**Ashcroft Public School Preschool Procedure**

**Dealing with infectious diseases**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 88](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s88.html)[Regulation 168 (2)(c)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01
* Infection Control Procedure
* Infectious diseases information
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| **Key reference:** |
| [Staying healthy: Preventing infectious diseases in early childhood education and care services, 5thedition, 2013](https://www.nhmrc.gov.au/guidelines-publications/ch55). Australian Government National Health and Medical Research |
| **Procedures:** |
| **Hygiene Practices*** Educators will explicitly teach and reinforce effective handwashing using the following points;
* use soap and running water
* wash hands thoroughly while singing a familiar nursery rhyme, such as *This is the way…wash our hands* or *Happy Birthday.*
* wash all parts of the hands including sides and between the ﬁngers
* rinse hands well to remove soap
* dry hands with a new paper towel, then dispose of it
* If they need to cough or sneeze, the children are encouraged to do so into the crook of their arm, rather than a hand. This way, germs aren’t spread around the preschool as the child touches things and we are able to minimise the spread of infection.
* Educators will reduce health risks by implementing *Standard Precautions for Infection Control;*
* ensure tissues and paper towels are single-use only
* use tissues when wiping a child’s nose
* after wiping a child's nose, wash hands thoroughly with soap and warm water, or use an alcohol-based hand rub
* dispose of gloves, paper towels and tissues immediately after use into a container with a disposable lining
* ensure children do not share personal items
* ensure food preparation is done in the kitchen
* ensure any soiled clothing is dealt with in the laundry
* use disposable gloves at all times when dealing with bodily ﬂuids, secretions or excreta and disinfectant for surface cleaning.
* Follow hand washing, nappy changing and cleaning guidelines, as displayed in the preschool.

**Environmental cleaning*** Educators will implement the recommendations in *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care (5th Edition)* to prevent the spread of infectious diseases at the service to maintain a hygienic environment.
* Table-tops will be wiped with warm, soapy water. Disinfectant will be used to clean any spills of bodily fluids.
* Soiled linen, doll’s clothes and cushion covers are washed in our laundry washing machine.
* Once a day, a contracted cleaner will remove rubbish and clean the preschool floor and bathrooms.

**Child who become sick at preschool*** Families will be asked to keep any child who is unwell at home until they are fully recovered, particularly if they are contagious, have a severe cough, diarrhoea or continually runny nose.
* Children who become unwell at preschool will be made comfortable and monitored closely, until they recover or are collected by their parent or carer. If they have a fever or their condition deteriorates, their parent or guardian will be phoned by the preschool teacher to collect them.
* If a child vomits or has diarrhoea at preschool their parent will be called and asked to collect them. Following an incident of diarrhoea or vomiting a 24 hour exclusion is recommend.

**Immunisation*** At the time of enrolment, a copy of the child’s immunisation history, catch up schedule or form stating they are unable to be immunised for a medical reason must be provided.
* The school administration officer will compile this information into a table, providing a copy to the preschool teacher to be stored in the preschool. Individual immunisation records are kept in children’s record cards.
* If there is an outbreak of an immunisable disease, and a child is not immunised against the particular disease, they will be excluded, as per NSW Health recommendations.
* If a child turns four after they have commenced preschool, their family will be requested to supply their updated immunisation status after their birthday. If they fail to do this, they will be sent a reminder letter by the school office.
* Our preschool enrolment form also collects information related to any health conditions a child may have or additional health needs. If this is the case, the principal or administration officer will follow-up with the family to develop an individual health care plan if necessary, before the child commences.

**Toileting and nappy changing*** Educators will support children with their toileting, giving individuals the particular support they need, whilst encouraging them to be responsible for their own toileting and hand washing.
* If a child wears a nappy, they will be changed following the guidelines on the *Changing a nappy without spreading germs* poster (Staying Healthy in Childcare), as displayed in the preschool bathrooms.
* Each family will be asked to pack a spare set of their child’s clothes in their bag each day. If a child requires a change of clothes, this will be done so following the guidelines, as displayed in the preschool bathrooms.
* Spare clothing is also kept at preschool in the event of spare clothing not being available in the student’s bag.

**Infectious Diseases*** If a child is suspected of having an infectious disease, for example chicken pox, they will be isolated from the other children, made comfortable and supervised by a staff member until collected.
* On collection, the family will be asked to take the child to a doctor, and advise the school office ASAP of their diagnosis.
* If an enrolled pre-schooler is confirmed as having an infectious disease, they will be excluded for the recommended minimum exclusion period, as specified on the Staying Healthy in Childcare poster, as displayed in the preschool office.
* Any confirmed infectious diseases will be notified to all parents verbally and by way of a notice in the preschool foyer, whilst maintain the confidentiality of the ill child.
* Copies of the relevant disease fact sheet will be provided to each family.
* If a child is diagnosed with a communicable disease, the preschool will seek and implement the advice of NSW Health.
* If a child dis suspected of having head lice, the preschool teacher will alert their parent or guardian and copies of information related to treating head lice will be provided to all families in the preschool foyer.
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