***IRRAWANG PUBLIC SCHOOL***

***PRESCHOOL***

### **Dealing with Infectious Diseases Procedure**

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| 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 |
| NQS: 2.1Regulations: 88 | Leading and operating department preschool guidelines[Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/pd-2004-0034) | [Staying Healthy: Preventing infectious diseases in early childhood education and care services](https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services) NSW Health – [Stopping the spread of childhood infections factsheets](https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx)ACECQA’s policy and procedures guidelines – [Dealing with infectious diseases [PDF 261 KB]](https://www.acecqa.gov.au/sites/default/files/2021-08/DealingInfectiousDiseasesGuidelines.pdf) |

#### **Responsibilities**

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| School principal | The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. The principal is responsible for ensuring:* 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.

These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal. |
| 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. This could include: * 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.
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| Preschool teacher(s) and educator(s) | Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:* 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.
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#### **Procedure**

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| Immunisation and enrolment  | * 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:
* **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.
* 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 School Administration Officer (SAO) maintains the immunisation register.  A copy is kept in the Preschool and an additional copy is stored in the school’s Front Office.
* 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.
* Preschool educators provide families with a note reminding them to update their child’s immunisation. The School Administration Officer follows up with families by contacting them by phone.  This is recorded on the Immunisation Register with the dates of when the note was sent home, phone contact and the date of when the updated immunisation was provided to the preschool.

**Note** – the child’s enrolment cannot be terminated if the family do not provide the updated record.  |
| 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.
* Staff will explicitly teach and model maintaining good hygienic practices, such as effective hand washing and disposal of used tissues, as part of a programmed Circle Time and during transition times where handwashing may be required. Opportunities for Staff to teach effective hand washing include:
* On arrival at the preschool
* When interacting with one another
* When they are transitioning between learning environments
* After going to the toilet
* Before and after helping children with toileting (which may include nappy changing)
* Before and after giving first aid
* Before and after giving medication
* After wiping a child’s nose
* Before and after eating or handling food
* After patting or touching animals
* Before and after preparing or cooking food
* Before and after using playdough
* After coming into contact with any bodily fluids, for example when toileting accidents occur, or a child is sick
* Before and after applying sunscreen.
* After playing in the gardens
* After messy play
* Posters are displayed as visual cues and reminders for children and families to learn about good hygiene practices. The following teaching points are explicitly taught to children to wash their hands effectively:
* Use soap and running water
* Wash hands thoroughly while counting slowly from one to 20
* Wash all parts of the hands including sides and between the fingers
* Rinse hands well to remove soap
* Dry hands with single-use paper towels
* Independent nose blowing is taught and reinforced.
* Staff explicitly teach and model independent nose blowing as part of a programmed Circle Time and at point in time when required. If children cough or sneeze, staff will encourage them to do so into the crook of their arm, rather than in their hand.
* When nose blowing is required, staff will encourage children to use a tissue, holding it either side of the nose, closing the mouth, blowing through the nostrils, wiping the face clean, disposing of the tissue, and washing hands immediately to minimise the spread of infection.
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| Maintaining a clean, hygienic environment | Educators maintain a clean and hygienic environment by following the guidelines in [Staying Healthy: Preventing infectious diseases in early childhood education and care services](https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services).This includes:  * All adults wash and dry their hands thoroughly.
* The preschool, furniture, equipment and toys are regularly cleaned/washed and well maintained.
* Cleaning of high touch surfaces occurs regularly throughout the day. Detergent or soap and water is used when doing basic cleaning such as wiping table surfaces and/or toys, including the use of specific coloured cloths for what the purpose of cleaning is and is signed off when completed.
* Shared equipment is washed with detergent and water, wiped down with a suitable cleaning wipe or sanitised according to manufacturer's instructions and air-dried ready for the next day of learning. Routine cleaning and maintenance of equipment is followed and recorded in a cleaning schedule.
* A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and tabletops.
* Tabletops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily. The preschool SLSO completes this during designated timeframes as part of their daily cleaning responsibilities according to their daily routine.
* Food handling, preparation and storage practices implement the recommendations of the [NSW Health Food Authority](https://www.foodauthority.nsw.gov.au/retail/childrens-services).
* Each morning, after the roll is submitted, children’s lunchboxes are checked for an ice brick. If children’s lunch boxes do not have an ice brick, one will be provided for the day. This will be written on the communication sheet on the lunch trolley and families will be reminded upon pick up of the importance of sending children’s lunches to school with an ice brick. If a child’s lunch box cannot contain an ice brick, it will be refrigerated, and children can ask to access it as needed.
* The preschool fridge is maintained at a temperature **below 5 degrees Celsius.** Preschool educators adhere to food handling recommendations during cooking experiences.
* Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely.
* Staff dispose of nappies into a nappy bag and then place it into a nappy/sanitary bin located in the disabled toilet.
* All first aid items are disposed safely in the BLUE (Kitchen) bin.
* Children are encouraged to dispose of their used tissues into the RED bin.
* Any soiled children’s clothing is placed in a sealed plastic bag to be taken home and washed by the child’s family.
* Staff will assist the child to put their soiled clothes into a plastic bag. Staff will hand the plastic bag on a high hook in the Preschool Bathroom (out of reach of children) until the child is collected from preschool.
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| Sick children  | * 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.
* Staff will discuss the child’s symptoms with the parent or carer and if deemed too unwell to be at preschool, it will be strongly recommended the child be taken home until symptoms improve. If needed, the Principal can be contacted for guidance.
* 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’s parent will be contacted by a staff member and asked to collect their child in certain circumstances.
* An area in the Community Room will be set up for the child to rest whilst their parents or carers are contacted. The child’s temperature will be taken using a forehead thermometer.
* All items the child comes into contact with while resting will be removed and washed so no other child or staff member comes into contact with them (e.g. pillow, sheet, stretcher, toy etc)
* To maintain supervision and appropriate ratios, the Front Office will be contacted to provide support until the parent or carer arrives to collect the child.
* All items the child comes into contact with while resting, will be removed and washed so no other child comes into contact with them.
* When a child has vomiting or diarrhea a parent/carer will be asked to collect their child. If a child appears too unwell to be at preschool and their symptoms are preventing them from participating in play experiences, the child’s parent/carer will be contacted to collect the child from preschool. The preschool educator determines when to contact the child’s parent/carer to collect the child from preschool. If required, the principal will be informed.
* If a child appears very unwell and needs urgent medical attention an ambulance will be called.
* Preschool staff will contact the Front Office who will contact emergency services to request an ambulance to attend.
* An Incident, Injury, Trauma, and Illness Report will be completed and recorded at the Preschool.
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| **Infectious diseases**  | * The preschool will notify the local [Public Health Unit](https://www.health.nsw.gov.au/Infectious/Pages/phus.aspx) (phone 1300 066 055), as soon as practical if a child:
* 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).
* 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 displayed in the Preschool Foyer and on the Sentral Parent Portal.
* 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. These factsheets will be accessed from [NSW Health: Stopping the spread of childhood infections factsheet](https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx)
* 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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| ****Reducing Health Risks**** | Educators will reduce health risks by implementing *Standard Precautions for Infection Control;** Use colour-coded cleaning cloths for different areas (GREEN-Kitchen, BLUE-Craft, RED-Bathroom) and ensure all staff are aware of the code.
* Ensure tissues, face cloths or cloth towels are used one/child.
* Use tissues/gloves when wiping a child’s nose and wash hands thoroughly with soap and warm water, or use an alcohol-based hand rub.
* Dispose of gloves, paper towels and tissues immediately after use into a container with a disposable lining.
* Ensure children do not share sheets and pillowcases, cloth towels or other personal items.
* Ensure hand basins are not used for food and drink preparation or rinsing soiled clothing.
* Be careful with all bodily fluids, secretions and excreta.
* Use disposable gloves at all times when dealing with bodily fluids, secretions, or excreta.
* Display hygiene procedures in bathrooms, staffroom and toilet areas.
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#### **Record of procedure’s review**

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| **Date of review and Who was involved** | **17-12-20**Hylie McEvoy (Preschool Educator)Stacy Matheison (Nominated Supervisor/School Principal) **27/1/22**Michelle Lynch (Pedagogical Leader)**5/5/22**Michelle Lynch (Pedagogical Leader)**16/5/23**Michelle Lynch (Pedagogical Leader)**15/10/2023**Hylie McEvoy (Preschool Educator)Michelle Lynch (Pedagogical Leader) |
| **Key changes made and reason why** | **27/1/22**Localised Procedure updated in response to COVID-19- Smart measures for school 2022. **5/5/22**Localised Procedure updated in response to COVID-19- Smart measures for school 2022. **16/5/23**Updated requirements of managing COVID 19 in ECEChttps://education.nsw.gov.au/early-childhood-education/coronavirus/managing-covid-casesUpdated separation of children in play areas if displaying symptoms of potential infectious disease.Updated coloured cloths and areas for use to inform staff.**15/10/2023**Updated as per Early Learning Leading and Operating Preschool Guidelines vOct2023 |
| **Record of communication of significant changes to relevant stakeholders** | **Principal:** Email & Acknowledgement Spreadsheet 15/10/23**Staff:** Email & Acknowledgement Spreadsheet 8/10/23**Parents:** Sentral Parent Portal 8/10/23Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service. |