

HYGIENE POLICY

Mandatory – Quality Area 2

Precious Gems Childcare Pty Ltd trading as "Kids Haven Childcare"

Quality Area 2.1 Each Child's health is promoted

Quality Area 2.1.2 Healthy practices and procedures-illness & injury management

Quality Area 2.2 Each child is protected

Occupational Health and Safety Act 2004 (Vic)

Public Health and Wellbeing Act 2008 (Vic)

Public Health and Wellbeing Regulations 2009 (Vic)

National Law Section 167 Offence relating to protection of children from harm and hazards

National Law Section 169(2)(4) Offence relating to staffing arrangements – An Approved provider & a nominated supervisor of an education and care service must ensure that each educator educating and caring for children for the service meets the qualification requirements relevant to the educator's role as prescribed by the national regulations.

National Law Section 175 Offence relating to requirement to keep enrolment and other documents

National Law Section 167 Offence relating to protection of children from harm and hazards

Public Health and Wellbeing Regulations 2019

Regulation 111(1) Ensuring that a child is excluded from the service in accordance with the minimum exclusion periods when informed that the child is infected with an infectious disease or has been in contact with a person who is infected with an infectious disease

Regulation 77 Health, hygiene and safe food practices

Regulation 85 Incident, injury, trauma and illness policies and procedures

Regulation 86 Notification to parents of incidents, injury, trauma and illness

Regulation 88 Infectious diseases

Regulation 89 First aid kits

Regulation 90 Medical Condition Policy

Regulation 106(1) 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(2) Ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children

Regulation 109 Ensuring that adequate, developmental and age-appropriate toilet, hand washing, and hand drying facilities are provided for use by children, and that these are safe and accessible

Regulation 112(2)(4) 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

Regulation 153 Health information to be kept in enrolment record

Regulation 162 Health information to be kept in enrolment record

Regulation 162(d) Ensuring that the service is provided with a current medical management plan

Regulation 168 Education and care service must have policies and procedures

Regulation 175 Prescribed information to be notified to Regulatory Authority

Regulation 176 Time to notify certain information to Regulatory Authority

Regulation 183(2) Storage of records and other documents

The records must be kept—

- (a) if the record relates to an **incident, illness, injury or trauma suffered by a child** while being educated and cared for by the education and care service, until the child is aged **25 years**;
- (b) if the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged **25 years**;
- (c) if the record relates to the death of a child while being educated and cared for by the education and care service or that may have occurred as a result of an incident while being educated and cared for, until the end of **7 years after the death**;
- (d) in the case of any other record relating to a child enrolled at the education and care service, until the end of **3 years after the last date** on which the child was educated and cared for by the service;
- (e) if the record relates to the approved provider, until the end of 3 years after the last date on which the approved provider operated the education and care service;

Related Service policies

- | | |
|---|---|
| • <i>Administration of First Aid</i> | <i>Administration of Medication</i> |
| • <i>Child Safe Environment and Wellbeing</i> | <i>Dealing with Infectious Diseases</i> |
| • <i>Dealing with Medical Conditions</i> | <i>Food Safety</i> |
| • <i>Incident, Injury, Trauma and Illness</i> | <i>Occupational Health and Safety</i> |
| • <i>Privacy and Confidentiality</i> | |

1. PURPOSE

This policy will provide guidelines for procedures to be implemented at Kids Haven Childcare to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic.

2. POLICY STATEMENT

Values

Kids Haven Childcare is committed to protecting all persons from disease and illness by minimising the potential for infection through:

- implementing and following effective hygiene practices that reflect advice from recognised health authorities
- 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 educators, staff, volunteers, children and families about 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.

3. SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Kids Haven Childcare, including during offsite excursions and activities.

4. RESPONSIBILITIES

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
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	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring the nominated supervisor, early childhood teachers, educators, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food (Regulation 77(1))	R				
Establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy (National Law: Section 167, Regulation 77)	R	<input type="checkbox"/>			
Developing an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities (National Law: Section 167, Regulation 77)	R	<input type="checkbox"/>	<input type="checkbox"/>		
Arranging for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule (National Law: Section 167, Regulation 77)	R	<input type="checkbox"/>			
Reviewing the cleaner's contract and schedule on an annual basis	√	<input type="checkbox"/>			
Contacting the local council's Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use	R	<input type="checkbox"/>			
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))	R	<input type="checkbox"/>			
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))	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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))	R	<input type="checkbox"/>			

Ensuring that adequate, developmental and age-appropriate toilet, hand washing, and hand drying facilities are provided for use by children, and that these are safe and accessible (<i>Regulation 109</i>)	R	<input type="checkbox"/>			
Reviewing staff training needs in relation to understanding and implementing effective hygiene practices in relation to hand washing, toileting, nappy changing and cleaning of equipment	<input type="checkbox"/>	<input type="checkbox"/>			
Providing a copy of the NHMRC guidelines for the prevention of infectious diseases in child care for the service (<i>refer to Sources</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Providing hand washing guidelines for display at each hand washing location (<i>refer to Procedures</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times	<input type="checkbox"/>	<input type="checkbox"/>			
Developing effective hygienic systems for cleaning, such as using colour-coded cloths in each area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring cloths are cleaned, rinsed and stored separately, and replaced regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Informing the approved provider of any issues that impact on the implementation of this policy		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storing or presenting items, such as beds, bedding and sunhats, in such a way as to prevent cross-contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that all educators/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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Actively encouraging educators and 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 attending the service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
In relation to changing nappies for children:					

Attending to the individual personal hygiene needs of each child as soon as is practicable		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures (<i>refer to Procedures</i>)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Disposing of soiled nappies in a safe and hygienic manner in line with this policy.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that current nappy-changing procedures are displayed in toilet and nappy-changing areas (<i>refer to Procedures</i>)	<input type="checkbox"/>	<input type="checkbox"/>			
In relation to the toileting of children:					
Ensuring soap and drying facilities are available at all times when children are in attendance at the service, providing an alternative if hand-dryers are not working/available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Encouraging children to flush the toilet after use		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that information about correct hand-washing procedures is displayed in relevant areas of the service including food preparation areas (<i>refer to Procedures</i>), including visual aids for children	<input type="checkbox"/>	<input type="checkbox"/>			
Encouraging and assisting (where required) children to wash their hands according to hand washing guidelines (<i>refer to Procedures</i>) after toileting		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Encouraging children to tell a staff member if they have had a toileting accident		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Respecting diverse styles of toileting children due to cultural or religious practices		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Respecting the possible need to maintain privacy of toileting and dressing		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
In relation to cleaning toys, clothing and the service in general:					
Removing equipment/resources that a child has sneezed or coughed on (place in a 'equipment-to-be-cleaned' box)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Wearing gloves when cleaning (general purpose gloves are sufficient; wash and hang outside to dry when finished)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Wiping over books with a moist cloth treated with detergent		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring washable toys and equipment are cleaned term by term or annually, as required		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Washing and disinfecting mattress covers and linen, where applicable		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
In relation to children's contact with one another:					

Educating and encouraging children in good personal hygiene practices, such as: <ul style="list-style-type: none"> 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 food they are going to eat using their own drink bottles or cups. 		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
In relation to indoor and outdoor environments:					
Keeping the indoor and outdoor environments as clean and hygienic as possible at all times, including the safe disposal of discarded needles/syringes/sharps		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Covering the sandpit when not in use to prevent contamination		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Emptying water containers, such as water trays, each day (refer to Water Safety Policy)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Disposing of any dead animals/insects found on the premises in an appropriate manner.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
In relation to the safe handling of body fluids or materials in contact with body fluids:					
Avoid direct contact with blood or other fluids		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Not be 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		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Wear gloves wherever possible		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cover any cuts/abrasions on their own hands with a waterproof dressing.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
In relation to effective environmental cleaning:					
Clean with detergent and warm water followed by rinsing and drying to remove the bulk of infectious organisms from a surface. Particular attention should be paid to the following: <ul style="list-style-type: none"> 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 child care 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 		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

- nappy change areas/mats must be washed with detergent and warm water after each use

5. PROCEDURE

NAPPY CHANGE

Download and attach the poster: Changing a nappy without spreading germs, from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

<https://www.nhmrc.gov.au/file/5131/download?token=M7dUSsl->

HANDWASHING GUIDELINES

Download and attach the poster: *How to wash hands* from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55g-how-wash-hands-poster.pdf>

6. 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.

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 to prevent infection include:

- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment.

The NHMRC suggests that if these strategies are not implemented, all other procedures described in the service's *Hygiene Policy* will have reduced effectiveness in preventing the spread of infection and illness.

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
- Food Act 1990
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

7. DEFINITIONS

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 disinfectant 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 (*refer to Dealing with Infectious Diseases Policy*)

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.

AUTHORISATION

This policy was adopted by the Approved Provider of Kids Haven Childcare on **1st December 2022**.

REVIEW DATE: 01/01/2024