

Yarram Early Learning Hygiene Policy

Quality Area 2: Children's Health and Safety

PURPOSE

This policy aims to provide both children and staff of Yarram Early Learning a safe and healthy environment to teach and learn in by providing guidelines for procedures to be implemented.

- Effective and up-to-date control of the spread of infection
- The provision of an environment that is safe and clean and hygienic

POLICY STATEMENT

VALUES

Yarram early learning 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 at the service
- Fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*,
- The *Education and Care Services National Law Act 2010* and the *Education and Care Services*
- *National Regulations 2011* to ensure that those involved with the service are protected from harm
- Informing staff, volunteers, children and families on the importance of adhering to the *Hygiene Policy* to maintain a safe environment for all users and communicating the shared responsibility between all involved in the operation of the service.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Yarram Early Learning, including during offsite excursions and activities.

BACKGROUND AND LEGISLATION

Background

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. 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.

Hygiene and Infection Control Practices

An infection can be spread when an infected person attends the service premises and contamination occurs. A service can contribute to the spread of an infection through poor hygiene practices that allow infectious organisms to survive or thrive in the service environment.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- immunisation.

Other strategies Yarram Early learning embed in practices include:

- Cough and sneeze etiquette
- Appropriate use of gloves
- Effective cleaning of our environment

Hand Hygiene

Hands are the body parts most responsible for transferring infectious organisms, which can then lead to the spread of illness and disease.

It is essential that hands are properly washed OR sanitised upon arrival and at intervals throughout the day. Correct hand washing and sanitising techniques are a vital part of good hygiene practices, and all staff should be trained in a set hand washing and sanitising procedure.

SEE ATTACHMENT ONE FOR HAND WASHING AND SANITISING PROCEDURE

NAPPY CHANGING PRACTICES

In agreement with Yarram Early Learning Nappy Changing Policy that is based off the NHMRC Publication Staying Healthy 5th Edition recommendations; Yarram Early Learning follows a policy that ensures cleanliness for the protection of both educators and children.

- All nappy changing practices must be completed with the use of gloves, a clean and sanitised surface and appropriate disposing of waste.
- All products including gloves, wipes, change mat paper, sanitiser, paper towel and sufficient bin space is in place before commencing a nappy change.
- After every change the area must be washed down with warm soapy water and sanitised, then reset before the next child.

TOILETING

Yarram Early Learning recognises that there are individual differences in the rate of maturation between children regarding toilet training. Staff will positively encourage children to utilise the toilet facilities and assist with the occasional accidents as required,

- Gloves should be used when assisting children with toileting practices.
- If any accidents occur, they should be immediately cleaned with the correct colour mop (bodily fluid).

- Toilets much like nappy changing area should be fully cleaned and sanitised after each toileting round is completed.

REST PRACTICES

For children who may require a rest period on a mattress, sheets are provided by Yarram Early Learning and are stored individually. Staff have the responsibility of ensuring all bedding is cleaned after the child's last day in care for each day.

- All mattresses and cots are to be cleaned after each use using sanitiser and paper towel.

EFFECTIVE ENVIRONMENTAL CLEANING:

Cleaning is an important part of infection control as germs are unable to multiply on clean, dry surfaces. Effective cleaning with detergent and warm water followed by rinsing and drying removes the bulk of infectious organisms from a surface.

Particular attention should be paid to the following:

- toilets/sinks must be cleaned 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 washed regularly
- children's cups/drink bottles used for water must be washed daily
- when washing at the childcare premises, 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. Facewashes and bibs are to be soaked in the bucket provided in laundry for at least 2 hours in **safety bleach**.
- nappy change areas/mats must be washed with detergent and warm water after each use followed by sanitiser.

TABLES AND CHAIRS

Tables and chairs that children are using must be cleaned daily with **warm soapy water AND sanitizer**.

- Before AND after each meal or messy activity to minimise cross infection (playdough, cooking, clay, painting etc).
- It is good practice to clean all tables and chair at the end of the day, prepared for the children the next day.

BOTTLES AND DUMMIES

It is crucial to ensure that each child's bottle and dummy are clearly labelled to avoid the spread of infection and cross contamination.

- After each use bottles must be washed with detergent and warm water, rinsed and placed back in child's individual basket or bag.
- Dummies must be rinsed once the child has finished and placed back into their own individual plastic container and stored in the fridge.

- Dummies AND containers should be rinsed weekly with boiling water.
- Always ensure that children have the correct dummy and bottle in their basket or bag to avoid families taking home another child's item.

FOOD HANDLING & SERVING

Handling and serving food should be done in a hygienic way that includes:

- Both children and adults washing their hands before coming into contact with food.
- Tongs or alternate utensils can be used to serve food.
- Whoever is serving the food MUST be aware of any children or adults with allergies and take appropriate precautions, including washing hands before and after serving the individuals food.

USING GLOVES

Do I really need to wear gloves?

If there is a chance that you may come in contact with faeces, urine, saliva, vomit or blood, you should wear disposable gloves. If you are not likely to come in contact with these body fluids, there is no need to wear gloves.

If you do come in contact with body fluids but gloves are not available, it is important to thoroughly wash your hands with soap and water as soon as you finish the activity.

<https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf>

Practice	Required?	Description
Nasal discharge	✗	Washing your hands every time you wipe a child's nose will reduce the spread of colds. If you cannot wash your hands after every nose wipe, use an alcohol-based hand rub. It is not necessary to wear gloves when wiping a child's nose. If you do wear gloves, you must remove your gloves and wash your hands or use an alcohol-based hand rub afterwards. Dispose of dirty tissues immediately
Changing nappies and toileting.	✓	Disposable gloves should always be worn on both hands when changing nappies, to prevent the spread of germs in faeces and urine. Wear gloves only during the part of the nappy changing process when you may come in contact with faeces or urine. Once the child is clean and the paper has been removed from the change table, remove your gloves so you will not touch the clean child with dirty gloves.

Bodily fluids Including: Blood, vomit, urine and faeces	✓	If a spill does occur, it is important to avoid direct contact with body fluids. Healthy skin is an effective barrier against infectious body fluids, so make sure any cuts or abrasions on your hands are covered with a waterproof dressing, and wear gloves. BLOOD: If gloves are not available, take the first opportunity to get someone wearing gloves to take over from you. Then wash your hands
Bleach	✓	Wear gloves when handling and preparing bleach.
General Cleaning	✗	Not required for normal daily cleaning duties unless you are in an outbreak that requires alternate cleaning chemicals. (bleach)
Food Handling	✗	Not required for handling and serving of food although you must ensure your hands and nails are clean. When switching between children's food you should ensure your hands are free from any food build up. CHILDREN WITH ALLERGIES: YOU MUST RE WASH YOUR HANDS BEFORE AND AFTER HANDLING A CHILD'S FOOD WHO SUFFERS FROM ANY ALLERGIES TO ENSURE THEIR SAFETY

Legislation and standards

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 77, 106, 109, 112, 168
- Food Act 1990
- Occupational Health and Safety Act 2004
- National Quality Standard, Quality Area 2: Children's Health and Safety
 - Standard 2.1: Each child's health and physical activity is promoted
 - Element 2.1.2 Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.
- Public Health and Wellbeing Act 2008

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of this manual.

Cleaning: A process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. During this process, micro-organisms will be removed but not destroyed.

Communicable disease: A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly.

Cough etiquette: The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either soap and water or a sanitiser hand rub.

Hygiene: The principle of maintaining health and the practices put in place to achieve this.

Infectious disease: A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service.

Neutral detergent: A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'.

Sanitising: A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.

SOURCES AND RELATED POLICIES

Sources

- Health. Vic: <https://www2.health.vic.gov.au/public-health/food-safety>
- Department of Human Services: <https://www.dhhs.vic.gov.au/>
- National Health and Medical Research Council, This Staying healthy: Preventing infectious diseases in early childhood education and care services 5th Edition: <http://www.nhmrc.gov.au/guidelines-publications>.
<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

Service policies

- Administration of Medication Policy
- Administration of First Aid Policy
- Dealing with Medical Conditions Policy
- Incident, Injury, Trauma and Illness Policy
- Dealing with Infectious Diseases Policy
- Occupational Health and Safety Policy
- Privacy and Confidentiality Policy
- Anaphylaxis
- Food Safety Policy
- Child Safe Environment Policy
- Relaxation and Sleep Policy

PROCEDURES

The Approved Provider is responsible for:

- Ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- Ensuring the Nominated Supervisor, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food (Refer to Food Safety Policy) (Regulation 77(1))
- Establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- Developing an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities
- Arranging for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule
- Reviewing the cleaner's contract and schedule on an annual basis
- Ensuring the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering (Regulation 106(1))
- Ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children (Regulation 106(2))
- Ensuring that there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way that prevents unsupervised access by children (Regulations 112(2)&(4))
- Ensuring that adequate, developmental and age-appropriate toilet, washing and drying facilities are provided for use by children, and that these are safe and accessible (Regulation 109)
- Reviewing staff training needs in relation to understanding and implementing effective hygiene practices in early childhood settings
- Providing hand washing guidelines for display at each hand washing location
- Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times.

The Nominated Supervisor and Responsible Person is responsible for:

- Implementing and ensuring that all staff members and volunteers at the service follow adequate health and hygiene practices, and safe practices for preparing, handling and storing food to minimise risks to children (Regulation 77(2))
- Developing effective hygienic systems for cleaning, such as using colour-coded cloths in each area
- Ensuring sponges are cleaned, rinsed and stored separately, and replaced regularly
- Ensuring that an inspection of the outdoor areas, in particular the sand and soft-fall areas, are conducted daily to ensure they are maintained in a safe and hygienic manner
- Informing the Approved Provider of any issues that impact on the implementation of this policy
- Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and staff
- Storing or presenting items, such as beds, bedding and sunhats in the most hygienic way practicable.
- Ensuring that there is a regular and thorough cleaning and sanitising schedule for all equipment and toys
- Ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children

- Ensuring that all 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 a sealed container or plastic bag
- Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills
- Actively encouraging staff who have, or are suspected of having an infectious disease to not attend the service in order to prevent the spread of infection to others at the service
- **The Supervisors and relevant Room Leader are responsible for ensuring volunteers and students are following this policy and the outlines procedures.**

Certified Supervisors and staff are responsible for:

- Implementing and promoting correct hand washing and hygiene practices, as outlined in this policy
- Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills
- Conducting a daily inspection of the outdoor areas, in particular the sand and soft-fall areas, to ensure they are maintained in a safe and hygienic manner
- Informing the approved provider of any issues that impact on the implementation of this policy
- Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and staff
- Being conscious of their responsibility to not attend the service when they have or suspect they have an infectious disease.

In terms of changing nappies for children, Responsible Persons and staff are responsible for:

- Attending 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 attachment 1)
- Disposing of soiled nappies in a safe and hygienic manner in line with this policy.

In terms of the toileting of children, Responsible Persons and staff are responsible for:

- Ensuring soap and drying facilities are available at all times when children are in attendance at the service, including ensuring paper towels are available if hand-dryers are not working
- Ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes
- Encouraging children to flush the toilet after use
- Encouraging and assisting (where required) children to wash their hands according to hand washing guidelines (refer to attachment 2) after toileting
- Encouraging 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 while children are in attendance; this requires periodic checking of the bathroom area
- Respecting diverse styles of toileting children due to cultural or religious practices
- Respecting the possible need to maintain privacy of toileting and dressing.

For cleaning toys, clothing and the service in general, Responsible Persons and staff are responsible for:

- 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
- Where applicable, washing and sanitising mattress covers and linen.

In regard to children's contact with one another, Responsible Persons and staff are responsible for:

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

- Washing 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.

For the indoor and outdoor environments, Responsible Persons and staff are responsible for:

- 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
- 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 an appropriate manner.

Safe handling of body fluids or materials in contact with body fluids:

Accidental spills and secretions of body fluid are a fact of life in a childcare setting.

In managing these spills, Certified Supervisors and other staff must ensure that they:

- Avoid direct contact with blood or other fluids
- Are not 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.

Effective environmental cleaning:

Cleaning is an important part of infection control as germs are unable to multiply on clean, dry surfaces. Effective cleaning with detergent and warm water followed by rinsing and drying removes the bulk of infectious organisms from a surface.

Particular attention should be paid to the following:

- Toilets/sinks must be cleaned 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 washed regularly
- Children's cups/drink bottles used for water must be washed daily
- When washing at the childcare premises, 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. Face washes and bibs are to be soaked in the bucket provided in laundry for at least 2 hours in safety bleach.
- Nappy change areas/mats must be washed with detergent and warm water after each use followed by sanitiser.

Parents/guardians are responsible for:

- keeping their child/ren home if they are unwell or have an infectious disease that requires their exclusion from the education and care service
- informing the service if their child has an infectious disease
- supporting this policy by complying with the hygiene practices when attending the service or when assisting with a service program or activity
- encouraging their child/ren to develop and follow effective hygiene practices at all times, including hand washing on arrival at the service.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Hygienic Procedures

AUTHORISATION

This policy was adopted by the Yarram Early Learning Incorporated in October 2020

REVIEW DATE: October 2022



HYGIENIC PROCEDURES

Hand Washing Procedure

This is the single most effective infection control measure. Hands should be kept in good condition with hand creams to avoid split skin.

Hands must be washed:

1. After toileting
2. After nappy changing
3. Before and after handling/preparing food
4. Before and after eating and drinking
5. After wiping noses
6. After contact with body fluids
7. Before and after administering first aid or medication
8. After bathing a child
9. After handling garbage
10. After handling animals

How to wash hands:

1. Use liquid soap and warm running water
2. Vigorously rub hands together while washing them (15 seconds)
3. Ensure you wash your hands all over – back of hands, wrists, between fingers and under fingernails.
4. Rinse your hands under running water. (15 seconds)
5. Pat dry hands with disposable paper towel.
6. Turn off the tap with paper towel.

Procedure for hygienic nappy changing

1. Collect all materials needed for the change and have these within reach prior to placing the child on the change bench – THIS ENSURES THAT YOU NEVER LEAVE THE CHILD UNATTENDED, AS A HAND MUST REMAIN ON THE CHILD AT ALL TIMES.
 - Wipes

- Plastic bag or wet bag
 - Gloves
 - Place change paper on the change mat (two pieces if needed)
- 2.** Use of disposable gloves is required when changing all nappies.
 - 3.** Remove child's clothes and nappy, soiled nappies and wipes are to be placed in a plastic bag or the child's wet bag if clothes need to go home.
 - 4.** Clean the child's bottom. Excess faeces wiped with soiled nappy then thoroughly clean bottom with wipes, then remove gloves and change paper and put all items in the plastic bag to go into the bin,
 - 5.** Put on clean gloves to apply nappy creams as required, and then remove gloves.
 - 6.** Replace with clean nappy.
 - 7.** Dress the child.
 - 8.** Take the child away from the change bench and wash the child's hands, in the case of a small baby use wet wipe to clean hands before removing baby from the change bench.
 - 9.** With warm soapy water, wipe the change bench with paper towel.
 - 10.** Spray the change bench with disinfectant spray and wipe with paper towel.
 - 11.** Spray and wipe or rinse the whole sink area where soiled nappy may have been.
 - 12.** Wash hands.
 - 13.** Record the change on the iPad Xplor App

Mealtimes Procedure

1. Before all meals clean and sanitise all tables being used for the meal.
2. Educators and children to wash hands.
3. Ensure food is of safe temperature before serving. Food must be served according to Safe Food Handling Guidelines and *the Food Act 2010*.
4. Educators must ensure that children's food preferences are respected.
5. Educators must ensure that mealtimes continue to be a learning experience for children including things such as the nutritional value of certain foods, staff to sit with children during mealtimes.
6. Spills must be wiped up immediately.
7. Different cloths must be used for wiping up spills on the floor than used to wipe up spills on the tables.
8. Educators to ensure all children wash hands/face when meal is finished.
9. . Wipe table.

Toileting

1. Encourage the child to pull down own pants; assist when needed
2. Encourage child to sit on the toilet themselves using stepping stool to reach toilet if required; assist when needed

3. Encourage child to wipe own bottom; assist when needed staff to use gloves when wiping child's bottom
4. Encourage the child to get off the toilet and pull pants up; assist when needed
5. Ask the child to flush the toilet
6. Ask the child to wash their hands
7. Wash own hands

Toileting Accident Procedure

(Follow the Toileting Procedure – refer to Hygiene Policy)

Changing Soiled Clothing and Toileting:

- Wear gloves when assisting children on the toilet and handling clothing soiled with faeces or urine
- Place soiled clothes into a wet bag, for parents to take home at the end of the day. Soiled clothes are not to be washed at the Educators home as this can spread germs; they need to be laundered at the child's home
- If underpants are significantly soiled, educators are to dispose of them into a tightly knotted bag and into the bin. (Best hygiene practices)
- Help the child to use the toilet
- Help the child wash and dry their hands. Ask older children if they have washed and rinsed their hands, counting slowly to 30 or singing for this length of time. Explain to the child that washing and drying their hands properly will stop germs that might make them sick
- If the child uses a potty over the toilet, empty the contents into the toilet and wash the potty chair. Do not wash it in a sink used for washing hands