



Springwood and District Preschool Kindergarten

Illness and Exclusion Policy

Legislation:

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011
United Nations Convention on the Rights of the Child 1989
Occupational Health and Safety Act 2000
Occupational Health and Safety Regulation 2001
Public Health Amendment Act
Health Act 1958
Information Privacy Act 2000
Health Records Act 2001

Rationale:

Maintaining a healthy and safe environment for educators and families is paramount for best practice. Springwood and District Preschool Kindergarten educators have a duty of care to ensure the health and wellbeing of the children, educators and families within the preschool by implementing illness exclusion periods for the benefit of the preschool community.

To meet the requirements of [Regulation 88](#) and [Regulation 168\(2\)\(c\)](#), your service might find it valuable to review practices and procedures about effective hand washing, cough and sneezing etiquette, hygiene and cleaning routines and appropriate exclusions of unwell children, educators and staff.

Springwood and District Preschool Kindergarten understands that children do become ill. In order to prevent illness and cross infection and due to the number of children at preschool each day and the close proximity of children to each other we believe that infection control is essential and guidelines for isolation need to be clear. See also Immunisation and Infectious Diseases Policy for further information.

Aim:

- To follow the recommended exclusion guidelines to reduce the spread of illness at Springwood and District Preschool Kindergarten
- To carefully exercise prevention, isolation and exclusion procedures.



Procedure:

- Families will be informed upon enrolment of this policy and the exclusion practices of Springwood and District Preschool Kindergarten
- Families will be reminded of the need to keep children who are unwell home from preschool. Children who are unwell need to be in the care of their family so that the family can make important decisions about their health.
- Infection control within the preschool is closely monitored and maintained by measures such as:
 - Daily cleaning of the preschool
 - Exclusion of sick children as per Public Health Unit guidelines
 - Proper hand washing techniques
 - The use of gloves and safe disposal of blood and bodily substances
- The Director maintains the right to isolate and remove from the preschool any child who appears to be suffering from any condition which is likely to:
 1. Be transmitted to another child or educator
 2. Result in the educators compromising the care and education of other children whilst nursing the sick child
- Springwood and District Preschool Kindergarten will follow isolation and exclusion guidelines as per National Medical Research Council – Staying Healthy In Child Care (5th ed) (See copy in Illness and Exclusion file on display in foyer, staffroom, and playrooms)
- ‘Staying Healthy in Child Care’ fact sheets will be provided to keep families well informed at all times as well as regular newsletter items and information displays
- The Director further maintains the right to contact a child’s parents in order to clarify information about any illness or medication
- If the parent cannot be contacted the Director further maintains the right to:
 - a. Contact the child’s nominated emergency contact
 - b. Contact the child’s nominated doctor
- It is strongly recommended that all children attending Springwood and District Preschool Kindergarten should be immunised – See Immunisation and Infectious Diseases Policy for more information.
- The Department of Health Directive ‘Notification of Infectious Diseases under the Public Health Act 1991’ mandates that notifiable diseases must be reported to the Public Health Unit. The Director must notify the Public Health Unit as soon as they are aware that a child at the preschool has contracted a vaccine preventable disease (confirmed by a medical practitioner) – this includes diphtheria, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella (German measles) and tetanus. The Public Health Unit will investigate and provide advice.
- Staff are susceptible to illness and infectious diseases and are subject to the same isolation and exclusion procedures as children
- Children who are ill are to:
 - Remain within the room but separated sensitively from the group (a child is never to be isolated from the group)
 - Be made comfortable
 - Be closely monitored until the parent or emergency contact comes
- Educators will implement correct hygiene practices when assisting an ill child
Parents or the child’s nominated emergency contact are to be notified immediately if the child had Diarrhea, vomits or has a high temperature.



IMPORTANT FACTS

- I. A child MUST BE KEPT AWAY FROM PRESCHOOL UNTIL THEY ARE CLEAR OF ALL SYMPTOMS FOR 24 hours from close of the preschool day. This applies to staff employed by the preschool too, it is vital to eliminate the spread of infection.***
- II. The exclusion period will increase from 24 hours to 48 hours of exclusion from close of the preschool day if the preschool is notified of 3 or more cases in a 2 week period.***
- III. A medical/doctors certificate will not be accepted if it is in conflict with the policy exemption time line outlined in i) and ii).***

- If requested by the family or emergency contact person, educators may administer 'paracetamol' in an attempt to bring a child's temperature down, however a parent or emergency contact person must still collect the child. A Medication Authorisation Form must be completed if a family requests Springwood and District Preschool Kindergarten to administer medication - this needs to be signed by the parent when they come to pick up the child
- It is essential that parents notify the educators if their child is sick. Educators keep records of all child absences for accountability purposes in the Incident, Injury, Trauma and Illness Log

PUBLIC HEALTH UNIT:

Penrith Office	PO Box 63, Penrith 2751 Ph: 02 4734 2022 Fax: 02 4734 3300 / 3444	Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call
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- *NB: this policy applies to children and adults.*

Links to National Quality Framework Standards:		
Quality Area 2		Children's health and safety
Standard	2.1	Each child's health and physical activity is supported and promoted.
Standard	2.2	Each child is protected.
Quality Area 4		Staffing Arrangements
Standard	4.1	Staffing arrangements enhance children's learning and development.
Standard	4.2	Management, educators and staff are collaborative, respectful and ethical.
Quality Area 6		Collaborative partnerships with families and communities
Standard	6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard	6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
Quality Area 7		Governance and Leadership
Standard	7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Element	7.2.1	There is an effective self-assessment and quality improvement process in place.

Source:

Because it Matters P/L

Community Child Care Co-operative NSW - Illness

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *Belonging, Being, Becoming: The Early Years Learning Framework for Australia*. Canberra:DEEWR



Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*
Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR
Health and Safety in Children's Centres: Model Policies and Practices (2004)
National Health and Medical Research Council. (2005) *Staying healthy in Child Care* 4th ed
NSW Children's Services Health and Safety Committee and Early Childhood Australia (NSW Branch)
NSW Health Department <http://www.health.nsw.gov.au>
UNSW – (2003) *Health and Safety in Children's Services – Model Policies and Practices* 2nd ed
WorkCover NSW – www.workcover.nsw.gov.au

Policy Reviewed by: _____ Approved by: _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

Next Review Date: ____/____/____

