

Hygiene Policy

Date: 1995, Revised 10/08/2005, Revised 5/03/08, reviewed 7/02/11, reviewed 18/02/15, reviewed 9/07/18

Signed By Management Committee _____ **Date** _____

Aim

To minimise the risk of infection through appropriate contamination prevention procedures and the routine application of effective cleaning routines.

Background

Many harmful micro-organisms survive in bodily secretions and can contaminate the environment of the Centre. These germs can be transmitted from the environment by staff or another child as a result of touching. The mouthing of toys or other objects can transmit infectious diseases.

Related Policies

Nutrition Policy
Food Safety Policy & Procedures
Dental Hygiene Policy

Implementation

Personal Hygiene

Disposable gloves will be worn during:

- Food Preparation
- First aid procedures
- Toileting
- Nappy change
- Handling bodily fluids
- Washing soiled clothing
- Nose wiping

Wash hands thoroughly with soap and running water and then dry thoroughly after the above procedures and before and after food preparation and meal times.

Cleaning Duties

- A list of cleaning duties is to be displayed in every section.

Cleaning Toys and Equipment

- As far as possible, infants and toddlers are to be discouraged from sharing mouthed objects, even though this policy will require close supervision.
- Only washable toys are to be used. Personal non-washable toys will be kept in each child's cot for use by that child only.
- At least weekly all used toys will be soaked in very hot soapy water for three minutes and then washed, left to dry (preferably sun dried) before being used again.
- In the Nursery all toys will be wiped down daily using a hot cloth and soapy water &/or sanitizer. All material books and soft toys will be Machine washed.
- Toys which are mouthed during the day will be set aside in a container for soiled toys until they can be thoroughly washed as indicated in the paragraph above.
- Books which are visibly dirty will be wiped with hot soapy water.
- Centre feeding bottles will be washed in the dish washer and dummies will be washed with cooled boiled water.

- Dummies will not be shared. Between uses each child's dummy will be stored in an individual labelled container of cooled boiled water after being sterilized in Milton. Dummies will be stored out of reach of children. Mobile children who require a dummy at rest time will be encouraged to leave the dummy with an Educator to store as above and only have it at rest-time

Cleaning Surfaces

- All surfaces which are touched frequently, such as tables, bench tops, taps, cots and floors, are physically cleaned with hot soapy water regularly. Table tops in playrooms are wiped clean with hot soapy water and sanitizer throughout the day, particularly before and after eating.
- Wherever possible, single-use cleaning materials such as wipes or paper towels are used and then disposed of appropriately. Alternatively, the cloths or sponges for use in each area are stored separately and are washed and/or replaced daily.

Cleaning Washroom and Nappy Change Areas

- Toilets and nappy change areas are washed and cleaned with sanitizer at the end of each nappy change and at the end of the day. Body spills are to be dealt with in accordance with the procedures given later in the document under "Cleaning and Disposal of Body Fluids".
- Washroom surfaces – floors, taps, basins, - are thoroughly cleaned daily.
- Washrooms are checked throughout the day and cleaned as necessary.
- Low shelves, door knobs and other surfaces less frequently touched by children are cleaned regularly, at least weekly.

Cleaning Linen and Clothing

- Tea towels, feeders and face washers are to be machine washed in hot soapy water. They should be sun dried where possible.
- Children's dress-up clothes should be washed regularly.
- No personal clothing or linen items are to be shared.
- Avoid contact with soiled linen en route to the laundry facility.
- Clean bed linen is to be provided fortnightly in the Nursery and Toddler sections and monthly or as required in the Preschool sections (or more often if soiled) from home.
- Laundering of borrowed Centre clothing before returning it to the Centre is mandatory.

Cleaning Kitchen Areas

- All kitchen surfaces, dishes and utensils are to be kept meticulously clean. Cloths used for dishes and utensils are to be machine washed daily and disposed of as required.
- Kitchen refuse is to be deposited in a lined bin with a close fitting lid and removed from the kitchen daily. (Refer to individual room procedures for more detail)
- Cutting boards are to be made from a non-porous material and washed daily in the Dish Washer.
- Serving utensils, cutlery, crockery and bottles will be cleaned in dishwasher after every use. Children will be encouraged not to use utensils which have been dropped on the floor or to eat food which has been handled by another child.
- Tables and chairs will be wiped down and floors will be swept and mopped after each mealtime.

Cleaning and Disposal of Body Fluids – urine, blood, vomit, mucous and faeces

- The procedure for dealing with and cleaning up spills of body fluids will be displayed in a prominent place.
- Disposable gloves must be worn when cleaning up any spill of body fluids.
- Care is to be taken by the person who is cleaning the contaminated area not to expose their own open skin wounds, sores or mucous membranes (eyes, mouth, or nose) to body fluids, secretions or excreta.
- Staff with skin cuts or dermatitis should take particular care, by covering wounds with a dressing. If necessary, explain to the children why the staff member is wearing gloves.

- The bulk of any spilt blood, faeces, vomit or urine will be first cleaned up with paper towels. The towels are then disposed of in sealed bags.
- The surface must be cleaned with hot soapy water, then sanitised and left for 30 minutes before being dried.
- Hands must then be washed and dried thoroughly.

Sandpit Requirements

- The sandpit will be securely covered when not in use to prevent contamination by cats and possums.
- The sand is to be renewed regularly and the old sand removed from the playground area.
- The sandpits will be checked by staff daily in the mornings for contamination by cats and possums.
- Should the sand be contaminated by faeces, blood or other body fluids, the affected sand will be totally removed and dumped before disinfecting the remaining sand by spreading and raking salt over the sand surrounding the contaminated area.
- All sandpits to be dug over and salted approximately every 3-4 months by the centre's Handy person

Source Material

ACT Government, *Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services National Regulations 2011 (available from <http://www.legislation.nsw.gov.au/>)

Kidsafe Child Accident Prevention Foundation of Australia NSW (2017) Sandpits Factsheet. Retrieved from: <http://www.kidsafensw.org/imagesDB/wysiwyg/Sandpits2017.pdf> on 9/07/18.

National Health & Medical Research Council, (2012) *Staying Healthy In Child Care, Preventing Infectious Diseases in Early Childhood Education and Care Services*, 5th ed. Retrieved from:

file:///Z:/Health%20Forms%20&%20Fact%20Sheets/staying_healthy_childcare_5th_edition.pdf on 9/07/18

To be Reviewed

July 2020