Procedures: Head Lice, Infectious Diseases, Toileting

In the interests of minimising the spread of head lice this procedure will be followed:

- When staff become aware of a child who shows signs of active head lice the child’s parents will be contacted by phone and asked to collect the child from preschool and treat hair before the child returns to preschool.
- When staff become aware that a child has head lice or is being treated for head lice all preschool families will be notified in writing that there ‘has been a case of head lice at the preschool’ and asked that all children to be checked and if necessary treated for head lice before returning to preschool.
- A copy of headlice notification is to be kept in the Accident & Incident Folder

Infectious Diseases

In the interests of minimising the spread of infectious diseases DECD policy will apply and the following procedure will be followed:

- A notice of an occurrence of an infectious disease will be display as prescribed information in accordance with Regulation (173 (2) (g))
- Parents will be requested during orientation visit not to send their children to preschool if they are unwell

Toileting

DECD Protective Practices Guidelines (p.16) have been used to create the following toileting procedure.

- An individual toileting plan must be developed by preschool staff and parents when a child requires regular assistance with toileting and personal care needs due to a disability. This plan must be signed by parents and staff. When such a plan is in place in the preschool staff must make further arrangements to ensure supervision of other children is maintained whilst staff assist with toileting.
- Children who request assistance in toileting and personal care must in the first instance be guided verbally by a staff member to meet their own needs. Only in the case where a child is unable to carry out personal care will the staff member physically assist them. When this occurs staff must ensure 1. that their own hygiene needs are met, 2. that other staff have been aware of this assistance is being given, and make sure they position themselves so as to maintain adequate supervision of children and 3. the assistance is recorded and parents are informed at collection time.
- If this situation leads to high stress for the child parents must be contacted.
- All staff must be aware of the Protective Practices guidelines in relation to toileting and act according to the guidelines
- Records of all toileting assistance will be kept on site in a confidential manner.

Endorsed by Staff and Governing Council March 2014
To be reviewed: September 2016