

Hygiene Policy

1. Policy statement

Values

Woodridge Pre-school is committed to the provision of:

- A clean and hygienic environment.
- An environment which provides infection control methods to minimise the spread and risks of infectious diseases and illnesses in children, staff, and any other persons in attendance at the centre.

Purpose

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

2. Scope

This policy applies to all staff, parents/guardians, volunteers, students, Committee and any other person involved in the centre.

3. Background and legislation

- *Children's Services Act 1996*
- Children's Services Regulations 2009
 - ❖ Regulation 78(1) requires that the personal hygiene needs of enrolled children are to be attended to as soon as practicable.
 - ❖ Regulation 103(1)(c) requires that all bedding and linen is kept clean and maintained in good repair.
 - ❖ Regulation 102(1) requires that facilities are provided for changing nappies in a safe and hygienic matter if children under three years of age are cared for by the centre (Appendix 2).
- *Food Act 1992*

3. Definitions

DEECD: Department of Education and Early Childhood Development

Hygiene: Principles of maintaining health and the practices put in place to achieve this

Neutral detergent: Available commercially and labelled as "neutral" or "neutral pH"

NHMRC: National Health and Medical Research Council

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Procedures

The Committee are responsible for:

- Ensuring new staff are provided a copy of this policy
- Arranging for the centre to be cleaned regularly including floors and other surfaces
- Ensuring the sand, tanbark, paths and grassed areas, are monitored regularly to ensure these are maintained in a safe manner.
- Approving any changes to this policy

The staff are responsible for:

General

- Informing the Committee of any issues which impact on the implementation of this policy.
- Encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children.
- Contacting the parents/guardians of a child, to collect their child if he/she becomes ill at the centre. (Regulation 88(3)).
- Notifying parents/guardians, as soon as practicable, of the occurrence of an infectious disease at the centre through a notice on the door at the centre, or the internal communication system. (Regulation 89(1)).

Toileting of children

- Staff will encourage children to manage own toileting
- Ensuring soap and drying facilities are available at all times when children are in attendance.
- Encouraging children to flush the toilet after use
- Encouraging and assisting (where required) children to wash their hands according to hand Washing Guidelines (Appendix 1) after toileting
- Encouraging children to tell a staff member if they have had a toileting accident
- Ensuring toileting facilities are maintained in a safe, clean and hygienic manner whilst children are in attendance. This requires periodic checking of the bathroom area
- Respecting diverse styles of toileting children due to cultural or religious practice
- Respecting the possible need to maintain privacy of toileting and dressing

Cleaning toys, clothing and the centre

- Preferably purchasing toys which are easy to maintain and clean
- Removing toys that a child has mouthed, sneezed or coughed on and placing in the dishwasher where appropriate.
- Wearing gloves when cleaning (general purpose gloves are sufficient, wash and hang outside to dry when finished).

Children's contact with one another

Educating and encouraging children in good personal hygiene practices such as:

- Washing their hands after blowing and wiping their nose
- Not touching each other where they are cut or bleeding

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- Disposing of used tissues promptly and appropriately.
- Using their own equipment for personal care, for example hats.

Indoor and outdoor environment

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

Dealing with spills of blood and other body fluids/safe disposal of discarded needles/syringes - Refer to centre's HIV/AIDS and Hepatitis policy.

The parents/guardians are responsible for:

- Ensuring immunisation details on their child/ren are up-to-date on their child/ren's enrolment form.
- Keeping their child/ren home if they are unwell or have an excludable infectious disease.
- Informing the centre if their child has an infectious disease.
- Participating in the maintenance program of the centre (where applicable).
- Participating in the washing duty of handtowels, smocks, tea towels etc

Immunisation

- Refer to centre's *Illness Policy*

5. Related documents

- DEECD, Children's Services Guide
- <http://www.education.vic.gov.au/childhood>
- Department of Health, Food Safety Unit, www.health.vic.gov.au/foodsafety/index.htm
Telephone 1300 364 352. Email: foodsafety@health.vic.gov.au
- NHMRC (2013), *Staying Healthy in Child Care*, 5th edition, available at <http://www.nhmrc.gov.au/guidelines/publications/ch55>
or email health@nationalmailing.com.au or telephone (02) 6269 1080 to request a copy.

Centre policies

- HIV/AIDS and Hepatitis, Appendix 1, Step-by-Step Procedure for Infection Control Relating to Blood Borne Viruses.

6. Authorisation

This policy was adopted by the Woodridge Preschool Committee, at the Committee meeting on 17th October 2013.

7. Review date

This policy shall be reviewed every 3 years. The committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change. (Regulation 42). This policy will be reviewed by October 2016.

8. Evaluation

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In order to assess whether the policy has achieved the values and purposes the Committee will:

- Monitor compliance with the procedures set out in the policy.
- Assess whether a satisfactory resolution has been achieved, in relation to hygiene issues raised in relation to the centre.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parents/guardians survey.
- Take into account reports from staff and others regarding the policy.
- Monitor complaints and incidents regarding hygiene in the centre.

Further Information

Preventing illness

The spread of infections and illnesses within centres cannot be prevented, however, some illness from infectious disease can be prevented. The NHMRC suggest that the implementation of infection control procedures can reduce illness in centres. The three most effective practices are:

- Effective hand washing
- Exclusion of sick children and staff
- Immunisation

The NHMRC suggests that if these are not done properly, the procedures in place will not work well.

Infections spread by:

- Person with the infection spreads the germ into their environment
- The germ must survive in the environment
- The germ is then passed to another person
- The next person becomes infected.

The implementation of procedures aims to prevent the spread of infections at every step.

Nappy changing facilities for over three-year-old children

Regulation 102(1) of the Children's Services Regulations 2009 specifies the requirements for nappy change facilities for children under three years of age, but does not specify the requirements for children aged over three years. However regulation 78(1) requires children's personal hygiene needs to be attended to as soon as practicable, therefore, if a child aged over three is not toilet trained or soils their underclothing, the centre will need to ensure facilities are provided for changing nappies/clothing in a safe and hygienic matter. How and where you are able to provide these facilities in a kindergarten environment will be dependant on the space and layout of the bathroom area.

Centres are advised to consider procedures, which ensure that the requirements of the regulations are met whilst respecting the individual child's need for respect and privacy (for example if they have soiled their underclothes). Centres are reminded that it is not acceptable to change a child's clothing or nappy in areas which are not licensed, for example, the office, foyer, kitchen, and adult/disabled toilets.

The Children's Services Act 1996

Section 29 requires a proprietor to ensure that the buildings, the grounds and all equipment and furnishings used in operating the service are maintained in a safe, clean and hygienic condition and in good repair.

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Appendix I

When to wash hands (staff)

- When you arrive at the centre
- Before handling food
- Before eating
- After changing a nappy
- After removing gloves
- After going to the toilet
- After cleaning up blood, faeces or vomit
- After wiping a nose, a child's or your own
- Before giving medication
- After handling garbage
- After coming in from outside play

When to wash the children's hands

- Before and after eating and handling food
- After going to the toilet
- After coming in from outside play
- After touching nose secretions
- After coming in contact with blood, faeces or vomit

This guideline was prepared based on information provided in *Staying Healthy in Child Care (2013), Fifth Edition*, <http://www.nhmrc.gov.au/guidelines/publications/ch55>

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Appendix 2

Nappy Changing Procedure

- Take child to designated change area located in the bathroom
- Prepare change mat and collect child's toileting bag
- Ask the child to lay on the mat whilst you put on your gloves
- Remove soiled clothing/nappies/pullups
- Place soiled items in plastic bag and seal
- Clean the child using wet wipes and replace nappy/pullup and clothing
- Ask the child to stand up and ensure you put their soiled items in their kinder bag
- Place soiled nappies/pullups into the nappy bin in the staff toilet area
- Once the child has left please spray the change mat with spray and wipe down
- Put all items including the mat back into the staff toilet area