**Waratah Public School Preschool Procedure**



**Dealing with Infectious Diseases Procedure**

**Reviewed: 24/9/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| Regulation 88 | 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 schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) * Staying Healthy Guide (5th Edition) * Immunisation Toolbox | Pg 34, 35 | 2.1 | DoE  Effective health and hygiene practices during COVID-19 pandemic  (March 2020) |
| 1. Children and educators are required to wash their hands at regular intervals throughout the preschool day. These times are outlined in the table below;      1. Children are taught hand washing procedures at the start of the year and reminded each day of the importance of this hygiene practice. They are taught a handwashing song which runs for the duration of the recommended time for hand washing, which is at least 20 seconds. 2. Posters are displayed in the bathroom and kitchen areas as a visual prompt to remind children and staff of the correct hand washing procedures.      1. Staff model correct hand washing practices at the appropriate times and monitor children throughout the day. 2. Single use paper towel is used to ensure an avoidance of cross contamination.   NB: Children’s siblings and parents should be encouraged to wash their hands when entering the service to prevent the spread of germs. Antibacterial Hand wash is provided next to the sign in books for parent use.   1. Children are taught correct nose blowing, coughing, and sneezing etiquette by doing so into their elbows. Any child who touches their mouth or nose is asked to wash their hands immediately. “Blow it, Bin it, Wash it” is a simple jingle used at WPS Preschool to remind children to wash hands and minimise the spread of germs.   Toileting     1. Parents have the responsibility of toilet training, however preschool-aged children are still developing toileting habits, so it is appropriate and necessary for preschool educators to support parents during this process. Parents are encouraged to inform staff of any toileting difficulties at the time of enrolment. 2. If a child soils or wets themselves, educators treat the children with dignity and respect. They wash hands, wear gloves and assist the child as best they can. Soiled or wet clothing is placed in a plastic bag, tied and stored in the bathroom on a shelf inaccessible to children. Any wipes etc used to clean a soiled child are double-bagged and placed in the garbage. Educators wash their hands thoroughly after assisting a child with toileting. 3. Parents are to be notified upon collection and can retrieve the bag of soiled clothing to take home. NB. If there are no spare clothes in a child’s bag, parents/caregivers should be contacted in the event of an accident to arrange spare clothes for their child. The preschool usually has a range of spare clothes and hats available in an emergency. These are stored in the preschool locker room. 4. Used gloves should be placed in a bag, tied and placed in a bin/container which has a removable liner. 5. Pre-enrolment meetings are held with all families prior to their child commencing preschool. During this meeting, families are asked to provide information about any needs their child has, including toileting. Where necessary, a toileting plan is developed for children requiring support with toileting. 6. Children with known toileting needs or disabilities are supported daily by educators to achieve toileting goals. They are supported to regulate their bodies and learn to use the toilet independently. 7. If a child enrols in the preschool who has a medical condition or disability and wears nappies, a nappy changing area will be arranged. Nappy bins are stored in the locked staff toilet and will be cleaned and emptied by specialist contractors. 8. Posters are displayed in the bathroom and kitchen areas as a visual prompt to remind children and staff of the correct toileting procedures. Encouraging children to be independent in these areas is essential and staff should model and teach appropriate hygiene practices. 9. Shower facilities are available in both rooms of the preschool in case the need arises for showering a child due to soiling. 10. Each bathroom has squeezable bottle with a mixture of water & detergent. This is used with paper towel to clean all tabletops before and after sessions. A disinfectant mix or disinfectant wipes can be used to clean basins and toilets. Mops and buckets are colour coded - Red for the bathroom and blue for the remainder of the linoleum flooring. 11. Educators must clean the toilet area including the bathroom floor if visibly dirty throughout the day. All tables should be wiped clean after craft activities. 12. DoE preschools have contracted cleaners who clean the floors and bathrooms daily. More extensive cleaning is conducted during school holidays, such as cleaning the rafters and windows of the preschool or in the event of a pandemic, such as COVID-19. 13. Soft toys, dress up clothing, puzzles, books, sand equipment, tables and chairs and indoor equipment are cleaned regularly to reduce the spread of infection. 14. Borrowed clothing, hats, mouthed toys, dirty linen, cleaning cloths etc are cleaned or replaced after use. 15. A cleaning schedule has been developed. Refer to the ‘Cleaning Regime’ and ‘Toy Cleaning’ procedures. 16. Bodily fluids are cleaned promptly, and hygiene practices followed, as outlined in tables 3.1 and 3.2. Educators cordon the area off and remove all children from the affected area. If the soiling is on carpeted areas, educators must phone the school office to organise specialised cleaners. Absorbent powder is available in the preschool first aid box in the kitchen. This should be sprinkled over the affected area if a child has vomited. 17. The sand pit should be securely covered at the end of each day to prevent contamination from animal excreta, broken glass and other objects. The sandpit is checked each morning, as part of a daily environment check, to locate and remove any contaminated objects. Sand should be kept within 100mm of the top edge, sand renewed as necessary and cleaned periodically. Please refer to the cleaning procedure for more information on cleaning sand. 18. All children **MUST** be immunised before enrolling in our Preschool. The Medicare Immunisation Schedule should be presented to the front office at time of enrolment. There are some exceptions. Please refer to the immunisation guide for further information. Refer to the ‘Collection of Immunisation Status’ procedure. 19. The administration office maintains a record of immunisation history for all preschool children and follow up with families to provide updated immunisation history statements if their child turns four after enrolling in preschool. Follow up is made via a phone call, face to face conversation or email, dependant on the situation. 20. All families of children who are not immunised (refer to immunisation guidelines) will be notified immediately of an infectious disease outbreak and their child required to remain home based on the guidelines. 21. If a child arrives at preschool obviously unwell, their parent/caregiver will be asked to take them home. Parents will be reminded of our procedure and the importance of keeping every child safe. 22. If a child becomes ill whilst at preschool, or is suspected of having an infectious disease, the child's parents/carer’s will be contacted to collect their child from preschool and have their symptoms checked. The child will be supervised away from other children, made comfortable and reassured until they are collected by an authorised adult. If a parent/caregiver is unreachable, emergency contacts will be phoned. 23. A thermometer is available for use if necessary. If a child’s temperature is taken, this must be recorded by educators and families informed. IF a child’s temperature is high, parents must be contacted to collect their child from preschool. 24. Some infectious diseases require children to be excluded from attending preschool. Educators refer to the NSW Health Guidelines and Staying Healthy Guide 5th Edition to inform them of necessary exclusion periods and reporting requirements. 25. In the event of an outbreak of an infectious disease, all families will be notified. An infectious diseases notice will be displayed in the preschool and fact sheets provided to families. This fact sheet will outline the symptoms, treatments and exclusion periods of the infectious disease. 26. If a child contracts vaccine-preventable disease, the principal should be notified and if necessary, the principal will report this to the nearest public health unit. A notification to the Early Learning Unit will be made in the event of an infectious disease outbreak. 27. If a child has head lice, parents of all children will be informed, and the infected child’s family asked to treat their child before they can return to preschool. Refer to Staying Healthy Guidelines for further information. 28. The following website provides quick access to infectious diseases fact sheets for families when require; <http://www.health.nsw.gov.au/Infectious/factsheets/Pages/default.aspx>   **COVID 19 Update – 27/9/20**   1. A COVID 19 Risk Management Plan is in place for infection control. 2. Children showing symptoms of COVID 19 (fever, cough, breathlessness, etc.) will be isolated in an area where they can be supervised, the family contacted, and the child sent home for the recommended self-exclusion period. 3. Posters and other resources about COVID 19 symptoms and appropriate handwashing technique are displayed in the preschool. Posters supplied by the DoE can be accessed here:  * <https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control#Health3> * <https://education.nsw.gov.au/inside-the-department/covid-19/school-staff/covid-19-poster-placement-guide> * More resources to support education about COVID 19 can be found at: - <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/resources.aspx>  1. Intentional teaching of good hygiene practices. Children will be taught to:  * sanitise hands before entering the preschool * wash hands after completing morning routine * wash hands frequently with soap and water before and after eating and after going to the toilet * cover their nose and mouth when they cough or sneeze. Disposal of used tissues and wash hands. * avoid touching their faces. * limit physical contact when greeting people. * limit physical contact in the indoor and outdoor environment.  1. Preschools have access to additional supplies of cleaning products, soap and hand sanitiser. 2. NSW public schools are regularly and professionally cleaned. Enhanced cleaning is being implemented across all NSW public schools at this time. This includes high touch points, equipment and outdoor surfaces, railings, door handles, gate latches etc. Extensive cleaning will also take place throughout the day as required. 3. Preschools will continue to implement appropriate social distancing measures proportionate to health advice at the time, which is that social distancing for children is different than adults (Appendix B). 4. Additional social distancing measures that can be implemented include:  * Staggered school drop off and pick up times – parents will be asked to social distance whilst entering via the ramp and waiting. They will sign in/out at the door and maintain distance from other adults. * Social distancing markers on the ground in the bathroom.  1. Children will use hand sanitiser upon entering the preschool and put their own belongings away - lunchboxes will be handed to an educator and stored in the fridge or on the food trolley. Drink bottles will be stored in separately 2. Educators wipe over surfaces after use by children attending the service. 3. Gloves are always used for any food preparation and cooking experiences, assisting with toileting/changing or cleaning. | | | | |

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