education and care services</p> <p>NSW Health – Stopping the spread of childhood infections factsheets</p> <p>ACECQA's policy and procedures guidelines – Dealing with infectious diseases [PDF 261 KB]</p>

Responsibilities

<p>School principal</p>	<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>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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<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 could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure’s review are documented.

Procedure

<p>Immunisation and enrolment</p>	<ul style="list-style-type: none"> • The preschool will not accept a child’s enrolment unless their parent has provided documentation from the Australian Immunisation Register (AIR). Documentation that can be accepted at the time of enrolment is: <ul style="list-style-type: none"> – AIR Immunisation History Statement showing the child is either up to date with their immunisations, has an approved medical contraindication or natural immunity to one or more vaccines, is on a recognised catch-up schedule, or has a medical contraindication.
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— completed and signed **AIR Immunisation Medical Exemption Form (IM011) – Medical contraindications or natural immunity**

— completed and signed **AIR Immunisation History Form – 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 for Aboriginal and Torres Strait Islander children.
- If a parent 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 documentation before the child can commence preschool.
- A copy of each child's immunisation history statement or form is stored in their enrolment folder.
- An immunisation register is maintained.
- The immunisation register is maintained by the Preschool Administration Manager and located in the schools Local 2 drive.
- Families of children turning four during the preschool year are reminded to supply the school office with their child's updated immunisation statement or form.
- The register is checked weekly by the Administration Manager. When a child is approaching their 4th birthday, a reminder phone call is made by the Administration Manager. When the immunisation is due, another phone call is made to inquire if the child has received this immunisation. A formal letter is then sent out to the family in the mail. Weekly phone calls are then made until the updated certificate is provided by the family. Reminders are recorded in the register. Note – the child's enrolment cannot be terminated if the family do not provide the updated record.)
- If there is an outbreak of an infectious disease, children who are not up to date with their immunisation will be excluded from preschool until the infectious period has ended.

**Health and
Hygiene
practices**

- Preschool teachers and 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 is taught as a transition from one activity to another, e.g. group time to lunch time. Children are instructed to wash their hands, before and after eating, and after using the bathroom.
- Independent nose blowing is taught and reinforced.

	<ul style="list-style-type: none"> • (How and when is this done? What strategies or methods are used?) • (Describe any other health and hygiene practices taught and reinforced. These might relate to mealtimes, touching pets, gardening or toileting.)
<p>Maintaining a clean, hygienic environment</p>	<p>Educators maintain a clean and hygienic environment by following the guidelines in Staying Healthy: Preventing infectious diseases in early childhood education and care services. 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. • (Is a schedule in place for this? Who does this cleaning? What cleaning protocols are followed?) • 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. • (Who does this washing, how and when?) • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. • (Which of the practices are relevant and implemented?) • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. • (How is this done? Where are they disposed of?) • Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family. • (Who does this? How do you ensure that children don't have access to the soiled clothes?)

<p>Sick children</p>	<ul style="list-style-type: none"> • If a child arrives at preschool obviously unwell, the teacher 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. If deemed necessary by the Preschool Teacher, the parent will be asked to take the child home until symptoms subside or a doctors clearance letter is obtained. • If a child becomes ill while 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 will be instructed to rest at the indoor rest space on a mattress or outside on the daybed. The SLSP who assists the child to rest will take the child's temperature and record it on the incident and illness register. • All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with them. • The child's parent will be contacted by a staff member and asked to collect their child in certain circumstances. Circumstances such as the child's condition is not improving, the condition is worsening, or the child is noticeable upset or distraught. The teacher will make this decision and consult the Principal if they deem it necessary. • If a child appears very unwell and needs urgent medical attention an ambulance will be called by a preschool educator who is not directly looking after the child/administering first aid.
<p>Infectious diseases</p>	<ul style="list-style-type: none"> • The preschool will notify the local Public Health Unit (phone 1300 066 055), as soon as practical if a child: <ul style="list-style-type: none"> — has a vaccine preventable disease; diphtheria, mumps, poliomyelitis, haemophilus influenzae Type b (Hib), meningococcal disease, rubella (German measles), measles, pertussis (whooping cough), tetanus — is reasonably suspected of having come into contact with a person who has one of these vaccine preventable diseases and is not immunised against that disease (for example, on a catch-up schedule).

	<ul style="list-style-type: none"> • The preschool will follow any directions provided by the Public Health Unit regarding how long a child suffering an illness must stay away from preschool and the exclusion of any other children. • The regulations do not state a child requires a doctor's clearance to return to preschool. • 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. • (Will any additional methods of notification will be used?) • 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. (Where will the factsheet be sourced from?) • An outbreak of a disease on the immunisation register is considered a serious incident and so the preschool must notify Early Learning (phone 1300 083 698) as soon as practical.
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Record of procedure's review

Date of review	26/03/2024
Who was involved	Preschool Team, preschool families. Shared with families for feedback. No Feedback given at this time.
Key changes made and reason why	Moved to template in new Department Guidelines to adhere to Department expectations of what should be included in this localised procedure
Record of communication of significant changes to relevant	<p>Principal: Lesley Mills communicated at Staff meeting 25/03/24</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may</p>

stakeholders	have a significant impact on their service's provision of education and care or a family's ability to use the service.
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Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.