



Hand washing and Hygiene and Infection Control Policy

Aim:

- To promote the use of hand washing as the single most important strategy against the spread of infection within the service
- The spread of disease can be significantly reduced by maintaining a clean and sanitary environment
- To support infection control by promoting appropriate cleaning practices
- To help minimise children's exposure to infectious diseases

Legislative requirements / Sources:

Hunter New England Population Health
NSW Health Department
National Health and Medical Research Council (NHMRC) Staying Healthy In Child Care NSW (5th Edition) 2013
Education and Care Services National Regulations (2011)
National Quality Standards

Implementation:

The Approved Provider will:

- Ensure the centre is equipped with sufficient hand washing facilities that are in good working order
- Ensure all information regarding the prevention of infectious diseases is sourced and recognised from health authorities such as: Staying Healthy- Preventing Infectious Diseases in Child Care (5th edition), National Health & Medical Research Council, NSW ministry of Health or NSW public hospitals websites
- Implement recommendations from Staying Healthy- Preventing Infectious Diseases in Child Care to prevent the spread of infections at the service
- Ensure that children are reasonably protected from harm by working with the Nominated Supervisor and Educators on developing, implementing and reviewing policy that will guide health & safety procedures within the service

- Collect maintain and store the required enrolment documents and enrolment information of children in the service
- Ensure safe, well maintained age appropriate basins are available for washing hands
- Ensure safe, well maintained facilities for nappy changing and other cleaning tasks are available for staff
- Ensure the appointment of a professional cleaner each night

The Nominated Supervisor will:

- Ensure the centre is stocked with the appropriate equipment for hand washing (liquid soap, disposable paper towel, antiseptic gel for when no other hand washing facilities are available)
- Ensure correct hand washing procedures are displayed throughout the centre
- Update policies and procedures as necessary to ensure correct and current information regarding hand washing is available to staff
- Ensure Educators and families are aware of relevant immunisation guidelines for children and themselves
- Maintain current records of immunisation for educators and children enrolled at the service
- Maintain current records of medical conditions of educators and children at the service
- Develop an enrolment procedure that captures all required information regarding the children's immunisation status and any medical condition
- Provide relevant material to families about the current NSW Immunisation Schedule for children, exclusion guidelines for children that are not immunised or are yet to receive all of their immunisations in the event of an infectious illness at the service
- Provide information to families and staff on illnesses (as soon as practicable after the occurrence of an infectious disease). This information is to describe the nature of the illness, the incubation period & infectious/exclusion periods
- Ensure that an 'Incident, Injury, Trauma and Illness' record is completed as soon as practicable or no later than 24 hours of the illness occurring
- Notify Hunter New England Population Health in the event of an outbreak. An outbreak is classified by 1 or more cases of a vaccine preventable disease and 3 or more cases of gastroenteritis and other non-vaccine preventable diseases.
- Implement additional advice on hygiene and infection control as advised by Hunter New England Population Health
- Maintain confidentiality in regards to children's individual medical circumstances by putting procedures in place to safeguard children and families personal information
- Ensure children's enrolment status is updated and parents are reminded at least twice per year to update their child's immunisation status
- Ensure opportunities for educators and families to be involved in the review of policies and procedures regarding children's health and safety

- Ensure the centre is cleaned professionally and to an appropriate standard each night
- Ensure current hygiene policies and practices follow current recommendations
- Ensure the centre is well equipped with gloves and other materials needed to prevent the spread of infection
- Evaluate monthly illnesses and the effectiveness of current policies and procedures and report any findings or matters of concern to the management committee
- Pass on information on hygiene and infection control to Educators
- Develop procedures around hygiene and ensure these are displayed and that educators are following these consistently
- Ensure sinks are designated as hand washing, food/bottle prep or bathing sinks and are labeled appropriately

Educators/staff will:

- Wash their hands on arrival and departure to assist stopping the spread of germs
- Ensure they follow correct hand washing procedures
- Ensure children wash hands at necessary times throughout the day i.e. before meals, after using the toilet, after playing outside.
- Role model correct hand washing procedures to children
- Educate children about the need for good hand washing practices
- Display hand washing procedures in visual form for children near children's hand washing facilities
- Restock supplies as necessary (i.e. refill soap and paper towel dispensers)
- Ensuring that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times
- Implementing appropriate health and safety procedures when tending to ill children
- Ensuring that families are aware of the need to collect their children as soon as practicable to ensure the child's comfort
- Advising families that they will need to alert the centre if their child has an infectious illness
- Maintaining their own immunisation status and advise the Nominated Supervisor of any updates to immunisation status
- Providing varied opportunities for children to engage in hygiene practices including routine opportunities and intentional practice
- Implement the services health and hygiene policies and procedures (including handwashing, routine and daily cleaning, nappy change procedures, wearing gloves and food handling
- Provide opportunities for children and families to have access to health procedures by organising visits/guest speakers to attend the service
- Attend appropriate professional development opportunities and read any information provided by the Nominated Supervisor in regards to health and hygiene

Cleaning products

- Pink cloths - general cleaning (table tops)
- Blue cloths - craft, beds/cots (dispose at end of day), floor spills and toilet accidents (dispose immediately)
- Green cloths- kitchen only
- Yellow - first aid (single use only)
- Paper towel – sinks & toilets (single use only)

In regards to Food, feeding utensils and meal times

- Educators will use tongs and serving spoons when serving food to children. Wearing gloves at times.
- Staff wearing nailpolish, shellac or fake nails will wear gloves when serving food
- Children will be encouraged not to share food during meal times except in the case of passing the fruit platters to one another at morning/ afternoon tea time.
- Plates and utensils will be washed thoroughly after use in dishwasher or with hot soapy water
- Children will be stopped from eating food that has fallen on the floor or from utensils that have fallen on the floor
- Children will be encouraged to use their own water bottles throughout the day. These are to be taken home for washing daily. The centre has a small number of spare drink bottles that are washed between uses in the dishwasher or in hot soapy water
- Water jugs will be washed and allowed to air dry at the end of each day
- Educators will ensure that food scraps are cleaned as soon as practicable from carpets and floor areas
- Food will only be prepared in the kitchen, unless the children are engaging in a cooking experience in the rooms.
- Bottles can be prepared at the sink marked 'Bottle prep only' or in the kitchen
- Tables without table cloths will be wiped with detergent before and after each meal time and allowed to dry
- Chairs and high chairs will be wiped over after each meal time and as necessary throughout the day
- Table cloths will be washed in the washing machine and allowed to air dry or placed in the dryer when needed

In regards to dummies, bottles and teething rings

- Dummies and bottles are to be supplied by the child's parents
- Dummies will not be shared between children. Dummies will be kept securely in a container clearly marked with the child's name
- Caps should be placed on bottles when not in use to avoid contamination of the teat

- Bottles will be rinsed and put away after use
- Teething rings will be stored in the fridge and washed in the dishwasher or in hot soapy water after each use

In regards to toys and equipment

- Toys and equipment will be regularly washed in neutral or dishwasher or, wiped over with detergent
- In Amaroo our room toys will be wiped/ washed with neutral during the middle of the day or more regularly as required
- Washed toys and equipment should be dried by sunlight
- Soft toys and equipment that are machine washable will be washed regularly in the washing machine and either air dried or placed in the clothes dryer
- Puzzles and larger toys and equipment will be wiped over at least weekly (more often for younger children) with neutral
- Books will be inspected for visible dirt and cleaned with a damp cloth and neutral and kept out of use until dry
- In our younger rooms (Amaroo & Buddina) a container marked 'Toys to Wash' will be used to store toys needing to be washed throughout the day (i.e. if a child sneezes on a toy or has been used by a child who is unwell)
- If a child holds a toy whilst having their nappy changed the toy will be placed in the 'Toys to wash box' immediately after
- Cleaning roster sign and area is designated for Amaroo and Buddina use

In regards to toileting and nappy changing

- Staff will wear gloves
- Bathrooms will be cleaned at least once a day and more often if visibly dirty
- Educators will wear gloves and use detergent and water to clean basins and toilets
- Floors will be swept and mopped as needed
- Nappy bins will be inaccessible to children at all times. The bins will be emptied regularly throughout the day by educators
- Nappy change mats will be cleaned between each child with detergent and water
- Maryland Care & Early education Centre follows a nappy change and hand washing procedures as recommended by the National Health and Medical Research Centre (NHMRC)
- Educators will wash their hands thoroughly with soap and water between nappy changes. Antibacterial gel is only to be used if no soap and running water is available
- Bathroom and nappy change area cleaning procedures will be displayed in an area visible to educators

In regards to beds, cots and linen

- Beds and cots are to be wiped with neutral solution after each use. Parents provide linen daily for their child. We have a small amount of spare linen which is laundered after each use
- Soiled linen should be handled whilst wearing gloves then placed in a wet bag and stored for the parent to collect. If soiled linen is to be washed at the service it should be soaked and then washed separately in hot soapy water and dried in the sun or placed on a hot cycle in the dryer
- Personal linen may be kept in a child's locker if they are enrolled on consecutive days. Otherwise it must be taken home each day

Sandpit Cleaning Routine

- Sandpits are a source of infection and need to be well maintained and kept clean. The sandpit is to be covered when not in use and raked daily and foreign objects and debris removed
- Sandpit to be disinfected when evidence of an animal is present in or around the sandpit

Management of Blood and Body Fluids

Although, infection from contact with blood is relatively rare, all cases of external bleeding should be dealt with carefully. The following precautions are advised:

- avoid contact with blood, especially if your hands or lower arms have open cuts or unhealed wounds. Utilise **blood and body fluids buckets**, available in both toilets and nursery change room.
- always use disposable gloves. Wash hands and lower arms and any other body part that has contact with blood in soap and water.
- After contact with blood, place all waste in plastic bag and seal for disposal.
- After contact with blood, wash any instruments in cold water to remove any blood. Instruments can be effectively sterilized by soaking them in hot water in the laundry.

When toileting children staff should continue to exercise strict hygiene and pay attention to cuts and broken skin, protecting them from direct contact with body fluids.

Management of Blood and Body Fluid Exposure

- Cover any lesion or cut on your skin with a band-aid upon commencing work and after appropriate hand washing.
- Always wear gloves when dealing with blood or body fluids.
- Wash any blood, urine or faeces off skin immediately. It is safe to do so with warm soapy water.
- Report to your Director, fill out the appropriate Accident form as required by Workcover.

- Where blood splashes into eyes or where there is blood-to-blood contact seek medical advice within 48 hours.
- Blood spills should be cleaned up immediately. (See procedure above).

Families will:

- Advise the service of their child's current immunisation status and provide written documentation of this for the service to copy and keep with the child's enrolment records
- Advise the service when their child's immunisation/medical condition is updated and provide this information to the service to ensure records are kept up to date
- Have the opportunity to provide input into review and effectiveness of policies and procedures of the service via various methods

Review:

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy is available in other languages upon request.

Reviewed: September 2018

Next Review Date: September 2020