Policy Document No: ELC13
Category: Early Learning
Topic: Minimising the use of Toxic materials

Date of Issue: August 2007
Review date: November 2017

Considerations

Philosophy: Providing a safe, caring environment.

Children's needs: Protection from infection, clean hygienic environment, instruction about personal hygiene, without exposure to harsh chemical cleaning agents.

Parents needs: To feel confident that their child's health and well being & development is assured.

Staff needs: Clean and hygienic environment; appropriate equipment to ensure high level of hygiene is maintained and clear guidelines are provided in relation to their duty of care.

Management needs: Staff to maintain appropriate levels of hygiene and cleanliness to meet the required standards.

Legislation and Sources

Education and Care Services National Law, section 167
Guide to the National Quality Standard, standards 2.3; 3.1.2.
Staying Healthy in Child Care 4th Edition.
Health Act 1958 (VIC)
“Sure Protection against Infection”– Department of Human Services, 2000
QIAS Principle – 5.3.14

Policy Statement

Mount Scopus Memorial College believes that cleaning is an important element of infection control in our service. Cleaning is a form of disinfection as it removes all surface dirt. Thorough cleaning reduces contamination to such a degree that healthy children are not at risk of contracting disease. Our service is committed to ensuring high levels of cleanliness and hygiene whilst reducing staff and children's exposure to chemical cleaning agents.

How the policy will be implemented – practices and procedures:

◆ Safe and effective procedures when children are present
  Staff are responsible for ensuring that colour coded cloths are used for daily cleaning so to reduce the chance of contaminating children's environment (See Appendix 1). Hot water and washing detergent is used to clean all children's eating utensils. Spray and Wipe is to be used on surfaces when children are not present in the classrooms. Doors should be kept open for aerating when using cleaning products. Any piece of children's equipment that is mouthed during the day is to be placed in container provided in each room to be cleaned thoroughly at the end of the day in warm soapy water.

◆ End of day cleaning
  External cleaning contractors are engaged to clean the rooms and bathrooms thoroughly at the end of each day.
◆ Other Points to Remember:
  ● Air Drying is preferable for all cleaning utensils – as the sun is an effective, natural disinfectant.
  ● Disinfectant is only necessary where blood or bodily fluids is involved or when there is an outbreak of an easily transmittable disease. (See appendix 2)
  ● Washing Hands at all appropriate times, remember to wash after removing gloves. (See appendix 3)

Approved by the College Principal:

Date: November 2017
Appendix 1 – Colour Coded Cloth System

Colour coded cloth system – to be displayed near any cleaning preparation area in every room.

Chux usage

Green – Tables after food

Blue – Tables after activities

Yellow – Kitchen

Paper towel to be used to clean the floor and disposed of after use.
Appendix 2 – Disinfectant Usage

(v) General Cleaning
• Work areas need to be kept clean at all times.
• Floors—Floors are cleaned thoroughly at the end of the day by cleaning contractors. Staff should mop up any spills using paper towel during the day and discard after use. Mops can be used with detergent and hot water if necessary and should be washed and dried before reuse.
• Bathrooms—Bathrooms will be thoroughly cleaned by cleaning contractors at the end of the day. Staff will check the bathrooms regularly during the day and clean as necessary.
• Walls and ceiling—should be cleaned as necessary with warm water and detergent to prevent accumulation of dirt.
• Beds—should be kept clean.
• Surfaces (bench tops, taps, and tables)—should be cleaned regularly with Spray and Wipe and warm water.
• Mops and cleaning cloths need to be well dried after use. Drying is an important part of the cleaning process as moisture may provide conditions in which germs may grow. Sunlight is excellent.

Disinfectants
• Disinfection is only required where contamination with blood and body fluids is likely to have occurred or when there is an outbreak of an easily transmitted disease. Using disinfectants should never replace good cleaning.

Rules to Follow When Using Disinfectants
1. Always wear gloves when handling disinfectants.
2. It is important to clean surfaces before applying disinfectant.
3. Measure the disinfectant then add it to the right amount of clean water according to manufacturer’s instruction.
4. Always use freshly diluted disinfectants as disinfectants gradually deteriorate after dilution.
5. All disinfectants take time to work.
6. Do not mix different solutions.
7. Store bulk supplies of disinfectant in a suitably labeled closed container in a cool, dry place off the floor and use before expiry date.
8. Remember that disinfectants are easily contaminated, and if handled carelessly will spread infection.

Cleaning Blood and other Body Fluids
It is important to treat all blood and body fluids as potentially infectious. Disposable gloves should be worn whenever contact with blood or body fluids is likely to occur. Care should also be taken to prevent splashing of blood and other body fluids on to mucous membranes such as eyes and mouth.

Procedures for Cleaning Blood Spills
When cleaning spills with disinfectant:
• Where possible, isolate the area.
• Wear gloves.
• Apply absorbent paper to soak up substance and discard.
• Cover area with freshly prepared disinfectant for ten minutes (use 1 part hospital grade bleach to 10 parts water).
• Wipe area with Disinfectant.
• Wipe with warm water and detergent.
• Dry area so that it is not slippery.
• Place gloves and all disposable paper towels in plastic bag.
• Seal bag and dispose of in rubbish bin in residential facility— for hospitals or training centres place in bags appropriately labeled and dispose of in line with Environment Protection Authority (EPA) regulations.
• Wash hands thoroughly.
Remember
Hot water will make blood stick to the surface it is on. For this reason, cold water should always be used for the first contact with blood or blood stained articles.

If a spill occurs on carpeted or soft areas and you are concerned about discoloring the carpet you may use detergent, but make sure the area is cleaned and dried thoroughly before allowing other people to come into contact with the area.

Procedures for Cleaning Spills of Other Body Fluids

Procedure for Cleaning Spills of Bodily Fluids

Educators and staff will immediately clean up spills of urine and faeces.

In cleaning up urine and faeces, educators and staff will:

- Always wear gloves.
- Place paper towel over the spill and allow the spill to soak in.
- Carefully remove the paper towel and any solid matter, place in a plastic bag, seal the bag and place it in the rubbish bin.
- Clean the surface with warm water and detergent, and allow to dry.
- Disinfect the surface.
- Wash hands thoroughly with soap and warm running water.
- Inform the College cleaners of the spill.

Soiled clothes are to be sealed in a plastic bag and sent home to be washed.

Sure Protection against Infection – Department of Human Services, VIC. 2000

Appendix 3 - Handwashing

How to wash hands

- Use liquid soap and running water
- Wash your hands thoroughly while counting slowly from 1 to 10
- Rinse your hands while slowly counting from 1 to 10
- Turn off the tap with paper towel
- Dry hands well with new paper towel

When to wash hands

- On arrival (this reduces new germs being introduced to the centre)
- Before handling food, including a baby’s bottle
- Before eating
- Before and after changing a nappy
- After removing gloves
- After going to the toilet
- After cleaning up blood, faeces or vomit
- After wiping a nose
- Before giving medication
- After handling garbage
- After playing outside
- Before going home (this prevents taking germs home)
Washing and rinsing your hands should take about as long as singing ‘Happy Birthday’ twice.