

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]
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: <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. 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. This could include: <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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: <ul style="list-style-type: none"> 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 	

	<ul style="list-style-type: none"> details of this procedure's review are documented.
Procedure	
Immunisation and enrolment	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 enrolment folder. An immunisation register is maintained by the preschool administration officer and a copy is kept in the preschool. Families of children turning four during the preschool year are reminded to supply the school office with their child's updated immunisation statement or form. The preschool educators are responsible for reminding families and a record of when they have been reminded are recorded and kept with the child's enrolment forms. <p>Note – the child's enrolment cannot be terminated if the family do not provide the updated record.</p>
Health and Hygiene practices	<ul style="list-style-type: none"> 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. Children are taught explicitly how to wash their hands at the beginning of the school year as a part of their beginning of the day routines. Reminders are given when necessary, throughout the school year. Posters are displayed in the bathroom for children to refer to. Children are asked to wash their hands when they arrive in the preschool, prior to eating and when deemed necessary by any preschool staff. Independent nose blowing is taught and reinforced. Children are explicitly taught how to blow their noses as necessary and reminded especially when moving into the cooler months and flu season. Posters are displayed in the preschool room. Educators model correct nose blowing and are careful to adhere to hygiene standards when teaching children how to blow their noses.
Maintaining a clean,	Educators maintain a clean and hygienic environment by following the guidelines in

hygienic environment	<p><u>Staying Healthy: Preventing infectious diseases in early childhood education and care services</u>. This includes:</p> <ul style="list-style-type: none"> • All adults wash and dry their hands thoroughly. • The preschool, furniture, equipment, and toys are regularly cleaned/washed and well maintained. The regular washing of toys forms a part of our cleaning schedule found in our compliance checklist and are completed by the staff member who is allocated for the term. Toys are washed in warm soapy water and left to air dry in large, netted bags before being stored in crated that are clearly labelled and have tight fitting lids. Furniture and equipment is cleaned with a disinfectant spray and cloth and are wiped down with warm soapy water when necessary. • A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms, and tabletops. • Tabletops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily. This washing is completed by the preschool SLSO using the laundry facilities in the preschool for the washing of dirty linen, cleaning cloths and loaned hats. Tabletops are wiped using a disinfectant spray and cloth, daily or as deemed necessary. Mouthed toys are soaked and air dried. • Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority. Our families provide their own lunches and snacks daily. Additional fruits and vegetables are available for those families requiring it. All food that needs to be served is done so using tongs and gloves by an educator. • Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely. All educators are to use gloves when cleaning any of the above and ensure they wash their hands at the completion of the task. Any contaminated items are to be disposed of in the bins provided which are emptied daily by the cleaner. • Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family. These sealed plastic bags are stored in the laundry until the parents arrive and it is the responsibility of the staff member who assisted in changing the child to ensure that this procedure is followed.
Sick children	<ul style="list-style-type: none"> • 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 educator is to ask the parents when the symptoms began, what are the most recent symptoms and what medication if any has been given. After this discussion the educator is to work with the parent to make a decision that is in the best interest of the child and the safety of the other preschoolers and staff. Where necessary the principal can be called upon to assist with the decision-making process. The teacher is to note the discussion and the final decision in the educator's diary found in the preschool office. • 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 child can rest in the book area near the preschool office which has a convex supervision mirror to enable constant supervision as well as being tucked away in a quiet space. The educator that is nominated as the first aid officer for the day will be responsible for the supervision of the child as they rest.

	<ul style="list-style-type: none"> All items the child comes into contact with while resting will be removed and washed. The child's parent will be contacted by a staff member and asked to collect their child in certain circumstances, including but not limited to appearing physically unwell, is unable to be settled because of illness, or is displaying any symptoms that are like those of an infectious disease. The nominated first aid officer in consultation with other staff will make the decision that the family be phoned, the principal may be called upon to assist with the decision making. If a child appears very unwell and needs urgent medical attention an ambulance will be called. This phone call is to be done by the school office.
Infectious diseases	<ul style="list-style-type: none"> The preschool will notify the local Public Health Unit (phone 1300 066 055), as soon as practical if a child: <ul style="list-style-type: none"> 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. This information will also be shared to our families via the Seesaw app. 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. These factsheets can be sources from NSW Health or DET. 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.
Record of procedure's review	
Date of review	August 30, 2024
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	<p>Nominated first aid officer to monitor any children who appear unwell and are resting whilst at preschool, they also make the final decision to contact parents to collect the unwell child to streamline the responsibility daily.</p> <p>School office to call for an ambulance if deemed necessary by the principal/preschool staff to enable preschool staff to care for the child and office staff to co-ordinate the ambulance and its arrival.</p> <p>Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document</p>



Record of communication of significant changes to relevant stakeholders	<p>Principal: consultation and email</p> <ul style="list-style-type: none"> • Preschool Staff: consultation, staff meeting, email • Whole school staff: Preschool Induction and email • Parents: noticeboard in preschool entry, school newsletter and via seesaw app <p>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.</p>
Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.	
Date of review	April 30 2025
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	No changes made.
Record of communication of significant changes to relevant stakeholders	<p>Principal: consultation and email</p> <ul style="list-style-type: none"> • Preschool Staff: consultation, staff meeting, email • Whole school staff: Preschool Induction and email • Parents: noticeboard in preschool entry, school newsletter and via seesaw app <p>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.</p>