

D-2 Hygiene

National Quality Standards (NQS)

2.1	Each child's health is promoted.
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
3.1.2	Premises, furniture and equipment are safe, clean and well maintained.

Education and Care Services National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 88	Infectious diseases
Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 168	Education and care service must have policies and procedures

My Time Our Place Learning Outcomes

3.2	Children take increasing responsibility for their own health and physical wellbeing
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Policy Statement

We aim to provide a healthy and hygienic environment that will promote the health of the children, staff and parents. All people in the Centre will follow preventative measures in infection control. Staff will ensure that they maintain and model appropriate hygiene practices.

Related Policies

- Animals Policy
- Daily Routines Policy
- Dealing with Medical Conditions Policy
- First Aid Policy
- Food and Nutrition Policy
- Illness and Infectious Diseases Policy
- Maintenance of Records Policy
- Management of Incident, Injury and Trauma Policy
- Work Health and Safety Policy

Procedure

Toilets

All toilet facilities will have access to a basin or sink with running cold water, however if hot water is needed, it will be made available in the kitchen along with staff supervision.

When children need to attend the toilet facilities, staff will ensure that there is soap and paper towels for washing and drying of hands.

Staff toilets are only for staff and where there is an emergency, children will be granted access to the staff toilets along with supervision. Children's toilets will be kept clean by the school's cleaner and the appropriate feminine hygiene disposal will be provided in the staff and senior toilets by the school. Staff toilets will be maintained and cleaned by the service.

Toilets and hand basins are the responsibility of the school. If the amenities are unfit, then the school will be notified. Staff will endeavour to keep the areas clean and/or notify the school of unfit amenities.

Kitchen

Soap and paper towels will also be available in the kitchen area.

One staff member will be responsible for monitoring the availability of soap and paper towels to ensure they do not run out.

Kitchen facilities will be cleaned daily using semi-neutral detergent cleaning wipes and/or cleaning sprays. As some children have allergies, cleaning sprays are not to be used in the vicinity of children. i.e. when children are not in attendance at the Centre or are in another room.

Infection control and prevention

All staff must wear disposable gloves when in contact with blood, open sores or other bodily substances, clothes contaminated with bodily fluids or cleaning up a contaminated area. Staff must wash hands with soap and water after removing the gloves.

Contaminated areas will be cleaned with disinfectants necessary to ensure that the area is clean and safe to access again.

All staff to report any incidents or occurrences seen of infection due to mould, ants, cockroaches, dangerous spiders and other insects such as earwigs that can cause infection or harm to children or staff. Action to address should be taken immediately.

Staff with cuts, open wounds or skin conditions such as dermatitis will cover their wounds and wear disposable gloves. Used gloves will be disposed of safely.

All surfaces will be cleaned with the cleaning wipes and/or spray detergent after each activity and at the end of the day when needed. Benches and tables will be cleaned at the beginning and end of each session, at a minimum.

Any contaminated surfaces will be disinfected.

All toys will be washed, cleaned and disinfected on a regular basis.

All material items such as tea towels pillow cases and lounge covers will be laundered regularly.

Children should not share hats.

Each child will be provided with their own drinking and eating facilities. Children will be reminded not to share drinks, utensils or use items that have been dropped on the floor.

All cups, plates and utensils will be washed in hot soapy water and sterilised through the dishwasher. All rubbish and left-over food will be disposed of immediately.

Lids must remain on the bins at all times and bins will be emptied daily. Bins will be wiped down with disinfectant daily.

Staff will use the cleaning checklist to clean on a daily basis and regularly update the daily cleaning record.

Disinfectants and/or chemical products that may be used at the Centre are:

- Earth Dishwashing liquid, floor cleaner and multipurpose cleaner
- Oven cleaner
- Palmolive antibacterial soap
- Gumption
- Fly spray/cockroach baits

Staff will maintain and model appropriate behaviour and encourage the children to adopt hygiene practices. Education in proper practices should be conducted on a regular basis, either individually or as a group. Health and hygiene practices can be highlighted to parents and also through information sheets or posters.

Handwashing will be practiced by staff and children before preparing or eating food and after all dirty tasks such as toileting, cleaning, wiping a nose, before and after administering first aid, playing outside or handling an animal.

Hand Washing

Our Centre provides a learning environment where careful guidance and role modelling by staff and basic hygiene-awareness activities can help children become competent, independent and develop valuable life skills.

Staff will consult with families to identify hygiene practices that work at home and within the Centre. These practices should be consistent with the standards and procedures recommended by recognised health authorities.

Signs on correct hand washing procedures will be on display above sinks at the Centre. Children will be actively encouraged to follow procedures on hand washing.

Staff should wash hands:

- Upon arrival and departure at the service
- Before and after administering first aid
- Before eating or handling food
- After visiting the bathroom
- After cleaning up after sick children
- After cleaning up any bodily fluids
- After handling children's soiled clothing
- After blowing/wiping nose
- After sneezing
- After coughing
- After handling garbage, raw food or money
- After touching eyes, ears, nose, hair or mouth
- After handling animals
- Before putting on gloves
- After removing gloves

Hands will always be dried on disposable towels, never tea towels.

Children should wash hands:

- Before eating and after eating
- After going to the bathroom
- After touching bodily fluids or sores
- After handling pets or other animals

Children will be provided with disposable towels to dry their hands on.

The Director is to ensure all staff follow procedures in accordance with WHS requirements (see WHS Policy).

Sources

- Education and Care Services National Regulations 2011
- National Health and Medical Research Council (NHMRC) – *Staying Healthy: Preventing infectious diseases in early childhood education and care services*
- National Quality Standard – Australian Children's Education and Care Quality Authority
- Public Health Act 2010
- Work Health and Safety Act 2011

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202305	- Minor wording changes	Staff	
v.2.202206	- Updated MTOP	Staff	
v.2.202105	- Minor wording changes	Staff	



v.2.202005	- Added sentence to hand washing	Staff	
v.2.201905	- Updated links to NQS and National Regulations - Combined Hygiene and Handwashing policies	Staff Staff	