

HYGIENE POLICY



INTRODUCTION

Our service aims to maintain a healthy and hygienic environment for children, educators and families by providing professional cleaning services on a daily basis.

The service will ensure that additional procedures are implemented to minimise the potential risk of disease and illness.

These procedures will include:

- Spot and routine cleaning by educators;
- Effective hand washing practices;
- Identifying and excluding sick children and educators as per the Infectious diseases and the Illness policy;
- Maintaining updated immunisation records as per the Infectious diseases policy;
- Effective handling, storage and disposal or washing of soiled items; and the use of personal protection equipment.
- Sharing hygiene routines and information with families for continued and reinforced personal health and hygiene.

PURPOSE

It is important that educator's role-model positive health practices, and that children are appropriately supervised, assisted and encouraged in their daily health and hygiene routines. Education and care environments must be hygienically maintained to reduce the possible spread of infection and illnesses through the sound hygiene practices of Educators.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor and visitors of the Service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.

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.
3.1.1	Fit for purpose	Outdoor and indoor spaces, building, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
88	First Aid Kits
109	Toilet and hygiene facilities
112	Nappy change facilities
168	Policies and procedures are required in relation to enrolment and orientation

RELATED POLICIES

Dealing with Infectious Diseases Policy Incident, Illness, Accident and Trauma Policy	Nappy change Policy Cleaning and maintaining the environment policy Providing a Child Safe Environment Policy
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IMPLEMENTATION

The Approved Provider will:

- Ensure procedures that prevent the spread of infectious diseases are designed to be implemented by educators and volunteers.
- Ensure that the Nominated Supervisor, educators and volunteers are aware of the need to implement health, hygiene practices and safe food handling and storage practices in order to minimise risks for the children in the education and care service.
- Ensure that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within.
- Ensure the Nominated Supervisor, educators, staff, and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food (Regulation 77(1)).
- Establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy.

- Arranging for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule as required.
- Reviewing the cleaner’s contract and schedule as required. When the employed cleaner is unavailable this is then the assistant educator’s role of that room for that day to complete. This is listed in the employment contacts and will be paid accordingly as per the award.
- Provide appropriate height basins for children to wash hands as well as adult height basins.
- Appropriate height toilet facilities for children and adults as well as a child step in each child toilet area for children whose legs cannot reach the ground whilst sitting on the toilet.
- Ensuring the service has adequate laundry facilities and arrangements for dealing with soiled clothing, nappies, and linen, including hygienic facilities for storage prior to their disposal or laundering (Regulation 106(1)).
- Ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children (Regulation 106(2)).
- Ensure that the adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way that prevents unsupervised access by children (Regulations 112(2) &(4))
- Foam soap will be provided in children’s bathrooms next to the handwashing basins and liquid soap will be provided at adult handwashing sinks.
- All children and adults will be catered for and any allergies for soap are identified on the enrolment forms and staff will inform the Nominated Supervisor so these can be catered for.
- Will provide separate locker areas for all children who attend to store bags, hats and personal belongings in bags.
- Provided monies in the budget for purchase of appropriate cleaning/hygiene products for the Centre.

The Nominated Supervisor will;

- Ensure that educators and volunteers implement health, hygiene practices and safe food handling and storage practices in order to minimise risks for the children in the education and care service.
- Ensure that in the event of an infectious disease being identified within the children, families or educators in the service, steps are taken to prevent the spread of the infectious disease and that parents and emergency contact details are notified about the occurrence of an infectious disease as soon as possible.
- Maintain up-to-date immunisation records for all children. Families will be given reminder notifications when scheduled immunisations are due. NSW Early Education and Care services are prevented under the Public Health Act from enrolling children unless appropriate documentation is provided that indicates that the child:
 - is fully immunised for their age (AIR Immunisation History Statement), or
 - has a medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form), or
 - is on a recognised catch-up schedule (AIR Immunisation History Form). Refer Immunisation Policy.

If any outbreak occurs within the education and care service children who have provided documentation not to be vaccinated or on a catch up schedule will be excluded as per the Infectious Disease Policy.

- Continue with current cleaning systems that prevent contamination and cross infection. Cleaning buckets, cloths, mops etc will be clearly labelled, coded to indicate their specific use, and stored in a location inaccessible to children
- Ensure that new educators, casual educators, and volunteers are informed about the strategies and procedures implemented by the education and care service to keep themselves and the children protected.
- Prioritise training and professional development for educators regarding current hygiene and infection control practices.
- Ensure clear posters are displayed throughout the Centre with regards to handwashing guidelines and hygiene.
- Review staff training needs in relation to understanding and implementing effective hygiene practices in early childhood settings, and as the need arises.
- Keeping a copy of the Staying Health in Child Care 5th edition to be referred to if needed.
- Ensuring National Health Medical recommendations council (NHRMC) are followed.
- Ensure that the adequate, developmental and age appropriate toilet, washing and drying facilities are provided for use by children, and that these are safe and accessible (Regulation 109)
- Ensure all areas are cleaned thoroughly daily. Floors will be vacuumed and washed daily by the cleaner. When the cleaner is unavailable the Nominated Supervisor will advise the educators who are to complete this task.
- Ensure that toys and equipment are washed regularly or when contaminated. All toys that are disinfected and put away in storeroom will be dated. A procedure for this is in place.

Educators will;

- Engage in training, research and professional development about current hygiene and infection control practices.
- Be responsible for routine cleaning of the education and care service. This will include sweeping and mopping floors (when needed, wiping tables with nominated spray before and after meals, sanitising toys and equipment after use; and particularly after children have mouthed toys.
- The sandpits will be raked weekly or as needed, covered each night.
- Ensure that children's handwashing areas have a visual procedure available for children to refer to. Actively support children and families to learn hygiene practices.

- Educators will role model correct hand washing techniques and give verbal reminders to children when washing hands.

- Monitor children's health and wellbeing while they are at the education and care service: Educators will observe children's activity carefully. If a child shows symptoms such as lethargy, high temperature, vomiting, skin rash, difficulty in breathing, diarrhoea or when educators have concerns about a child's health, they will immediately inform the Nominated Supervisor and the family. (Implement the Incident, Injury, Trauma and Illness and the Infectious Diseases policies.)

- Wear gloves always when assisting a child with soiled or wet their clothing, and during nappy change and toileting routines. (Nappy Change and Toileting policies.)

- Cover any cuts, abrasions, dermatitis or open skin on hands with a water-resistant dressing.

- Clean nappy change mats and areas after each use following the Nappy Change policy and procedure. Spot clean nappy change and bathroom areas as required during the day.

Effectively manage bodily fluid spills and accidents. Blood or bodily fluid spills will be isolated with barricades until the educator can remove the spill hygienically. The educator will:

- avoid direct contact with the spill;
- use personal protective equipment;
- contain the spill as far as possible using paper towel, disposing of it in a sealed plastic clinical waste bag;
- clean the spill using neutral detergent;
- dry or ventilate the area;
- notify the work cover authority if there has been exposure to bodily fluids that may present the risk of the transmission of blood borne diseases.

- Administer first aid to any educator who has blood or bodily fluids splash into their eyes or mouth by irrigating the eyes for 5-10 minutes and/or blow nose and spit out and rinse out the mouth.
- Store and dispose of soiled items appropriately as per nappy change and toileting policies. Soiled items not belonging to an individual child or family that have been exposed to bodily fluids will be rinsed in cold water and washed separately in a machine using hot water.
- Encourage children to cover their noses and mouths when sneezing or coughing and to wash and dry their hands afterwards. Model this behaviour.
- Wear gloves when serving and preparing food. Children's cups, plates and bowls along with all kitchen utensils used in the preparation of food will be sanitised in the dishwasher in a hot soapy water in the nominated sink.
- Use every precaution to minimise the risk of infection within the education and care service environment for themselves, the children, and the families.
- Value family's cultures with respect to hygiene.
- Promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families, and the community.

- Ensure appropriate storerooms that store cleaning materials are kept always locked.
- Ensuring kitchen doors are always closed.
- Being a part of developing effective hygiene systems for cleaning and following these;
 - eg; one blue chux cloth per table with disinfectant prior to eating and this is placed in washing container on the sink once used to clean the table.
 - The blue chux clothes are then washed on a hot water cycle and dried before being distributed evenly to each room.
 - The blue chux cloth at the kitchen sink will be cleared each day and placed in blue chux washing basket to be washed.
 - Green chux clothes are for toilets only and disposed of.
 - Red mop is for toilet area only.
 - Blue handle mop is for playroom.
 - Disinfectant for table tops is kept at the assistant educator sink in the playroom and is clearly labelled.
 - Mops should be soaked in bleach once a month or if not appearing cleaner afterwards than replaced. (Cleaner can be responsible for monitoring this).
- Ensure that the inspection of the outdoor areas, in particular the sand and Softfall areas, are conducted regularly to ensure they are maintained in a safe and hygienic manner. A checklist is completed each morning prior to sessions for each room. The room responsible for setting up outside that day will be the one that records the outdoor checklist.
- Informing the Approved Provider of any issues that impact on the implementation of this policy.
- Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators.
- Storing of sunhats, in such a way as to prevent cross contamination. Children keep sunhats in their own bags.
- Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, considering natural products when purchasing. Also ensuring the Ph balance is 0.
- Having disposable gloves accessible at all times.
- Ensuring that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys. This is on display at assistant educators sink.
- Ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children in a locked named storeroom. Each cleaning product will have a MSDS label attached and MSDS sheet located in the main office in the OHS folder.

- Ensuring that disposable gloves are worn when changing nappies or dealing with open wounds or other body fluids, and dispose of those gloves and soiled materials in a sealed container or plastic bag. Face washer's and tea towels can be soaked in bleach and washed on a hot cycle. Other blood-soaked materials need to be placed in a storage bag and placed in sanitary bins.
- When suspected of having an infectious disease do not to attend the service in order to prevent the spread of infection to others attending the service.
- Being a role model for children and families of good hygiene.

In terms of changing nappies for children (higher learning needs) all educators are responsible for:

- Attending to the individual personal hygiene needs of each child as soon as practicable.
- Changing nappies and/or attending to individual personal hygiene and toileting needs of each child according to recommended procedures see Nappy changing policy.
- Disposing of soiled nappies in a safe and hygienic manner in line with this policy.
- Ensure soap and drying facilities are available at all times when children are in attendance at the service. Due to our sustainability policy we have a preference for children to use hand dryer rather than paper towel. We promote the use of the hand dryers over this due to sustainability however understand when children do not feel safe or are not comfortable we do keep paper towel in the bathrooms for them to access.
- Ensure children do not share the use of items related to personal care, such as hand towels for drying hands, tissues, handkerchiefs, water bottles or hats.
- Encourage children to flush the toilet after use. (check these throughout the session)
- Encourage and assisting (where required) children to wash their hands according to hand washing guidelines after toileting.
- Encourage children to tell a staff member if they have had a toileting accident.
- Monitor and maintaining toileting facilities in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area.
- Respect diverse styles of toileting due to cultural or religious practices.
- Respect the possible need to maintain privacy of toileting and dressing and assist children to do this.
- Always ensure adequate sight and or sound supervision of children in the toileting area, particularly when children come from outside to use the toilet.

For cleaning toys, clothing and the service in general all educators are responsible for:

- Removing toys that a child has sneezed, coughed on, vomited on, or placed in mouths (place in a 'toys to be cleaned' box or cleaned and disinfected straight away)

- always Wearing disposable gloves when cleaning.
- Washing mouthed toys daily using natural disinfectant.
- Wiping over books with a moist cloth treated with disinfectant when needed or when finished with (generally a fortnight cycle).
- Ensuring washable toys, dress ups, blankets and equipment are cleaned fortnightly as needed or annually, as required.

In regard to children’s contact with one another, all Early Childhood Staff are responsible for:

- Educating and encouraging children in good personal hygiene practices, such as:
 - Washing their hands after blowing and wiping their nose.
 - Not touching one another when they are cut or bleeding or have soiled clothing.
 - Disposing of used tissues promptly and appropriately, and not lending them to other children.
 - Only touching the food they are going to eat and using and drinking from their own water bottles.
 - If children forget water bottles educators will provide a labelled cup with water.
 - Only touching their own lunchboxes and not assisting peers to open their lunch boxes.

For the indoor and outdoor environments all Early Childhood Staff are responsible for:

- Keeping the indoor and outdoor environments as clean and hygienic as possible at all times.
- Including the safe disposal of discarded needles/syringes/sharps.
- Promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures.
- Covering the sandpit when not in use to prevent contamination.
- Emptying water containers, such as water trays, each day (refer to Water Safety Policy)
- Disposing of any dead animals/insects found on the premises in an appropriate manner.

Safe handling of body fluids or materials in contact with body fluids.

- Accidental spills and secretions of body fluid are a fact of life in a preschool setting. In managing these spills, all early childhood educators must ensure that they:
 - Avoid direct contact with blood or other fluids.
 - Are not at eye level when cleaning/treating a child’s face that has blood on it, as a child’s blood can enter the mouth/nose of a staff member when a child cries or coughs.
 - Wear gloves wherever possible. Gloves are placed in prominent places indoors and outdoors.
 - Cover any cuts/abrasions on their own hands with a waterproof dressing.
 - Use appropriate protection when needed to give CPR such as facemasks/cloths.

Effective environmental cleaning

Cleaning is an important part of infection control as germs are unable to multiply on clean, dry surfaces. Effective cleaning removes the bulk of infectious organisms from a surface.

Particular attention should be paid to the following:

- Toilets/sinks must be cleaned daily and separate cleaning cloths/sponges must be used for each task. (Cleaners do this after hours, however the need may arise during sessions).
- Mouthed toys must be washed immediately or placed in a separate container for washing later.

- All bench tops and floors must be washed regularly.
- Children's cups plates, scrap containers used for water must be washed daily.
- Nappy change areas/mats must be cleaned after each use.
- Bins emptied daily or when full.

Parents/guardians will;

- Keep their child/ren home from preschool sessions if they are unwell or have an infectious disease that requires their exclusion from the Preschool. Refer to Dept of Health NSW guidelines given in Parent Information Handbook.
- Informing the service if their child has an infectious disease.
- Support this policy by complying with the hygiene practices when attending the service or when assisting with a service program or activity.

Volunteers and students will;

Follow this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required.
- Notify parents/guardians at least 14 days before making any changes to this policy or its contents.

Sources

Education and Care Services National Regulations.

Guide to the National Quality Standard.

CELA Hygiene and infection control policy Sept 2018

National Health Medical Recommendation council (NHRMC)

National Education and Care Regulations (30.12.21)

Moama & District Preschool Centre Hygiene Policy as at 19/3/2020.

Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013

SafeWork NSW – www.safework.nsw.gov.au

Centre for Community Child Health – www.rch.org.au

National Health and Medical Research Council – www.nhmrc.gov.au

Acknowledgements

Medowie Community Preschool Incorp

Goulburn Region Preschool Association Centre Polices

Community Early Learning Australia (CELA)

REVIEW

POLICY REVIEWED BY:	Stacey Warren	President	20.3.2020
POLICY REVIEWED	March 2020	NEXT REVIEW DATE	MARCH 2023
MODIFICATIONS	<ul style="list-style-type: none">• UPDATED PREVIOUS FORMATTING TO NEW FORMAT, KEPT ALL EXISTING WORDING.		