

Orange Grove Public School Preschool

Dealing with Infectious Diseases Procedures

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 88	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 procedure		
Nutrition, food and beverages and dietary requirements		

Record of procedure's review
Date of review and who was involved
03/05/23- by Lauren Tinslay
Key changes made and reason/s why
<ul style="list-style-type: none"> - Removal of enhanced COVID cleaning measures such as individual playdough bags, extra daily disinfectant cleaning of high touch surfaces by contract cleaners due to removal of this requirement in schools. - Removal of mandated exclusion period for children with COVID-19 and exclusion of children with flu like symptoms, due to changes in policy from NSW Health.
Record of communication of significant changes to relevant stakeholders
<ul style="list-style-type: none"> - Communicated to preschool staff and principal on 01/03/23

Staff roles and responsibilities	
School principal	<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

Staff roles and responsibilities	
	<ul style="list-style-type: none"> all procedures are current and reviewed as part of a continuous cycle of self- assessment.
Preschool supervisor	<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.</p> <ul style="list-style-type: none"> 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.
Preschool educators including K-6 staff, relief staff and casual staff	<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 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, at least annually, or as required ensuring the details of this procedure's review are documented. analysing complaints, incidents or issues and what the implications are for the updates to this 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:

- o is fully immunised for their age, or;
- o has a medical reason not to be vaccinated, or;
- o 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 at the school office.

An immunisation register is maintained by the Preschool educators in a OneNote file including children's date of birth to see when they are due for 4 year old vaccinations.

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 through a message on Seesaw. The school office forwards the immunisation record to the preschool educators who update the immunisation register.

Children who have turned 4 and have not provided an updated immunisation record are reminded by the preschool educators. Families are advised that children who have not provided an updated immunisation

record or who are unimmunised for a disease may be asked to stay at home if there is an outbreak of that vaccine preventable disease in the preschool.

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 preschool positive behaviour for learning program explicitly teaches children the routine of toileting using hygienic practices as well as the importance of not sharing food with others for hygiene purposes and reinforces this learning through visual displays in the relevant areas.

The correct process for handwashing is taught by educators and reinforced through regular discussions and visual prompts for each step of handwashing located in the hand washing area. Each year, children participate in an experiment showing how germs, symbolised with pepper, "run away" from soap in a bowl of water to illustrate how soap works to remove germs.

Children are reminded to wash their hands regularly throughout the day including before meal times, after using the toilet, coughing, blowing their nose, when transitioning from outside to inside and before cooking experiences.

Independent nose blowing is taught at the start of the year and regularly re-taught through the breathe, blow, cough video. Appropriate nose blowing techniques are reinforced by educators on an as needed basis. The whole group and children experiencing a running or blocked nose are explicitly taught by an educator to blow their nose and dispose of the tissue hygienically. Tissue boxes are available in the classroom and outdoor area for children to access when needed. Visual prompts on the boxes remind children to dispose of their tissues into a bin and wash their hands afterwards.

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 or sanitise their hands thoroughly. Posters near hand washing sinks and sanitiser dispensers show the correct procedures for handwashing or hand rub.
- The preschool, furniture, equipment and toys are regularly cleaned / washed and well maintained by preschool educators, the school General Assistant and contracted cleaners. A cleaning schedule is used each term to ensure this occurs regularly.
- Chairs, benches, furniture and tables are washed daily with warm, soapy water and left to air dry.
- Children's playdough is thrown away after 2 weeks and replaced with fresh playdough. Playdough tools and equipment are washed daily every 2 weeks, or as required.
- The preschool classroom, floors and bathroom are mopped, vacuumed and cleaned daily by contracted cleaners using hot soapy water and disinfectant spray. Garbage bins are removed daily by contracted cleaners. Garbage bins have bags in them and are washed each term, or as required, in hot soapy water and left to air dry.

- Educators and contract cleaning staff use colour coded cleaning cloths, mops and buckets for different areas and cleaning uses (see diagram attached). All educators and cleaning staff are made aware of this code and information is displayed near the cleaning cloths in the children's bathroom and the sink in the Preschool office. This information is also provided in the casual teacher folder.
- The preschool compost bin is emptied daily and washed in hot soapy water each week and left to dry over the weekend.
- Mouthed toys, dirty blankets or cushions, cleaning cloths and spare hats or clothes are washed after use or each day in the preschool washing machine by educators. These are dried using a dryer.
- Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. This includes storage of perishable foods in children's lunchboxes or for programmed experiences in a fridge or freezer kept at below 5 degrees (fridge) and -18 degrees (freezer) Celsius. The temperature of the fridges and freezer are checked daily as part of the daily safety checklist. Food handling and preparation as part of the preschool program occurs in line with the Preschool nutrition, food and beverages procedures such as using gloves or tongs to serve food, hand washing by adults and children when cooking and the use of clean separate platters, cutting boards and plates for preparing fruits, vegetables and perishable foods.
- Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are cleaned with disposable paper towel, handled and disposed of safely using gloves and plastic bags to create a barrier and contain the items, then disposed of in a lidded bin. The bin is removed at the end of each day by the contract cleaners. Disinfectant is used to clean any areas contaminated with bodily fluids.
- Disposable paper towelling is also available for use when cloth towels are not suitable such as when surfaces are contaminated with bodily fluids including blood, urine, faeces and vomit.
- Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family. The sealed bag is placed within another bag and stored in the children's bathroom with the child's schoolbag. At the end of the day, educators tell the child's family or inform them via Seesaw about the incident, if the child attends after school care.
- In the case of an outbreak of infectious disease in the preschool, high touch areas and other hard surfaces, door handles, light switches, handrails and high movement areas are cleaned with disinfectant and repeated daily until the outbreak has ended.

Sick children

If a child arrives at preschool obviously 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. Educators will ask family members about recent symptoms including coughing, fever, vomiting and diarrhoea to determine whether a child is not well enough to stay at preschool. Educators may consult with the principal to seek advice before sending a child home who appears unwell.

In accordance with the "[Staying Healthy in Childcare Guidelines](#)" (page 99) **children who have been vomiting or had diarrhoea the last 24 hours must not attend preschool and not return to preschool until they are feeling well and they have not had any symptoms for at least 24 hours.**

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 by one educator and made comfortable in the veranda area, away from other children. 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, blanket).

An educator will take their temperature using a forehead thermometer. Any child who has a temperature of over 38 degrees Celsius will have their temperature taken 3 times over 10 minutes and if it remains above 38 degrees Celsius, their family will be called to collect them. 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. cushion, blanket, toys).

A child who vomits or has diarrhoea while at preschool will be supported by an educator wearing gloves to remove any soiled clothes and place them in a sealed bag, clean any vomit or diarrhoea off their body and to change their clothes as needed. The child will be isolated from other children and their family member called to collect them. They must **not return to preschool until they are feeling well and they have not had any symptoms for at least 24 hours.**

Educators will clean and disinfect any furniture, floor, toilet, sink, toys and equipment that may have come into contact with vomit or diarrhoea using gloves and disposable paper towel, warm soapy water and disinfectant.

Where carpets have been contaminated, educators will section off that area using chairs or shelving and apply vomit absorbent powder to the area. The area will be left to dry, then vacuumed and cleaned with warm soapy water. Disinfectant spray for soft surfaces will then be used on the area after children have gone home for the day.

If a child appears very unwell and needs urgent medical attention an ambulance will be called by a preschool educator. The preschool educator will then call the school office and principal to ask for assistance. A member of the school office staff will come to the preschool to support care for that child and supervision of other children.

The child's family or emergency contact will be notified as well as the approved provider, Early Learning who will make a notification of serious incident to the NSW Early Childhood Education Directorate on behalf of the preschool.

Educators record all relevant information when children develop an illness while at preschool into the "Incident, Injury, Illness, Trauma record" which is then signed by their family and if required, the school principal.

Children with an infectious disease and exclusion

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 information is displayed in the foyer of the preschool.

If the outbreak is for a vaccine preventable disease, any child not immunised for that disease (i.e. unvaccinated or 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 (phone 1300 066 055).

Notification of an infectious disease

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 (see attached template) and via the Seesaw app. Any communications with families will maintain the privacy of the infected child. Families will be supplied with a factsheet about the disease which lists its symptoms, from the [NSW Health website](#).

The local public health unit will be contacted (phone 1300 066 055) 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.

Ventilation

To improve ventilation and reduce the risk of transmission in indoor areas an electronic ventilator is installed in the Preschool indoor space. This is turned on each morning as part of the daily safety check and the external filters are cleaned regularly. The internal filter is monitored by staff and changed as required.

Record of previous procedure review
Date of review and who was involved
27/04/22- by Lauren Tinslay
Key changes made and reason/s why
- Updating the COVID-smart practices based on changes to the COVID-19 in schools regulations.
Record of communication of significant changes to relevant stakeholders
28/04/22- Kylie Pearse (educator), Scott McBain (Preschool supervisor)
29/04/22- Kasey Heness (Nominated Supervisor)
09/05/22- communicated to the school Parents and Citizens association

Cleaning Colour Codes

BLUE

General use – general areas such as desk tops, window ledges, dusting and outdoor eating benches.

GREEN

Food – kitchen.

RED

Bathroom/Toilets – high risk areas such as urinals, toilets.

BLACK

Art and Craft areas- Paint, glue etc.

Disposable paper towels and gloves are to be used for contaminated or hazardous surfaces e.g. with blood, vomit.

Template for infectious disease at preschool

Infectious disease notification

Date	
Reported infectious disease	
Number of cases reported	
Steps we are taking to prevent the spread of the disease at our preschool	
What can families do to minimise the risk of infection?	