

Oak Flats Public School 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 Health	Regulation 88 Infectious diseases Part 4.7 Governance and Leadership Division 2 Policies and Procedures	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 preschool procedures		
<ul style="list-style-type: none"> ● Incident, injury, trauma and illness ● Nappy Changing Procedure ● Nutrition, food and beverages and dietary requirements 		
Introduction		
<p>Ensuring the health and safety of children, and staff, and supporting children's ongoing wellbeing, is a core focus of our preschool. Educators need to be aware of the likelihood of young children being exposed to an infectious illness whilst in care. Maintaining hygiene practices within the centre and teaching young</p>		

children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely and current information will further support this process.

Staff roles and responsibilities

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.
- that all information regarding the prevention of infectious diseases is sourced from a recognised health authority, such as: *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* (5th edition), National Health and Medical Research Council (2006), and the NSW Health, or NSW public hospitals websites;
- staff are notified of the recommended immunisations for people working with children.
- staff are informed of the advice of the health department, or local health unit regarding infectious diseases as required
- at least one staff member working within the Preschool environment holds a current approved first aid qualification - HLTAID004 Provide an emergency first aid response in an education and care setting.

<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:</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. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool.● 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.● appropriate health and safety procedures, as outlined in <i>Staying Healthy in Childcare - Preventing Infectious Diseases in Child Care</i> (5th Edition) are implemented when tending to ill children and to prevent the spread of infectious diseases at the service

Procedure

Immunisation

- Children cannot commence preschool unless their parent / carer has provided an *Australian Immunisation Register (AIR)* history form or history record that shows the child:
 - 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. The school office updates the immunisation records and provides an immunisation register that is kept in the preschool.
- An immunisation register is maintained. 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. Once a child has turned four the school office contacts the parents / carers to remind them that an updated immunisation statement is required. The office staff record the contact and note when a follow up call is required.
- A child's enrolment cannot be terminated if the family do not provide the updated record.

Health and Hygiene practices

- 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. Children are required to wash their hands:
 - before every meal
 - after playing outside
 - after touching or feeding the chickens
 - after collecting the eggs from the coop
 - after touching animals
 - after blowing or picking their nose
 - after gardening activities
 - before cooking experiences
 - during cooking experiences if they lick their fingers
 - after using the toilet
 - when they are dirty from play
- When teaching children to wash their hands we exercise the following points:
 - Use soap and running water
 - Wash hands thoroughly
 - Wash all parts of the hands including sides and between the fingers
 - Rinse hands well to remove soap
 - Sing “Happy Birthday” song twice
 - Wipe hands using paper towel and dispose of the towel in the bin
 - Follow visual hand washing guides/displays
- 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.
- Children are taught to cough into their elbow.

Maintaining a clean, hygienic environment

- Educators maintain a clean and hygienic environment by following the guidelines in *Staying Healthy (5th Ed.): Preventing infectious diseases in 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. The SLSO does the cleaning and the teacher helps as necessary. All cleaning is noted in the cleaning register.
 - 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. 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.
 - Food handling, preparation and storage practices implement the recommendations of the [NSW Health Food Authority](#). Gloves are worn by educators when handling children's food and during 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.
 - 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 the cleaner at the end of the day.
 - Any soiled children's clothing is placed in a sealed plastic 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 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.

Sick children and children with an infectious disease and exclusion

- If a child arrives at preschool 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. The Educator will refer to this procedure and exclusion from preschool poster that is displayed in the foyer.
- 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. Their temperature may be taken if the child feels warm using an infrared forehead thermometer.
- 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)
- The child's parent / carer will be contacted by an educator and asked to collect their child who is unwell. 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.
- 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.
- 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
- Advise families at the enrollment interview that they need to alert the service if their child is diagnosed with an Infectious Illness / disease.
- 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
- Children with a diagnosed infectious disease will be excluded from attending preschool for the minimum exclusion period recommended in table 1.1 of *Staying Healthy (5th Ed.): Preventing infectious diseases in early childhood education and care services*. This table is

	<p>included in the preschool handbook and a poster is displayed in the preschool.</p> <ul style="list-style-type: none">● 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).
Notification of an infectious disease	<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. A message will also be placed on Kinderloop and the school's communication app - enews.● 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. Fact sheets are located in the school office or sourced from the education department or NSW health internet sites.● Early Learning will be notified (phone 1300 083 698) as soon as practical.● The local public health unit will be contacted (phone (02) 4221 6700) 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.

Specific infectious disease – COVID-19 (Coronavirus)

- Current advice regarding COVID-19 is located on the NSW health website www.health.nsw.gov.au
- Current advice regarding COVID-19 guidelines for schools is located on the NSW Department of Education website <https://education.nsw.gov.au/covid-19>
- Students and staff currently excluded from school are those who:
 - have flu-like symptoms, a fever or ongoing cough (or otherwise sick)
 - are under medical assessment
 - have been diagnosed with Coronavirus
- Reducing the Risk:
 - Stay home if you feel unwell
 - Seek medical attention
 - Maintain social distancing of 1.5m
 - Practice hand hygiene
 - Non-contact greetings
 - Cough/sneeze into elbow
 - Self-isolate as required
 - Stay updated via NSW Health
- A Risk Management Plan is in place for the preschool environment and is located in the procedures and risk assessment folder in the preschool office and foyer.
- OFPS has a Risk Management Plan in place for the whole school environment.
- In the case of a child or staff member contacting COVID-19 who has been at preschool, a note will be put on Kinderloop and on the enews app. A notification is to be made to the Early Learning Unit phone 1300 083 698.

In the event of an outbreak of COVID 19 the following measures will be implemented:

Arrival and Departure of Children

- Only 4 families at a time are to be in the outdoor entrance foyer. Other families are to wait outside the preschool gate maintaining adequate social distancing.
- The attendance books will be located in the outdoor entrance foyer.
- Families are to sign their child in and then leave them at the preschool door with a staff member who will walk them into preschool and help them with their bag.
- Families are requested to bring their own pen to use.

- Preschool pens are disinfected between uses.
- Childrens hands will be disinfected with sanitizer before entering the preschool building. This will be supervised by staff.
- At departure time only 4 families at a time are in the outdoor entrance foyer. Other families are to wait outside the preschool gate maintaining adequate social distancing.
- Families are to sign their child out and then collect them from the preschool door.
- No families are to enter the preschool unless there is a valid reason that has been discussed with the staff.
- Staggered start and finish times may be implemented to allow for social distancing.

Cleaning

- Increased daily cleaning is to be conducted by preschool staff. Additional resources to support cleaning are provided by the education department.
- Preschool is provided with essential hygiene products, e.g. hand sanitizer and disinfectant wipes.
- Washing with detergent and water or diluted disinfectant and water, as required to high touch areas, including but not limited to, handles, taps, door frames, shelves, fridge door, pencils, containers, toys, blocks, pencils, equipment, books, keyboards, ipads, table tops, chairs.
- If children are observed mouthing objects - remind children about being germ safe and disinfect the object straight away.
- Enhanced cleaning by contractors is in place with increased focus on high touch points.
- Adequate supplies of hand soap and toilet paper have been sourced and will be checked and replenished as needed.

Routine

- The routine is adjusted to avoid large groups of children together.
- Visits to the school are not carried out unless necessary.
- No more than 4 children are allowed in the sandpit.

- Learning is conducted in the outdoor environment as much as possible.
- Social distancing will be adhered to during meal times. This may require the introduction of staggered meal times.
- Markings are put on the ground as visuals for space requirements particularly in areas where groups of children may come together for a short period of time, for example when waiting for the bathroom.
- Drink bottles are to be kept in individual lockers not together.
- Playdough is not to be used.
- Intentional teaching of washing hands and role modelling is conducted by the educators.
- Intentional teaching of social distancing is conducted.
- Discuss sneezing and coughing into elbow or tissue and washing of hands straight after.
- Supervision of handwashing in the bathroom and sink is conducted throughout the day.

Other

- Parents have the option of keeping their children home or sending them to school.
- Students who are vulnerable are identified and discussed with their family.
- A hand held non-contact thermometer is used to monitor children who show symptoms of being unwell.
- Dots are to be used on the floor for group times to provide personal space – recommended 1 metre to 1.5 metre spacing
- Prefer fresh air and fans, open windows and doors – no use of air conditioner unless necessary
- Parents or family are phoned to collect their child if unwell and notified to keep them home until well.
- Reminders are put on Kinderloop about keeping children home if they are sick or have a temperature.
- Soft toys, pillows and blankets are washed and temporarily packed away.
- Handwashing, hygiene and other key information posters are displayed.

- Place handwashing information and current coronavirus updates on Kinderloop, school facebook page, newsletter, e-News, school website

Staff

- Staff understand the symptoms of COVID-19 and follow the school agreed process.
- Staff are to follow procedures regarding reporting and supporting a child who is unwell.
- Staff are encouraged to read DoE and in school information carefully and keep aware of current updates and guidelines.
- Staff will use Personal Protective Equipment when required.
- Staff who are unwell, particularly those with any form of respiratory illness, should remain at home and seek medical attention as required.

Communication

- Usual communication channels, such as school ENews, website, email, electronic newsletters, facebook and Kinderloop will continue to be used to communicate with the preschool families.
- Preschool families are encouraged to download the “NSW School Updates” App, for current updates on school operational status.

School Closure

- In the event of a school closure due to COVID 19, learning from home will be conducted and information about the program will be sent to families via Kinderloop.
- Paper copies of the program will be available from the school office.
- Families are requested to keep children at home unless they must come to preschool due to for example work commitments.
- Learning at the school may be conducted in a classroom within the school.
- Limited staff will be on the school grounds.
- Staff can be contacted via Kinderloop.

Record of procedure's review
Date of review and who was involved
10/08/2022 Sarah Beesley, Nicole Tate, Kellie Urszulak
Key changes made and reason/s why
Annual review Update format to align with department guidelines Change information regarding COVID-19
Record of communication of significant changes to relevant stakeholders
Notified Responsible person in charge to review - 11/08/2022 Posted on Kinderloop for parents/carers to review - 24/08/2022

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