Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Dealing with infectious diseases – preschool procedure table

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 Student health in NSW schools: A summary and consolidation of policy	Staying Healthy: Preventing infectious diseases in early childhood education and care services NSW Health – Stopping the spread of childhood infections factsheets ACECQA's policy and procedures guidelines – Dealing with infectious diseases [PDF 261 KB]

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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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	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 which includes: • 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.
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

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Procedure

Immunisation and enrolment	• 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:
	  ○ **AIR Immunisation History Statement** 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.
	  ○ completed and signed **AIR Immunisation Medical Exemption Form (IM011) – Medical contraindications or natural immunity**
	  ○ completed and signed **AIR Immunisation History Form – 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 for Aboriginal and Torres Strait Islander children.
	• 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.
	• A copy of each child's immunisation history statement or form is stored in their individual file.
	• An immunisation register is maintained and updated by the preschool administration officer. This information is located in the **teams/preschool/ 2025/ADMIN/STUDENT INFORMATION.**
	• Families of children turning four during the preschool year are reminded by the preschool administration officer to supply the school office with their child's updated immunisation statement or form. The date of parent reminder is recorded in the **teams/preschool/ 2025/ADMIN/STUDENT INFORMATION.**

Health and Hygiene practices	• 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. • The correct process for handwashing is taught and reinforced. • Care is taken to wash hands after finishing activities during high transmission times, before and after eating and regularly during the day. Discussion, explicit learning, modelling by staff and picture cues are all part of the routine. • Independent nose blowing is taught and reinforced. • Daily supervised dental care is implemented after eating using the Swish and Swallow strategy. • Independent nose blowing is taught and reinforced. This is done daily as part of daily practice when needed for individual children.

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Maintaining a clean, hygienic environment	Educators maintain a clean and hygienic environment by following the guidelines in Staying Healthy: 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. • Detergent /soap and water /disinfectant and sun drying techniques are preferred for accidental spills and cleaning throughout the day. • A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and tabletops. • Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily by school based SLSOs using the available main site washing facilities. • Food handling, preparation and storage practices are implemented according to the recommendations of the NSW Health Food Authority for family and school provided foods. • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely using the Spills Clean-up kit available in the preschool main room. • Should a child with a toileting delay diagnosis be enrolled the preschool will provide appropriate changing facilities and nappy disposal bins. • Any soiled children's clothing is placed in a sealed plastic bag by the attending staff member to be taken home and washed by the child's family. Soiled clothing is stored in a bag in a sealed tub until the child is collected from preschool.

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Sick children	• 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 teacher will ask if the child has had a fever, diarrhea or vomited in the previous 24 hours. If he child has had any of these symptoms the child will not be permitted to attend preschool until 24 hours after the last symptom was present. • 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 and made comfortable. • The ill child will be made comfortable in a quiet area in the main room or a suitably quiet area outdoors where they can be visually monitored. • All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with them. • The child's parent will be contacted by administration staff and asked to collect their child in certain circumstances. These circumstances include an elevated temperature, headache, ongoing stomach upset, diarrhea, rash or headlice. • The preschool teacher will inform the site manager that there is an ill child at preschool and explain the symptoms. The site manager will make the decision that the child is to be sent home and request that an administration member contact the parents/carers to do so. • If a child appears very unwell and needs urgent medical attention an ambulance will be called. If anaphylaxis or a severe asthma attack is suspected the preschool teacher will direct the SLSO to immediately call for an ambulance while they administer first aid. • In all other circumstances the site manager will decide if an ambulance is to be called.

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Infectious diseases	• The preschool will notify the local Public Health Unit (phone 1300 066 055), as soon as practical if a child:
	  ○ has a vaccine preventable disease; diphtheria, mumps, poliomyelitis, haemophilus influenzae Type b (Hib), meningococcal disease, rubella (German measles), measles, pertussis (whooping cough), tetanus
	  ○ 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).
	• 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.
	• The regulations do not state a child requires a doctor's clearance to return to preschool.
	• 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 and a letter with more detailed information provided to all parents/carers at drop off or pick up as timing dictates.
	• 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 from NSW Health Infectious Diseases.
	• 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.

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Record of procedure's review

Date of review	13/5/2025
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Nil changes Parents: Nil changes required for this procedure. 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.

Date of review	9/05/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes - updated template available from Early Learning
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. 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.

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Copy and paste the section below to the bottom of the table each time a new review is completed.

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Key changes made and reasons why	
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