HEALTH AND HYGIENE POLICY

Aim: To provide a hygienic environment.

Explanation: Effective hygiene practices are promoted and implemented to avoid the risk of cross infection and to provide a safe environment.

Implementation: The staff will endeavour to implement the following precautions to the greatest extent possible under the circumstances on any given day. It is anticipated that there will be occasions on which some of the precautions may need to be waived for some reason.

To avoid the risk of cross infection of communicable diseases, centre staff will take the following precautions during first aid:

- Use disposable gloves.
- Avoid contact with blood, faeces and urine if hands or lower arms have cuts or open wounds.
- Wash hands, lower arms and other body parts in contact with blood, faeces and urine, thoroughly with soap and water.
- Clean up spilt blood or faeces with a bleach solution of one part household bleach to five parts water.
- Place wastes after contact with blood in a plastic bag and seal for disposal.
- Wash thoroughly all scissors and other instruments in water to remove blood. Instruments can be effectively sterilised by soaking in household bleach for 30 minutes.
- If a child has contact with blood or faeces, body parts should be washed with soap and water.

The following procedures should be carried out at all times:

**ALWAYS WASH HANDS** (see Hand Washing Policy)
- Before preparing food
- After toileting children
- Before eating
- Before and after nappy changes
- Before (if possible) and after first aid treatment
- After handling a sick child

**FOOD HANDLING**
- Staff are to wear gloves when handling food
PREPARATION AREAS
Craft and food preparation areas are to remain separate
The kitchen is to be disinfected regularly
Doors or windows are to be kept open for ventilation

TEACHING CHILDREN
Children are given opportunities to learn about health and hygiene related issues throughout the year
When possible, visits will be conducted by health professionals at the centre for children to learn about relevant issues
Posters about health and hygiene are placed around the centre promoting good health and hygiene

This policy links to the following NQS:
National Quality Standards: 2.1.3, 2.1.4
See Appendix 1-National Law (section) and National Regulations (regulation)

CLEANLINESS AND SANITATION
The goal of the Centre’s cleanliness policy and procedures is to maintain an environment that minimises risk of contraction or spread of illness.

Maintaining a clean, sanitary environment is the responsibility of all staff.

Staff are responsible for:
- The maintenance and cleaning of all areas, and materials the children use, which are not the responsibility of cleaners. Shelves and materials are to be disinfected weekly.
- Children’s equipment is to be disinfected on a regular on-going basis. Objects that children may have placed in their mouths are to be disinfected daily.
- Tables used for eating, or food preparation must be cleaned with disinfectant and wiped with paper towel before and after use.
- Craft area and kitchen areas to be separate.
- Children’s bathrooms will be cleaned daily with a disinfectant by wiping hand basins, flush button areas and seats and ensuring all toilets have been flushed. Staff should carry out this procedure using protective gloves and washing hands thoroughly when completed.
• Bathrooms should also be spot checked regularly by staff to maintain their appearance and to ensure they are adequately stocked.

• All Hazardous Chemicals to be kept in locked cupboard in kitchen or in the case of cleaners’ equipment, in the rear storage area.

**SANDPIT**
Sandpits are a source of infection and need to be well maintained and kept clean.

• Sandpit to be checked each morning for the possibility of foreign objects
• Sandpit is to be securely covered each afternoon.
• Sand to be disinfected and hosed thoroughly at quarterly periods,

**TOYS**
Toys need to be washed in hot water, disinfected, rinsed and drained. Any toy taken from storage should not be returned until it has been cleaned.

This includes puzzles, which should be wiped thoroughly with warm water and disinfectant. Cloth toys should be cleaned regularly and dried in sunlight.

**NOTE:**
Disinfectants must be correctly *diluted* following manufacturer’s instructions.

Gloves should be worn when handling disinfectants, as disinfectants are a common cause of dermatitis.

Items should be washed before disinfecting as substances such as blood, mucous, pus, vomit and faeces reduce the activity of disinfectants.

All cleaning cloths and mops need to be washed thoroughly and well dried after use (preferably in the sunlight).

This policy links to the following NQS:
National Quality Standards: 2.1.3, 2.1.4
See Appendix 1-National Law (section) and National Regulations (regulation)

**HANDWASHING POLICY**

**Aim:**
To ensure regular and appropriate hand washing by staff and children.
Explanation:
Consistent, effective hand washing procedures will be used to prevent the spread of infection and maintain a healthy, clean environment.

Implementation:

Hand Washing Procedure:
  a) Turn on the tap.
  b) Dispense soap.
  c) Rub your hands vigorously under running water.
  d) Wash all surfaces – backs of hands, wrists, between fingers and under the fingernails.
  e) Rinse well.
  f) Dry hands

Staff should wash hands:
• After using the bathroom, or assisting a child to use the bathroom.
• Before and after changing a nappy.
• After handling soiled items, including blood, dribble, urine, faeces or discharges.
• After cleaning up.
• After handling a sick child.
• Before preparing/handling any food.
• Before eating or drinking.
• After coughing or nose blowing.
• Before (where possible) and after first aid.

When to assist children to wash their hands:
• After they use the bathroom or have their nappy changed.
• After they have touched a child who may be sick or have handled soiled items.
• Before they eat or drink.
• If they have handled a pet or animal.
• After touching nose secretions or blowing their nose.
• After playing outdoors.

Learning experiences
Staff will provide regular opportunity for discussion about the need for hand washing to prevent disease. Poster and photographs will be strategically placed in areas where hand washing occurs.

This policy links to the following NQS:
National Quality Standards: 2.1.3, 2.1.4
See Appendix 1-National Law (section) and National Regulations (regulation)
TOILETING POLICY

Aim:
To maintain a healthy premises which promotes positive experiences in relation to toileting

Explanation:
Each child should be able to feel secure about toileting and toileting should occur in a hygienic manner.

Implementation:
• All Educators may change a child when necessary.
• Changing will be carried out in toilets and not in other areas.
• Disposable gloves will be used to changed soiled pants and vomit.
• Staff will use baby wipes if necessary to clean a child and wipes will be placed in the sanitary/nappy disposal bin.
• Soiled clothes will be soaked in Napisan solution in storeroom at the back of the playgroup room. (Locked room). Parents are to collect items at the end of the day and bucket disinfected.
• Toilets will be cleaned following Cleanliness/Sanitation Policy.
• Child and staff members are to both wash hands after child has been changed before leaving the bathroom.
• If children have any difficulties with toileting, staff need to be informed immediately.

This policy links to the following NQS:
National Quality Standards: 2.1.3, 2.1.4
See Appendix 1-National Law (section) and National Regulations (regulation)