

HYGIENE POLICY

1. Objective

Annie Dennis Children's Centre (ADCC) will minimise the transmission of infectious diseases amongst children, staff, students, families and visitors to the Centre by using effective hygiene procedures.

2. Effective hand washing

Frequent hand washing is the most effective method of preventing the spread of disease. ADCC staff will role model and demonstrate good practice, as well as assist and supervise younger children to wash their hands.

How to wash hands effectively:

- wet your hands with running water
- use liquid soap and spread over your hands
- rub your hands vigorously as you wash them
- wash your hands all over. Pay particular attention to wash the palms and backs of hands, in between fingers, under finger nails and around wrists
- rinse your hands thoroughly to remove all suds and germs
- turn off the tap using paper towel, and
- pat dry your hands with a new paper towel.

To minimise the transmission of infectious diseases ADCC staff will wash their hands:

- after going to the toilet
- after changing nappies
- after wiping their nose or a child's nose
- after cleaning up urine, faeces, vomit or blood
- after touching pets or animals
- after ceasing work
- upon retiring from breaks
- before commencing work
- before handling food or baby bottles
- before giving medication
- before eating and after eating
- before children arrive.

ADCC staff will help younger children and remind older children to wash their hands:

- before and after eating and handling food
- after having their nappy changed, as their hands will become contaminated while they are on the change mat
- after going to the toilet
- after coming inside from outside play

- after touching nose secretions
- after coming in contact with blood, faeces or vomit, and
- before joining the mixed-age group.

4. Wearing gloves

ADCC staff will wear disposable gloves when:

- changing nappies (refer to nappy changing procedure)
- cleaning up urine, faeces, vomit or blood
- handling rubbish or nappy bins
- handling food if they are wearing nail polish or have false fingernails
- they have wounds on their hands or wounds covered with dressings.

Gloves will be disposed of after each single use.

5. General Cleaning

Art and craft – RED cloths

- use neutral detergent and water

Blood/body fluids – BLUE cloths and PAPER TOWELS

All staff will clean up all spills of blood, faeces, urine, vomit and other body fluids immediately by:

- wearing gloves
- placing a BLUE cloth over the spill, removing the BLUE cloth and contents, placing the BLUE cloth and gloves in a plastic bag, sealing the bag and putting it in the rubbish bin
- putting on new gloves, cleaning the surface with warm water and detergent using a fresh BLUE cloth and allowing the area to air dry or wipe over with a PAPER TOWEL, and
- removing and discarding gloves and washing hands thoroughly with soap and warm water.

Food preparation areas – GREEN cloths

- remove food waste, dirt and grease
- rinse off with water
- wash with detergent
- rinse away the detergent
- apply the sanitiser, and
- rinse off and air dry.

Food preparation areas will be cleaned before and after food preparation as well as at the end of each day.

All the staff will use the heat sanitiser in the kitchen for all utensils, bowls, cups and chopping boards (refer to the Food Safety Policy)

Hand basins and bathroom bench areas – YELLOW cloths

- use neutral detergent and water
- rinse away the detergent
- apply the sanitiser, and
- rinse off and air dry.

Children's toilets – PAPER TOWELS

- use neutral detergent and water
- rinse away the detergent
- apply the sanitiser, and
- rinse off and air dry.

Floors – MOP and BUCKET

- use neutral detergent and water and air dry before use by staff or children to prevent slips or falls

All staff will ensure floors are swept and washed regularly after each meal or as required.

Nappy change mats – TERRY CLOTHS and PAPER TOWELS

- use neutral detergent between each nappy change
- wiped with a TERRY CLOTH, and the
- TERRY CLOTH placed in a specially marked bucket and washed at the end of the day.

The change mats will be sanitised during the children's rest time and at the end of the day.

Cleaning cloths will be washed regularly, air dried or disposed of.

It is not recommended that bleach or other disinfectants be used in childcare settings for general cleaning, including cleaning of faeces, urine, blood or other body fluids spills.

6. Cleaning procedure during an outbreak of a communicable disease

Communicable Diseases/Infectious Diseases are illnesses caused by microorganisms and transmitted from an infected person to another person. Most diseases are spread through contact or close proximity because the bacteria or viruses are airborne; i.e. they can be expelled from the nose and mouth of the infected person and inhaled by anyone in the vicinity.

Chlorine based sanitisers (household bleach) will be used in an outbreak situation.

To make the concentration required staff will dilute household bleach as follows:

Volume of cold water	Amount of bleach
5 litres	12.5ml

All staff will follow these safety procedures when handling bleach:

- add bleach to water
- use only cold water
- wear gloves at all times
- use the bleach carefully as it is corrosive to metals, bleaches fabrics and may irritate the skin, nose and lungs; and
- follow safety and handling instructions on all bleach containers.

The clean up should be carried out in:

- all communal areas and rooms used by the children
- all toys and equipment that children use
- bathrooms and toilets, and
- kitchen.

Families will be asked to exclude ill children from the Centre until **48 hours** after their symptoms have ceased.

The clean up will be repeated regularly until the outbreak has ceased.

The Director of the Centre will be responsible to notify the Public Health Officer of the Communicable Disease Prevention and Control Unit of the Department of Health. Each day an update case list with new cases and/or new information on existing cases will be faxed to the Department of Health.

Toys and Equipment

ADCC staff will regularly clean the children's equipment and toys. Toys, especially in the rooms of the younger children, are to be washed daily so as to avoid the spread of disease. Staff will wash a toy immediately if it has been sneezed on, mouthed, soiled or if it has been discarded after play by a child who has been unwell. The Centre will have washable toys for the younger children.

(Refer to the cleaning schedule for equipment and toys on display in the children's rooms)

7. Play Dough

ADCC will reduce the risk of the spread of disease when playing with play dough by:

- encouraging hand washing before and after using play dough
- storing the play dough in a sealed container in the refrigerator between uses
- making a new batch of play dough each week, and
- if there is an outbreak of vomiting and/or diarrhoea, discarding the play dough at the end of each day during the outbreak.

8. Linen

Staff will wheel used linen to the laundry in a laundry trolley. Soiled linen will be soaked to remove the bulk of the contamination, washed separately and dried in the sun or on a hot cycle in the clothes dryer.

9. Children's dummies

Staff will ensure dummies are never shared by children, are stored in labelled individual plastic containers and are kept out of children's reach.

10. Sandpits

ADCC staff will ensure that:

- sandpits are closely covered when the Centre is closed to prevent contamination from animal faeces or inappropriately discarded sharp or dangerous objects such as broken glass
- sand is raked over before use to screen for foreign objects and at intervals during the day and left exposed to the sun
- any contamination of the sand by animal or human faeces, blood or other body fluids is removed using a shovel and disposed of in a plastic bag
- children and staff wash and dry their hands with soap and water after playing in the sandpit, and
- the Director is informed if there has been extensive contamination of the sand requiring it to be replaced.

The **Hygiene Policy** is linked to the *National Early Years Learning Framework*.

Outcome 3 Children have a strong sense of wellbeing:
Children take increasing responsibility for their own health and physical wellbeing

Outcome 1 Children have a strong sense of identity:
Children develop their emerging autonomy, inter-dependence, resilience and sense of agency

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Reference:

National Health and Medical Research Council (NHMRC), *Staying Healthy in Childcare* 4th Edition 2005

Department of Health, Communicable Disease Prevention and Control Unit, *Guidance for Institutions* 2010