

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 COVID-19 guidelines for ECEC services (nsw.gov.au)		
Related procedure		
Nutrition, food and beverages and dietary requirements		

Record of procedure's review
Date of review and who was involved
16/04/2020- Lauren Tinslay 15/04/2021 - Kate Jones 14/10/2021 - Kylie Pearse
Key changes made and reason/s why
<ul style="list-style-type: none"> - Adding roles and responsibilities for principal, supervisor and educators to improve clarity of who is responsible for each task. - Changing structure and order of information to improve access to necessary information. - Updating of cleaning practices in response to changes to the COVID-19 guidelines for schools – October 2021 - Clarification of when sick children will be sent home after fever, vomiting and diarrhea due to family feedback.
Record of communication of significant changes to relevant stakeholders
15/04/2021 - communicated to Kasey Henness 21/04/2021 - communicated to the P&C 15/10 - communicated to Kasey Henness and the P&C

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 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.

Covid19 Vaccination required by staff from October 18th

From 8 November, OGPS office staff to ensuring all staff visiting the premises (including volunteers, all contractors, maintenance staff, cleaners and all other workers who are on site) are fully vaccinated.

An accurate and up to date record of COVID-19 vaccination for all staff visiting the premises is maintained by the OGPS school office staff.

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 important 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 on arrival at preschool, before meal times, after using the toilet, coughing, blowing their nose, when transitioning from outside to inside, before cooking experiences and before going home for the day.

Independent nose blowing is taught and encouraged 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.

Face masks are worn in all indoor settings. Masks are worn by all adults (staff and visitors) at all times in indoor settings (10/21)

At times the staff may remove their mask to communicate to the children and during eating times.

Physical distancing between adults of 1.5m, is adhered to wherever possible.

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.
- Chairs, benches and tables are washed daily with warm, soapy water and left to air dry. They are also disinfected during the day by a contract cleaner.
- Preschool furniture and equipment are washed by educators twice per week using warm soapy water, between each group.
- Scissors, glue sticks and drawing materials (pencils, markers, crayons) are split into separate containers for each group and rotated twice a week, so that each group only uses their own container materials. Paint and glue brushes and pots are washed daily in warm soapy water and left to air dry. These are replaced for the following day.
- Preschool toys are stored in separate boxes labelled for each group and rotated twice per week so that each group only uses their own boxes of toys. Toys are washed once per term or as required in warm soapy water and left to air dry. Dress ups, blankets, cushions and puppets are washed twice per week, between groups.
- Children's playdough is stored in separate, sealed bags labelled with each child's name. Children are taught to only play with their own dough and not to touch others' dough. Playdough is replaced twice per term. Playdough tools and equipment is washed daily in warm, soapy water and left to air dry.
- Outdoor equipment and toys (sand pit equipment, dress ups, games) are separated into boxes and rotated twice per week between groups so that each group only uses their own box. These are washed each term as part of the end of term cleaning list, or as needed when dirty. Shared equipment such as bikes, scooters and balls are cleaned and sprayed with disinfectant twice weekly, between groups and left to air dry.
- The preschool classroom, floors and bathroom are mopped, vacuumed and cleaned daily by contracted cleaners using hot soapy water and disinfectant spray. Garbage bin are removed daily by contact 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 and soft plastics recycle bin are emptied 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 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.
- 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.
- High touch areas and other hard surfaces, door handles, lockers. Light switches, handrails and high movement areas cleaned daily (and more frequently if relevant)

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.

In accordance with NSW Health's COVID-19 [guidelines for schools](#), any child with flu like symptoms must not attend preschool and must be tested for COVID-19. The child's family must provide the child's negative COVID-19 test result to the school office and confirm that the child is symptom free before they can return to preschool.

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.

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).

During periods of high community transmission rates or during an outbreak of COVID-19, in accordance with NSW Health's COVID-19 [guidelines for schools](#), any child who develops flu like symptoms must leave preschool and must be tested for COVID-19. The child's family or emergency contact will be called to collect them., where possible, the child will be separated from other children until collected. If a child appears unwell at drop off, the parent/carer's will be asked to take their child home. The child's family must provide the child's negative COVID-19 test result to the school office and confirm that the child is symptom free before they can return to preschool.

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.

Families are to advise if children are attending other services and a log of all staff and children who have been moving between services is kept to support contact tracing.

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. 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 during Covid19 staff will where possible set up the outdoor space for the day reducing the length of time the children spend indoors all together. Group times (including group singing or chanting) will be scheduled for the outdoor space

Doors and windows will be kept open where possible and air pollution.

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?	