



## Dealing with infectious diseases Preschool Procedure 2025

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



## Responsibilities

<b>School principal</b>	<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>
<b>Preschool supervisor</b>	<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>
<b>Preschool teacher(s) and educator(s)</b>	<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> <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.</li> <li>• The register is maintained by the preschool team. The school administration team shares updates on children's immunisation via an excel spreadsheet with the preschool teacher. The preschool teacher stores all updated spreadsheets in the immunisation register.</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 preschool team will talk with families when children are turning four to share updated immunisation information with the school administration team.</li> </ul>
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<b>Health and Hygiene practices</b>	<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>• The correct process for handwashing is taught and reinforced. Children are required to wash their hands:<ul style="list-style-type: none"><li>○ before every meal</li><li>○ after playing outside</li><li>○ after touching or feeding the chickens</li><li>○ after collecting the eggs from the coop</li><li>○ after touching animals</li><li>○ after blowing or picking their nose</li><li>○ after gardening activities</li><li>○ before cooking experiences</li><li>○ during cooking experiences if they lick their fingers</li><li>○ after using the toilet</li><li>○ when they are dirty from play</li></ul></li><li>• When teaching children to wash their hands we exercise the following points:<ul style="list-style-type: none"><li>○ Use soap and running water</li><li>○ Wash hands thoroughly</li><li>○ Wash all parts of the hands including sides and between the fingers</li><li>○ Rinse hands well to remove soap</li><li>○ Sing “Happy Birthday” song twice or count 20 seconds</li><li>○ Wipe hands using one paper towel and dispose of the towel in the bin</li><li>○ Follow visual hand washing guides/displays</li></ul></li><li>• Independent nose blowing is taught and reinforced. Independent nose blowing is taught and reinforced. Tissues are located around the preschool and in the outdoor area for children to use. Educators model how to blow their nose and children are given verbal prompts.</li><li>• Children are taught to cough into their elbow.</li></ul>
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<b>Maintaining a clean, hygienic environment</b>	<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. The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained. The SLSO does the cleaning and the teacher helps as necessary. All cleaning is noted in the cleaning register.</li><li>• A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and table tops.</li><li>• Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily. The SLSO or teacher does this washing when required. Table-tops are cleaned before and after meals and after indoor play. Washing is completed as necessary and when convenient throughout the day.</li><li>• Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. Educators use effective hand washing before and during food handling and cooking experiences. Children's lunches are stored in the fridge and the temperature is checked daily. Preschool drink bottles and utensils that are used by the children are washed at the end of the day.</li><li>• Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. They are bagged and placed in a pedal bin in the laundry which is emptied by educators into the bin at the end of the day, once the children have left Preschool. The cleaner then empties the bins.</li><li>• Any soiled children's clothing is placed in a sealed plastic bag or the child's own wash bag to be taken home and washed by the child's family. The educator who changes the child is responsible for putting the soiled clothes in a bag. The bag is left in the soiled clothing bucket in the laundry and a note is placed on the sign-in register to see a staff member to collect the soiled clothing at pick-up time.</li></ul>
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<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. The Educator will refer to this procedure and, when applicable, display the relevant factsheet and exclusion period from <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i> on the infectious diseases poster that is displayed in the foyer and on Kinderloop.</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. They will be kept under close supervision by all team members and made comfortable. A bed can be set up near the office door or the verandah. Their temperature may be taken if the child feels warm using an infrared forehead thermometer.</li> <li>• 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).</li> <li>• The child's parent/carer will be contacted by a staff member and asked to collect their child in certain circumstances. If the parent / carer cannot be contacted, a person who is authorised to collect the child will be contacted. The educators together will make the decision to contact the parents.</li> <li>• If a child is very unwell and needs urgent medical attention an ambulance will be called. The preschool calls the ambulance and then contacts the parent / carer and principal as soon as possible.</li> <li>• Ensure that any children that are suspected of having an infectious illness are responded to and their health and emotional needs are supported at all times.</li> <li>• Advise families at the enrollment interview that they need to alert the service if their child is diagnosed with an Infectious Illness / disease.</li> <li>• Parents / carers must keep their child who is unwell at home until they are fully recovered, particularly if they are contagious, have a temperature, ear infection, conjunctivitis, vomiting, diarrhoea, a severe cough, or continually runny nose. Refer to guidelines on the Department's website for exclusion times</li> <li>• 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 (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>. This table is included in the preschool handbook and a poster is displayed in the preschool.</li> <li>• 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 (02) 4221 6700).</li> </ul>
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<b>Infectious diseases</b>	<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, including those who are not fully vaccinated.</li> <li>• The regulations do not state a child requires a doctor's clearance to return to preschool.</li> <li>• Any communications with families will maintain the privacy of the infected child.</li> <li>• All parents and carers will be supplied with a factsheet about the disease which lists its symptoms. The factsheets will be shared from <i>Staying Healthy (5<sup>th</sup> Ed.): Preventing infectious diseases in early childhood education and care services</i>.</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>	16/05/2025
<b>Who was involved</b>	Alice Wigny, Elisa Higgs, Amanda Falcon, Ellie Turton, Rebecca Cheetham & Jodi Niedermayer
<b>Key changes made and reason why</b>	Clarification of current practices.
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: 22/4/2025 Staff: 16/05/2025 Parents: 1/6/2025 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.



<b>Date of review</b>	21/02/2024
<b>Who was involved</b>	Alice Wigny, Elisa Higgs, Amanda Falcon, Natalie Shephard & Jodi Niedermayer
<b>Key changes made and reason why</b>	Updates provided by Early Learning
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: Staff: 21/02/24 Parents: 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.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.