



# Springwood and District Preschool Kindergarten

## Illness and Exclusion Policy

### **Legislation:**

*Education and Care Services National Law Act 2010*  
*Education and Care Services National Regulation 2018*  
*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*

### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

### [Education and Care Services National Law Act 2010: Section 167](#)

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Sec.165	Offence to inadequately supervise children
Sec. 174	Offence to fail to notify the regulatory authority
12	Meaning of serious incident



77	Health, hygiene and safe food practices
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical conditions policy
93	Administration of medication
95	Procedure for administration of medication
97	Emergency and evacuation procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care Service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
176	Time to notify certain circumstances to regulatory authority
177	Prescribed enrolment and other documents to be kept by approved provider
183	Storage of records and other documents

### [LINKS TO OTHER POLICIES/ DOCUMENTS](#)

- [Enrolment and Orientation](#)
- [Immunisation & Infectious Diseases](#)
- [Incidents, Injury, Trauma and Illness](#)
- [Cleaning and Maintaining](#)
- [Workplace Health and Safety](#)

### ***Policy Statement.***

Our education and care service is committed to providing a safe and healthy environment for all children, staff and any other persons attending the service by:

- responding to the needs of the child or adult who presents with symptoms of an infectious disease or infestation while attending the service;



- complying with current exclusion schedules and guidelines set by the Department of Health; and
- providing up-to-date information and resources for families and staff regarding protection of all children from infectious diseases and blood-borne viruses, management of infestations and immunisation programs.

***Rationale:***

Maintaining a healthy and safe environment for educators and families is paramount for best practice. Springwood 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\(2\)\(c\)](#), our service finds 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 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 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 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 responsible person at preschool 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 Preschool Kindergarten will follow isolation and exclusion guidelines as per National Medical Research Council – Staying Healthy In Child Care (5<sup>th</sup> 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 responsible person at preschool 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 responsible person at preschool 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 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 responsible person at preschool 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.

#### ***Dealing With Colds/Flu (Runny Nose)***

- It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If any child, employee or visitor has any infectious or respiratory symptoms (such as sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) they may be requested to either stay at home or self-test using a Rapid antigen test (RAT).
- Colds are the most common cause of illness in children and adults. There are more than 200 types of viruses that can cause the common cold. Symptoms include a runny or blocked nose, sneezing and coughing, watery eyes, headache, a mild sore throat, and possibly a slight fever. It is not unusual for children to have five or more colds a year, and children in education and care services may have as many as 8–12 colds a year. As children get older, and as they are exposed to greater numbers of children, they get fewer colds each year because of increased immunity. By 3 years of age, children who have been in group care since infancy have the same number of colds, or fewer, as children who are cared for only at home.
- Children can become distressed and lethargic when unwell. Discharge coming from a child's nose and coughing can lead to germs spreading to other children, educators, toys, and equipment.
- Responsible Person at preschool has the right to send children home if they appear unwell due to a cold or general illness.
- Influenza is a highly contagious illness and can spread to others for 24 hours before symptoms start.

#### ***Identifying Signs And Symptoms Of Illness***

Early childhood educators and management are not doctors and are unable to diagnose an illness or infectious disease. To ensure the symptoms are not infectious and to minimise the spread of an infection, medical advice may be required to ensure a safe and healthy environment.

Children who appear unwell at preschool will be closely monitored and if any symptoms described below are noticed, or the child is not well enough to participate in normal activities, parents or an emergency contact person will be contacted to collect the child as soon as possible.

A child who is displaying symptoms of a contagious illness or virus (vomiting, diarrhea, fever) will be moved away from the rest of the group until collected by a parent or emergency contact person (outlined below).



***Symptoms Indicating Illness May Include:***

- *behaviour that is unusual for the individual child*
- *high temperature or fevers*
- *loose bowels*
- *feces that are grey, pale or contains blood*
- *vomiting*
- *discharge from the eye or ear*
- *skin that displays rashes, blisters, spots, crusty or weeping sores*
- *loss of appetite*
- *dark urine*
- *headaches*
- *stiff muscles or joint pain*
- *continuous scratching of scalp or skin*
- *difficulty in swallowing or complaining of a sore throat*
- *persistent, prolonged or severe coughing*
- *difficulty breathing*
- *a stiff neck or sensitivity to light*

***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 48 HOUR- 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. A gastro outbreak occurs **when 2 or more** children or staff have sudden onset of vomiting or diarrhea in a **2 day period**
- III. Children with a temperature of **38°C** or above will not be permitted to attend preschool for **24 HOURS FROM CLOSE OF THE PRESCHOOL DAY.**
- IV. A medical/doctors certificate will not be accepted if it is in conflict with the policy exemption time line outlined in i) and ii).
- V. **In regards to exclusion and disclosures:**
  - No out of date, unclear, wrongly labeled or decanted medicines will be administered.
  - Any child on antibiotics must not attend preschool for a minimum of 24 hours when first prescribed the medication, **the 24 hour period begins at the end of the preschool day e.g. 3pm.**
  - Staff will not be responsible for administering the first dose of ANY medication (for more information on Medication Policy -59)

- With each one of these situations the child **MUST BE KEPT AWAY FROM PRESCHOOL UNTIL THEY ARE CLEAR OF ALL SYMPTOMS FOR 48 HOURS** or have been checked and cleared of infectious disease by a medical practitioner.
- When a child has a temperature of above 38 degrees, parents will be called for the child to be picked up.



- If the child's temperature reaches 38.5 degrees, Parents or Emergency contact may request paracetamol to be administered if they are unable to collect the child quickly. Verbal consent by the family or emergency contact person may be given and 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 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.
- Children will not be permitted to return to preschool if they still have a temperature above 38°C the following day.

**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.*

**SOURCES**

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NSW Government. Department of Education. Managing COVID cases. <https://education.nsw.gov.au/early-childhood-education/coronavirus/managing-covid-cases>

Raising Children Network: <https://raisingchildren.net.au/guides/a-z-health-reference/fever>

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SafeWork Australia: [First Aid](#)

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**REVIEW**

POLICY REVIEWED BY	NAME _____		[POSITION]	[DATE]
	NAME _____			
POLICY REVIEWED	2024	NEXT REVIEW DATE		
VERSION NUMBER	V16.03.24			
MODIFICATIONS	<ul style="list-style-type: none"> <li>• major review of policy</li> <li>• rearranged content of policy and responsibilities to align with policy title</li> <li>• sources checked for currency and repaired as required</li> </ul>			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE	

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