



*'Where learning  
is fun'*

## **HYGIENE POLICY**

### Children's Health and Safety – Quality Area 2

#### **OBJECTIVE**

For Educators, families and children to adhere to effective hygiene practices to protect and minimize the potential risk of disease and illness.

#### **PROCEDURES**

##### **Responsibility of all Educators:**

#### **HAND HYGIENE**

When hands are visibly dirty Educators will ensure that the primary method of hand hygiene is using soap and water.

If hands are not visibly dirty, children will be given access to an alcohol-based hand rub. Educators will ensure hand rubs are only used by toddlers and preschool aged children with the hand dexterity to manage the correct application of hand rubs.

#### **INFANT HAND HYGIENE**

Where an infant can stand at a small basin, hands will be washed using soap and water.

Where an infant is unable to stand at a small basin, hands will be washed (with soap and water) using a pre-moistened single use cloth towel.

#### **HOW TO WASH HANDS WITH SOAP AND WATER**

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds.

There are five steps to washing hands:

1. Wet hands with running water
2. Apply soap to hands.
3. Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails. Rub hands together for at least 15 seconds (for about as long as it takes to sing 'Happy birthday' once).
4. Rinse thoroughly under running water.
5. Dry thoroughly.

To ensure good hand hygiene habits are developed, at all times Educators will supervise and observe children in the bathroom.

### **ALCOHOL-BASED HAND RUB**

Must be kept well out of reach of children and only used with adult supervision.

Alcohol rubs will be chosen where they contain 60-80% alcohol.

Alcohol hands rubs will be placed in the Services foyer for families to practice hand hygiene on arrival and departure.

When using hand rubs, follow these 3 steps;

- (I) Apply the amount of hand rub recommended by the manufacture to palm of dry hands
- (II) Rub hands together, making sure you cover in between fingers, around thumbs and under nails.
- (iii) Rub until hands are dry.

### **DRYING HANDS**

Hands will be dried with hand dryer, paper towel or cloth towels.

Cloth towels, if used, will be used by one child (i.e. not shared) then laundered before being used again.

### **WHEN TO PERFORM HAND HYGIENE**

	<b>Before</b>	<b>After</b>
<b>Educators and other staff</b>	Starting work, so germs are not introduced into the service Eating or handling food Giving medication Putting on gloves Applying sunscreen or other lotions to one or more children Going home, so germs are not taken home with you	Taking off gloves Changing a nappy Cleaning the nappy change area Using the toilet Helping children use the toilet Coming in from outside play Wiping a child's nose or your own nose Eating or handling food Handling garbage Handling a sick child Cleaning up faeces, vomit or blood Applying sunscreen or other lotions to one or more children Touching animals
<b>Children</b>	Starting the day at the service; families to assist with this Eating or handling food Going home, so germs are	Eating or handling food Touching nose secretions Using the toilet Having their nappy changed—their hands will become contaminated while

	not taken home with them, families to assist with this.	they are on the change mat Coming in from outside play Contact with blood, faeces or vomit Handling rubbish Touching animals Attending an excursion
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### **HOW OFTEN TO CLEAN**

<b>Surface or Area</b>	<b>How often</b>
Nappy change mat	Wash daily plus when visibly dirty
Soiled bed.	Wash daily plus when visibly dirty
Area where a child vomits.	Wash daily plus when visibly dirty
Highchairs, tables, chairs and other furniture children have regular contact with	Wash daily plus when visibly dirty
Floors	Wash daily plus when visibly dirty
Toys and objects put in the mouth	Wash daily plus when visibly dirty
Bathrooms—wash tap handles, toilet seats, toilet handles and doorknobs. Check the bathroom during the day and clean if visibly dirty	Wash daily plus when visibly dirty
Soiled bed	Wash daily plus when visibly dirty
Doorknobs	Wash daily plus when visibly dirty
Soiled linen and clothing only when it is the property of the Service.	Wash daily plus when visibly dirty
Children's beds and Cots	Wash weekly plus when visibly dirty
All low shelves, Home Corner Furniture and any other furniture or areas often touched by the children	Wash weekly plus when visibly dirty
hats.	Wash Monthly plus when visibly dirty
All toys that are used in the program	Cleaned before being returned to the storeroom or sooner if visibly soiled.
All puzzles that are used in the program	Wiped over before being returned to the storeroom or sooner if visibly soiled.
Cleaning Cloths	Wash daily
Face washers, bibs & hand drying towels	Wash daily
Tablecloths and teatowels	Wash daily

### **MEALTIMES**

- Children do not eat food that has been handled by another child
- Children do not eat food or use utensils that have dropped on the floor
- Drinking and eating utensils are not used by more than one child between washing

### **BED LINEN**

- A child's bed linen does not come in contact with another child's bed. When storing beds, bed linen will not be touching linen or beds which belong to other children.
- Bed linen used by the same child is washed once a week. Staff must ensure bed linen used by one child is not used for another child without laundering first.
- Soiled linen and clothing which belongs to families is not laundered at the Service to minimise cross infection, rather staff will dispose of any loose bowels down the toilet, then secure soiled items in a plastic bag which will then be placed in the child's bag for removal and launder by families at the end of the day.

### **WHEN TO WEAR GLOVES**

Educators will use **disposable gloves** when:

- changing a child's nappy
- handling/cleaning body fluids, including faeces, urine, saliva, vomit or blood.
- Managing cuts and abrasions
- Wiping a child's nose

Educators will use **reusable gloves** when:

- Bathroom cleaning duties
- Preparing bleach solutions

There is no need to wear gloves when preparing food if your hands are clean and dry. Gloves are not a substitute for clean hands.

### **KITCHEN AND FOOD HANDLING – CLEANING PLAN**

AREA	HOW OFTEN
All cooking equipment and serving plates, cups & serving utensils	Washed daily in dishwasher or hand washed and rinsed in hot water.  Rinse under hot water all dishes/utensils/cutlery/cups before placing in the dishwasher.
Benchtops	Wipe down after every use Sanitise Daily
Cutting boards	Cleaned and sanitised Daily
Trolleys	Daily
Top of bin lids	Daily
Floors	Sweep and mop daily

Microwave	Daily
Food Containers	After each time they are empty
Fridge shelves and door	Weekly
Dishwasher	Monthly
Oven	Ovens wiped out after each use and cleaned thoroughly once a month with approved chemicals.
Tiles on walls	Every 3 months
Pantry Shelves	Every 3 months
Cupboard doors, including top of door when open	Every 3 months

### **DUMMIES**

When not in use, dummies should be stored in individual plastic containers labelled with the child's name. Never let children share dummies.

Store dummies out of children's reach, and do not let the dummies come in contact with another dummy or toy.

### **COUGH AND SNEEZE ETIQUETE**

Educators will teach children to cough or sneeze into their inner elbow.

Educators will teach children when eating to turn away from food when they cough or sneeze, and then to wash their hands.

### **CLEANING CLOTHS**

Follow the Services cleaning cloth colour code chart and launder daily.

### **CLEANING OF TOYS**

A record of toys cleaned will be kept.

### **TOYS & OBJECTS PUT INTO THE MOUTH– BABY/TODDLER ROOM**

The Wombat Room and Koala Room must have a "Mouthed Toys Bucket". Staff will use this bucket during the day for placing toys in which have been sneezed on, toys that have been mouthed and for toys after being discarded after play by a child who is unwell, these toys must be washed at the end of every day.

### **NAPPY CHANGE ROOM**

The nappy change area must have a container labelled "**to be washed**" toys.

Give a child a clean toy if they need one while being changed and after the nappy change place it immediately in the "toys to wash container".

### **SANDPIT CLEANING**

- To be checked daily before being used by children to ensure dangerous objects are removed.
- Rake over sand daily and remove debris.
- Aeration and sunshine is the most effective way of disinfecting sand, turn over the sand monthly to aerate the sand.
- Remove sand contaminated by food or other materials, human or animal faeces, blood or other bodily fluids.
- Replenish sand when the sand levels drop 100mm below the top of the sandpit.
- Must be covered at the end of everyday

### **CHILDREN COOKING**

- Children will wash their hands before and after cooking classes
- Children with long hair will be encouraged to tie up their hair.
- When preparing food that will not be cooked after e.g. fruit salad, children will only prepare food to eat themselves.

### **CELEBRATION CAKES**

To minimise spread of illness, families will be asked to either;

- (I) Provide a separate cupcake for each child, one cup cake for the Birthday candle.
- (II) Provide a large cake for the children to share and a cupcake for the Birthday candle.

### **Responsibility of families:**

- Assist your child/ren with hand hygiene on arrival and departure from the Service.
- Practice hand hygiene on arrival and departure from the Service.

### **SOURCES:**

Staying Healthy in Child Care, Fifth Edition, updated June 2013

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