

Policy Document No:	ELC03
Category:	Early Learning
Topic:	Hygiene Policy



Date of issue: January 2005
Last Review Date: November 2017

Considerations:

Providing a safe, caring environment.

Children's needs: Protection from infection, clean hygienic environment, instruction about personal hygiene

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

Staff needs: Protection from infection; clean hygienic environment; appropriate equipment to ensure high level of hygiene; clear guidelines in relation to their duty of care.

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

Legislation and sources

Education and Care Services National Regulations 2011, Part 4, Reg. 77, Ministerial Council For Education, Early Childhood Development and Youth Affairs

Guide to the National Quality Standard, 2.1; 3.1.2.

Staying Healthy in Childcare – Preventing infectious diseases in child care, 5th edition, 2013

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

Policy Statement

This policy will set out practices and procedures to be followed in order to ensure the provision of a clean and hygienic environment and up-to-date infection control.

How the policy will be implemented - specific practices, procedures and responsibilities

The staff are responsible for:

- Using colour coded sponges/cloths in each area and ensuring they are stored separately
- Keeping the kitchen clean and tidy at all times and complying with the cleaning schedule. (See Appendix 1)
- Cleaning of all food contact surfaces, appliances and equipment after use. Particular attention will be paid to the cleanliness of sponges. Differently coloured sponges will be used for cleaning of food and for other cleaning.
- Covering all wounds and cuts on hands or arms with brightly coloured wound strips or bandage. If the wound is on the hand, disposable gloves are to be worn over the top of the wound strip if involved in food handling. Gloves are not necessary when contact is with intact skin.
- Modelling correct washing of hands and following the correct hand washing procedures. (See appendix 2)
- Informing the management on any issues that impact on implementation of this policy
- Encouraging parents/guardians to keep children that are unwell at home to prevent the spread of infection to other children.
- To make the appropriate arrangements for unwell children to be removed from the centre if necessary in the interests of the health, safety or well being of that child or other children attending the centre (regulation 88.2).

Cleaning toys, clothing furniture and equipment

- Removing toys which a child sneezed or coughed on. Wearing gloves when cleaning
- Washing mouthed toys daily using warm water and detergent, if possible drying in the sun.
- Wiping over books with a moist cloths with detergent on it.

Children's contact with each other

- Educating and encouraging children in good personal hygiene practices, such as
- Washing their hands after blowing or wiping their nose
- Not touching each other when they are cut or bleeding
- Disposing of used tissues promptly and appropriately and not sharing them with other children.
- Using their own equipment for personal care, such as hairbrushes, combs and hats.

Toileting of children:

- Ensuring soap and drying facilities are available at all times while children are in attendance.
- Ensuring children do not share items related to personal care (hairbrushes, etc).
- Encouraging children to flush toilets after use.
- Encouraging children to wash hands after using the toilet.
- Encouraging children to tell a staff member if they have had a toileting accident.
- Ensuring toileting facilities are kept in safe, clean and hygienic manner whilst children are attending the centre.
- Respecting the possible need to maintain privacy of toileting and dressing.

Nappy Changing:

- Ensure there is a separate, dedicated nappy change area with a hands-free lidded bin.
- Ensure that the nappy change mat is not torn and can be easily cleaned.
- Ensure nappy changing procedure (see Appendix 3) is followed when changing children's nappies.

Indoor and outdoor equipment:

- Keeping the indoor and outdoor environments as clean and hygienic as possible at all times
- Promptly removing blood, urine and faeces, either indoors or outdoors, using the appropriate cleaning procedure.
- Covering the sandpit when not in use, to prevent contamination by animals.
- Disposing of any dead creatures found on the premises in the appropriate manner.

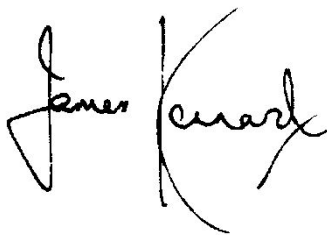
The parents/guardians are responsible for:

- Ensuring immunisation details on their child are up-to-date on the enrolment form.
- Keeping their child/children at home if they are unwell or have an excludable infectious disease.
- Informing the centre if their child has an infectious disease.

Management is responsible for:

- Arranging for the centres to be cleaned regularly including floors and other surfaces.
- Ensuring the sand, tanbark, paths and grassed areas are monitored regularly and maintained in a safe manner.

Approved by the College Principal:



Date: December 2018

Appendix 1 – Cleaning Schedule

(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 2 - Handwashing

How to wash hands

- Wet your hands first with running water
- Apply soap to hands - use liquid soap
- Wash your hands thoroughly for at least 15 seconds
- Rinse your hands thoroughly under running water
- 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.

Staying Healthy in Child Care - Preventing infectious diseases in child care 5th edition

Appendix 3 - Nappy Changing

Preparation

- Wash your hands
- Place paper on change table
- Put disposable gloves on both hands

Changing

- Remove the child's nappy and put disposable nappy in a hands-free lidded bin. Place any soiled clothes (including any cloth nappy) in a plastic bag
- Clean the child's bottom
- Remove the paper and put it in a hands-free lidded bin
- Remove your gloves and put them in the bin
- Place a clean nappy on the child
- Dress the child
- Take the child away from the change table
- Wash your hands and the child's hands

Cleaning

- After each nappy change, clean the change table with detergent and warm water, then rinse and dry
- Wash your hands