

Hygiene Policy

This policy will provide guidelines to be implemented at Raleigh Street Community Children's Centre (Raleigh St) to ensure effective and up-to-date control of the spread of infection through the provision of an environment that is safe, clean, and hygienic.

National Quality Standard (NQS)-

Quality Area 2: Children's Health and Safety		
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
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

Education and Care Services National Regulations/Law-

Education and Care Services National Regulations	
77	Health, hygiene, and safe food practices
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facilities
168	Education and care service must have policies and procedures

Related Policies-

- Administration of First Aid Policy
- Administration of Medication Policy
- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions Policy
- Incident, Injury, Trauma, and Illness Policy

- Occupational Health and Safety Policy
- Privacy and Confidentiality Policy

Purpose-

Raleigh St is committed to protecting all persons from disease and illness by minimising the potential for infection through implementing and following effective hygiene practices, implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff, and any other persons in attendance.

Scope-

This policy applies to the Committee of Management, Director, educators, staff, students, volunteers, families, and children.

Implementation-

While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices. The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. Some effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff, and visitors
- immunisation
- cough etiquette
- appropriate use of gloves
- effective cleaning of the environment

The Director will ensure:

- all staff are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- staff implement adequate health and hygiene practices, and safe practices for handling, preparing, and storing food (Regulation 77(1))
- develop appropriate cleaning and sanitising schedules that outline daily, weekly, monthly, quarterly, and annual cleaning and sanitising requirements and responsibilities
- arrange for Raleigh St to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule
- ensure that laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children (Regulation 106(2))

- review staff training needs in relation to understanding and implementing effective hygiene practices within Raleigh St
- make sure staff in their rooms provide children with hand washing guidelines that are displayed at eye level
- ensure there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times

Staff will ensure:

- they develop effective hygienic systems for cleaning, such as using colour-coded sponges/cloths for each area
- ensure cleaning materials are cleaned, rinsed, and stored separately, and replaced regularly
- ensure that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys, particularly mouthed toys
- ensure all educators/staff wear disposable gloves when changing nappies or dealing with open wounds or other body fluids, and dispose of those gloves and soiled materials in the correct bin
- maintaining Raleigh St in a clean and hygienic manner, not just the rooms you work in
- implement and promote correct hand washing and hygiene practices
- conducting your daily checks of the indoor and outdoor environments
- they are conscious of their responsibility to not attend Raleigh St when they have or suspect they have an infectious disease

In relation to children's needs educators will:

- attend to the individual personal hygiene needs of each child as soon as is practicable
- changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures (refer to our Procedures Manual)
- disposing of soiled nappies in a safe and hygienic manner in line with this policy and the Procedures Manual
- place soiled clothing in plastic bags
- ensure soap and drying facilities are available at all times
- ensure children do not share the use of items related to personal care e.g., toothbrushes
- encourage children to flush the toilet after use
- encourage children to wash and dry their hands (refer to Procedures Manual)
- encourage children to tell a staff member if they have had a toileting accident

- monitoring and maintaining toileting facilities in a safe, clean, and hygienic manner
- respect diverse styles of toileting children due to cultural or religious practices
- respect the possible need to maintain privacy of toileting and dressing

In relation to cleaning toys, clothing, and the service in general:

- removing toys that a child has sneezed or coughed on (place in a 'toys-to-be-cleaned' box)
- wearing gloves when cleaning (general purpose gloves are sufficient; wash and hang outside to dry when finished)
- washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun
- wiping over books with a moist cloth treated with detergent
- ensuring washable toys and equipment are cleaned term by term or annually, as required
- washing and disinfecting mattress after every sleep or rest time and covers and linen, where applicable

In relation to children's personal hygiene practices educators will encourage and model children to:

- wash their hands after blowing and wiping their nose
- not touching one another when they are cut or bleeding
- disposing of used tissues promptly and appropriately, and not lending them to other children
- using their own equipment for personal care, such as toothbrushes, hats, brushes, and combs
- only touching the food, they are going to eat
- using their own drink bottles or cups

In relation to indoor and outdoor environments:

- 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 (refer to Procedures Manual)
- 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 relation to the safe handling of body fluids or materials in contact with body fluids:

- avoid direct contact with blood or other fluids
- not be 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
- cover any cuts/abrasions on their own hands with a waterproof dressing.

In relation to effective environmental cleaning:

- clean with detergent and warm water followed by rinsing and drying to remove the bulk of infectious organisms from a surface. Particular attention should be paid to the following:
 - toilets/sinks must be cleaned twice daily, and separate cleaning cloths/sponges must be used for each task
 - mouthed toys must be washed immediately or placed in a separate container for washing at a later time
 - all bench tops and floors must be mopped daily
 - children's cups/drink bottles used for water must be washed daily
 - when washing staff are to consider washing items separately to minimise cross-contamination, for example, tea towels washed separately from sheets, face washers washed separately to play mats/rugs
 - nappy change areas and mats must be washed with detergent and warm water after each use.

Parents/guardians are responsible for:

- keeping their child/ren home if they are unwell or have an infectious disease that requires their exclusion from Raleigh St
- informing Raleigh St if their child has an infectious disease
- Taking children's cups, drink bottles, milk bottles home each night and washing them
- encouraging their child to develop and follow effective hygiene practices at all times, including handwashing on arrival to Raleigh St
- Volunteers and students are responsible for following this policy and its procedures (refer to Procedures Manual)

Sources-

- Food Act 1990
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008
- Department of Health, Victoria, Food Safety: <http://www.health.vic.gov.au/foodsafety/>

- Communicable Diseases Section, Public Health Group, Victorian Department of Human Services (2005) The Blue Book: Guidelines for the control of infectious diseases. Available at: <http://docs.health.vic.gov.au/docs/doc/The-blue-book>
- National Health and Medical Research Council (2013) Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition): <http://www.nhmrc.gov.au/guidelines/publications/ch55>

Review-

Policy reviewed-	Modifications-	CoM endorsement date-	Next review date-
February 2021	<ul style="list-style-type: none"> • Policy formatting changed to reflect CC desktop template • Procedures moved to Procedures Manual-KC 	May 2021	May 2024