



**Challa Gardens Preschool
Infection Control Procedure
SUN PROTECTION POLICY**

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider’s website, including:

- Immunisation requirements and early childhood services
- Protecting children against vaccine preventable diseases procedure
- First aid procedure
- Incidents, illness and complaints in early childhood services
- COVID-19 safe measures

Education and Care Services National Regulations – relevant references

Reg. 88 Reg. 168 (2)(c)	Infectious diseases Education and care service must have policies and procedures – dealing with infectious diseases, including procedures complying with regulation 88
<u>National Quality Standard</u>	QA 2 – Children’s health and safety, Standard 2.2 – Safety – Each child is protected, Element 2.1.2 – Health practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented.

1. Purpose

To outline clear procedures for infection prevention, management of infectious diseases, and communication with families to ensure the safety and wellbeing of all children, staff, and the preschool community.

2. Policy Statement

Challa Gardens Preschool is committed to reducing the risk of infection and illness by:

- Promoting hygiene practices and preventative measures
- Managing incidents of illness or infection promptly and safely
- Informing families and staff of exposure to infectious diseases
- Following SA Health and Department for Education guidelines

3. Standard Infection Control Practices

Staff will implement standard precautions at all times, including:

- Treating all blood and body substances as potentially infectious
- Practising good hand and respiratory hygiene
- Using PPE when dealing with bodily fluids
- Covering broken skin with waterproof dressings
- Safely handling and disposing of sharps
- Appropriately disposing of contaminated waste
- Cleaning and disinfecting contaminated equipment and surfaces

Resources:

- SA Health – Managing Exposure to Blood and Body Substances
- SA Health – Preventing Disease and Infection

4. When a Child or Staff Member is Unwell

If symptoms of an infectious disease (e.g. fever, cold/flu, vomiting, diarrhoea) are present:

- **Urgent cases:** Call 000 for emergency medical attention
- **All cases:** Encourage medical attention, minimise contact with others, and follow exclusion periods
- If a child becomes unwell on site:
 - Phone the emergency contact
 - Supervise the child away from other children until collected
- Exclusion must follow **SA Health guidelines**

For vaccine-preventable diseases, non-immunised children must be excluded as per SA Health requirements.

5. Cleaning and Hygiene Response

In the event of a suspected or confirmed case of infectious illness:

- Increase cleaning for 72 hours in all possibly contaminated areas
- Focus on high-touch areas: taps, door handles, desks, toys, chair backs
- Reinforce handwashing, cough/sneeze etiquette, and respiratory hygiene

6. Communication with Families

Responsibilities of Admin Staff and Director/Responsible Person:

- Confirm exclusion requirements with the family
- Display a **notice in the preschool welcome area** about the infection
- **Post a notification on Seesaw** for digital communication
- Provide printed handouts about the infection (English + translated) from: <http://www.healthtranslations.vic.gov.au>
- Consult with teaching staff to determine languages needed for handouts
- **Email families** of children who attended during the potential exposure period, attaching relevant handouts

7. Sample Email to Families

Subject: Notification of Reported Illness – Please Read

Dear Families,

We were notified today that a child who attended our Kindy group last week (e.g. Thursday 2nd and Friday 3rd Sept) has been unwell with symptoms of [insert infection].

Please find attached information regarding this infection.

We ask that you monitor your child for symptoms and seek medical advice if required.

Developed and accepted by the Governing Council and staff of Challa Gardens Preschool

Last reviewed: August 2025

Next Review date: August 2028

Exclusion Requirement: Children must stay home for at least 24 hours after their last loose bowel motion or vomiting episode.

Support:

- SA Parent Helpline: **1300 364 100**
- WCHN Parent Helpline: 7:15am – 9:15pm daily

Please notify us if your child becomes unwell after attending so we can inform other families.

Kind regards,

[Name]

Challa Gardens Preschool

8. Sample Seesaw Post to Families

Health Notice for Families

Dear Families,

We want to inform you that a child from our Kindy group who attended last week (e.g. Thursday 2nd and Friday 3rd Sept) has been unwell with symptoms of [insert infection].

A notice has been placed in the preschool welcome area, and we have also attached a handout below for your reference.

Please monitor your child for symptoms and seek medical advice if needed.

Children must stay home for at least 24 hours after their last vomiting or diarrhoea episode.

For questions or translated info, feel free to message us.

Kind regards,

Challa Gardens Preschool Team

9. Support and Contacts

- **Translation services** are available for EALD families
- **Work Health and Safety contact:**
 - Phone: 8226 1440
 - Email: Education.WHS@sa.gov.au