



Health, Hygiene and Infection Disease Policy

The spread of infections in the early childhood environment is facilitated by crowding and microbial contamination of the environment, as well as the unhygienic behaviours and greater exposure of young children. Trott Park Kindergarten will minimise children's exposure to infectious diseases by adhering to all recommended guidelines from relevant authorities regarding the prevention of infectious diseases, promoting practices that reduce the transmission of infection, ensuring the exclusion of sick children and educators, supporting child immunisation and implement effective hygiene practices.

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
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

Education and Care Kindergartens National Regulations

Children (Education and Care Kindergartens) National Law NSW	
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
90	Medical conditions policy
162	Health information to be kept in enrolment record

Related Policies /Procedures

Nappy Change & Toileting Procedures
Sleeping & Rest Requirement Policy
Incident, Illness, Accident & Trauma Policy
Immunisation Policy
Administration of Medication Policy
Hand Washing Procedures
Sick Children Policy
Work Health and Safety Policy
Medical Conditions Policy
Food preparation Policy



PURPOSE

Children encounter many other children and adults within the kindergarten environment, which can result in the contracting of infectious illnesses. Trott Park Kindergarten has a duty of care to ensure that children families, educators and visitors of the Kindergarten are provided with a high level of protection during the hours of the Kindergarten's operation. We aim to manage illnesses and prevent the spread of infectious diseases throughout the Kindergarten. Immunisation is a simple, safe and effective way of protecting people against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others within the community, by reducing the spread of disease and illnesses.

SCOPE

This policy applies to children, families, staff, management and visitors of the Kindergarten.

IMPLEMENTATION

INFORMATION TO BE DISPLAYED AT THE KINDERGARTEN

Information	Website	Phone Number
The National Immunisation Program (NIP) Kindergarten	http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/national-immunisation-program-schedule	1800 671 811

Note homeopathic immunisation is not recognised.

New Immunisation Requirements

- Parents are required by the South Australian Department for Education to supply a recent (30 days) Immunisation Medicare Statement detailing all immunisations received by their child. This is a requirement for enrolment at all DFE sites
- The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).
- Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.
- Under the 'no jab no play' legislation, the Medicare Statement must state 'Up to Date' for a child to be successfully enrolled at the kindy. Children who can not show proof of Immunisation status will be excluded, as per the requirements of SA Health and Department for Education (unless they are able to meet exemption criteria)



- Refer to the Department for Education Immunisation Policy for more information
<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>

Leadership will ensure:

- That all information regarding the prevention of infectious diseases is sourced from a recognised health authority.
- The implementation of recommendations from Staying Healthy in Child Care – Preventing the spread of Infectious Diseases in the early childhood environment.
- Children are protected from harm by ensuring relevant policies and procedures are followed regarding health and safety within the Kindergarten.
- They collect, maintain, and appropriately store the required enrolment documents and enrolment information of children in the Kindergarten.
- Confirmed cases of infectious disease must be reported on the [incident and response management system \(IRMS\)](#)
 - **Note if the disease relates to Covid-19, latest Department procedures will be followed, as can be sourced here: <https://edi.sa.edu.au/hr/for-individuals/work-conditions/health-safety-and-wellbeing/covid-19/covid-19-advice-hub>
 - For individual cases, complete the injury and site leader tabs on IRMS.
 - If a large number of children, young people or employees are diagnosed with an infectious disease, this should be reported as a critical incident on IRMS.

A Nominated Supervisor/ Responsible person will ensure:

- A hygienic environment is maintained.
- Cleaning charts are completed each day and signed by the Educator.
- Children are directed in their understanding of health and hygiene throughout the daily program and routine.
- Educators and Staff are aware of relevant immunisation guidelines for children and themselves.
- Information is collected on enrolment and maintained regarding each child's immunisation status, and any medical conditions.
- To provide families with relevant sourced materials and information on infectious diseases, health and hygiene including:
 - The current Immunisation Schedule for children
 - Exclusion guidelines in the event of an infectious illness at the Kindergarten for children that are not immunised or have not yet received all their immunisations
 - Advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected/present in the Kindergarten
- To provide information to families about an infectious disease by displaying and emailing the Infectious Diseases Notification Form and details.
- That an illness record form is completed no later than 24 hours of an illness occurring, remaining up to date and current



- All educators are mindful and preserve confidentiality of individual children's medical circumstances
- Children's enrolment records are updated with regards to immunisation as required, (i.e. as children reach age milestones for immunisation), or at least twice a year
- Advise staff of the recommended immunisations for people working with children
- To retain current records of staff immunisation status and ensure educators are familiar with procedures for exclusion of educators as well as children in the event of an infectious illness
- To provide opportunities for educators to source pertinent up to date information on the prevention of infectious diseases, and maintaining health and hygiene from trusted sources
- To notify and implement the advice of the health department, or local health unit regarding Infectious Diseases as required
- To provide opportunities for staff, children and families to have access to health professionals by organising visits/guest speakers to attend the Kindergarten to confirm best practice.
- Children do not attend the Kindergarten if they are unwell. If a child has been sick they must be well for 24hrs before returning to the Kindergarten. For example, if a child is absent due to illness or is sent home due to illness they will be unable to attend the next day as a minimum. The Nominated Supervisor may approve the child's return to the Kindergarten, if families provide a doctor's certificate/clearance outlining the child is no longer contagious and in full health.
- To complete the register of illness and/or document incidents of infectious diseases. Some diseases require your state authority to be notified.
- Cloths are colour coded so that a separate cloth is used for floors, bathroom, art and craft and meal surfaces.
- Toys and equipment that are absorbent and hard to clean will be aired in sunlight
- Washable toys and equipment will be washed in detergent and hot water or the dishwasher and aired to dry. All toys and equipment that have been cleaned will be recorded on the toy cleaning register.
- All cleaning procedures will be recorded on the Kindergarten's Cleaning Checklist.
- Furnishings, fabric tablecloths and pillowcases are to be laundered at the end of each week and hung out to dry. This will be increased during an outbreak of illness in the Kindergarten.
- Floor surfaces are to be cleaned on a daily basis after each meal and at the end of each day.
- Toilets/bathrooms are to be cleaned in the middle of the day, the end of the day and whenever needed throughout the day using disinfectant and paper towel.
- Disposable paper towel and disinfectant are used to clean bodily fluids off beds, floors, bathrooms, etc.
- Pregnant staff do not change nappies or assist in toileting or cleaning up toileting accidents to prevent unexpected cross contamination.

Educators will ensure:

- That any child suspected of having an infectious illness are responded to and their health and emotional needs supported at all times.
- To implement appropriate health and safety procedures, when treating ill children.
- Families are aware of the need to gather their children as soon as practicable.



- Advise families that they will need to alert the Kindergarten if their child is diagnosed with an Infectious Illness.
- To maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status.
- To provide diverse opportunities for children to participate in hygiene practices, including routine opportunities, and intentional practice.
- To take into consideration the combination of children to decrease the risk of attaining an infectious illness when planning the routines/program of the day.
- To adhere to the Kindergartens health and hygiene policy including:
 - Hand washing
 - Daily cleaning of the Kindergarten
 - Wearing gloves (particularly when in direct contact with bodily fluids)
 - Appropriate handling and preparation of food
- Maintain up to date knowledge with respect to Health and Safety through on going professional development opportunities.
- Children will rest 'head to toe' to avoid cross infection while resting or asleep
- Children are not to share beds at the same time
- Paper Towel and disinfectant is used to clean the beds after each use
- Any toy that is mouthed by a child is to be placed immediately in the kitchen to be washed with warm soapy water at the end of the day. All washable toys out on display for the children are to be washed on a weekly basis to decrease the risk of cross contamination and recorded with the date and a signature as evidence.
- All play dough is to be made fresh every week. If there is an outbreak of vomiting and/or diarrhoea, or any other contagious communicable disease play dough is to be discarded at the end of each day and a new batch made during this time. Children are to wash their hands before and after using the play dough.
- Mops used for toilet accidents are to be soaked in disinfectant in a bucket in the laundry sink.
- A weekly clean will be carried out on other surfaces that may transmit germs such as doorknobs, low shelving, etc. This will be increased if an outbreak has been recorded in the Kindergarten
- If a child has a toileting accident, the items will be placed in a plastic bag with the child's name on it. The plastic bag will be stored in a sealed container labelled 'soiled/wet clothing' for parents to take home.

Families will:

- Advise the Kindergarten of their child's immunisation status, by providing the child's Immunisation Medicare Statement written documentation of for the Kindergarten to copy and place in the child's file.
- Advise the Kindergarten when their child's immunisation/medical condition is updated to ensure that enrolment records are up to date.
- Provide sufficient spare clothing, particularly if your child is toilet training

Source




- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Kindergartens National Law and the Education and Care Kindergartens National Regulations
- ECA Code of Ethics
- Guide to the National Quality Standard
- Department for Education website <https://www.education.sa.gov.au/>
- Department of Human Resources: National Immunisation Program Schedule NHMRC
- Staying Healthy Preventing infectious diseases in early childhood education and care Kindergartens 5th edition
- Medicare Australia
- Public Health Act 2010 (as amended by Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Act 2013)
- Public Health Regulation 2012
- Revised National Quality Standard

Review

Policy Reviewed	Modifications	Next Review Date
March 2020	Current Infectious Disease policy updated to meet current standards, best practice and guidelines	March 2023
August 2023	Information updated regarding Immunisation requirements Information updated regarding accessing Covid-19 reporting procedures	August 2026

This Policy has been developed in conjunction with Trott Park Governing Council

Signed  (Governing Council Chairperson)
20/4/23