



## Dealing with infectious diseases

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><b>NQS: 2.1</b></p> <p><b>Regulations: 88</b></p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Student health in NSW schools: A summary and consolidation of policy</a></p>	<p><a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services</a> 6<sup>th</sup> Edition</p> <p>NSW Health – <a href="#">Stopping the spread of childhood infections factsheets</a></p> <p>ACECQA’s policy and procedures guidelines – <a href="#">Dealing with infectious diseases [PDF 261 KB]</a></p>

## Responsibilities

<p><b>School principal</b></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"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <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><b>Preschool supervisor</b></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"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool teacher(s) and educator(s)</b></p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure’s review are documented.</li> </ul>

## Procedure

<p><b>Immunisation and enrolment</b></p>	<ul style="list-style-type: none"> <li>• 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"> <li>— <b>AIR Immunisation History Statement</b> 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.</li> <li>— completed and signed <b>AIR Immunisation Medical Exemption Form (IM011) – Medical contraindications or natural immunity</b></li> <li>— completed and signed <b>AIR Immunisation History Form – Catch-up Schedule</b></li> </ul> </li> <li>• 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.</li> </ul>
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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A copy of each child’s immunisation history statement or form is stored in their enrolment folder.</li> <li>• An immunisation register is maintained by the School Administrative Officer and a copy is kept in the preschool’s office.</li> <li>• 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.</li> <li>• The School Administrative Officer will phone the parent/carers in Term 2 and 3 and will follow the phone call up with an email as a reminder. If the parent/carer has not responded and updated their child’s immunisation, the SAO will continue to follow-up via phone and send a follow-up email.</li> <li>• Note – the child’s enrolment cannot be terminated if the family do not provide the updated record.</li> </ul>
<p><b>Health and Hygiene practices</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The correct process for handwashing is taught and reinforced.</li> <li>• All teachers and educators talk to and explicitly demonstrate correct hand washing procedures as a group and individually. Visuals are displayed in the children’s bathroom at their height level.</li> <li>• Children are encouraged to wash their hands: <ul style="list-style-type: none"> <li>○ on arrival to preschool</li> <li>○ before and after all mealtimes</li> <li>○ after sneezing, coughing and blowing their nose</li> <li>○ from transitioning into and out of the environments</li> <li>○ when going home.</li> </ul> </li> <li>• Independent nose blowing is taught and reinforced through explicit teaching and displays from the <a href="#">Sneezesafe program</a>.</li> <li>• Children are encouraged to ‘swish and swash’ after mealtimes to keep their teeth free from food or sugar, which may cause decay.</li> <li>• When a pet or the school mascot comes to visit the children and staff wash their hands before and after touching them.</li> </ul>

<p><b>Maintaining a clean, hygienic environment</b></p>	<p>Educators maintain a clean and hygienic environment by following the guidelines in <a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services</a>. This includes:</p> <ul style="list-style-type: none"> <li>• All adults wash and dry their hands thoroughly.</li> <li>• The preschool, furniture, equipment and toys are regularly cleaned/washed and well maintained.</li> <li>• A schedule is in place for cleaning and is stored in the preschool’s office. The SLSO in both rooms is responsible for completing the cleaning schedule.</li> <li>• A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and tabletops.</li> <li>• Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily.</li> <li>• The teacher is responsible for washing any laundry from their room using the preschool’s laundry facilities. This occurs at the end of each group’s week.</li> <li>• Teachers and educators follow the recommendations from <a href="#">NSW Health Food Authority</a> when handling food, preparing, and storing it. All staff wash their hands and wear blue gloves prior to touching food. Tongs are used when sharing food.</li> <li>• Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely.</li> <li>• Bodily fluids are kept in a separate bag and placed in a labelled bin ‘Please dispose of blood or vomit contents in this bin and thoroughly wash it’. This bin is kept in the children’s bathroom, on a shelf out of reach for children.</li> <li>• Any soiled children’s clothing is placed in a sealed plastic bag with the child’s name on it. This bag is placed in a labelled bucket with a lid ‘Children’s clothing’ that is kept in the children’s bathroom on a shelf out of reach for children. A note is placed on the register for parent/carers to ‘please see staff’ to collect their child’s clothes and wash them at home.</li> </ul>
<p><b>Sick children</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If a child appears unwell during the day, the teacher will phone the parent/carers to collect their child from preschool. If the parent/carers cannot be contacted and it is a matter of urgency the child’s emergency contact/s will be phoned to collect the child.</li> <li>• 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.</li> </ul>

	<p>They will be kept under close supervision and made to feel comfortable by resting on a thin, vinyl mat or sitting upright in a chair with quiet activities to choose from. The child’s temperature will be taken by the teacher and/or SLSO, anything over 37 degrees is documented on an Incident, injury, trauma, and illness record. If a child indicates a high temperature, the educator will remove extra clothing such as socks, shoes, and jumper, and encourage the child to take sips of water. The educator will continue to record the child’s temperature every 10-15minutes. The educator supporting this child will clean and wash any items the child comes into contact with while resting so no other child comes into contact with them.</p> <ul style="list-style-type: none"> <li>• The preschool staff will check the temperature of any child they believe may have a fever or who appears unwell. If their temperature is between 37.5 °C and 37.9 °C – retest within 30 minutes. If their temperature is 38.0 °C and over – the parent will be called and asked to pick up their child. Preschool staff must separate the child from the other children while waiting for their parent or carer to arrive.</li> <li>• If a child appears very unwell and needs urgent medical attention an ambulance will be called by the SAO, once the teacher has phoned the schools office. The SAO is responsible for informing the Principal/NS. The Principal/NS will immediately attend to the preschool.</li> </ul>
<p>Infectious diseases</p>	<ul style="list-style-type: none"> <li>• The preschool will notify the local <a href="#">Public Health Unit</a> (phone 1300 066 055), as soon as practical if a child: <ul style="list-style-type: none"> <li>– has a vaccine preventable disease; diphtheria, mumps, poliomyelitis, haemophilus influenzae Type b (Hib), meningococcal disease, rubella (German measles), measles, pertussis (whooping cough), tetanus</li> <li>– 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).</li> </ul> </li> <li>• 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.</li> <li>• The regulations do not state a child requires a doctor’s clearance to return to preschool.</li> <li>• If an enrolled preschool child is diagnosed with an infectious disease, all parents/carers will be notified via a message posted at the preschool entrance or via the School Bytes.</li> <li>• Any communications with families will maintain the privacy of the infected child.</li> </ul>

	<ul style="list-style-type: none"> <li>• All parents and carers will be supplied with a factsheet about the disease which lists its symptoms. The factsheet is sourced from NSW Health and provided to families by the Principal/NS.</li> <li>• 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.</li> </ul>
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### Record of procedure's review

<b>Date of review</b>	18 Aug 2024
<b>Who was involved</b>	Early Learning, Jodie Field and Ian Tapuska
<b>Key changes made and reason why</b>	<p>Adjusted Sentral to School Bytes</p> <p>23 October, 2024</p> <p>Included details regarding head injuries and phoning home, and children going home</p> <p>Added information from the 6<sup>th</sup> Edition of Staying Healthy in ECE regarding checking and monitoring temperatures in children</p>
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: Ian Tapuska</p> <p>Staff: Catherine Bateup, Emma Vilarrubi</p> <p>Parents:</p> <p>Please 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.</p>