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| Policy Title: | Early Years Policy - Hygiene | | |
| Date of Adoption: | 13 July 2018 | | |
| Adoption Method: | <input type="checkbox"/> Council | <input type="checkbox"/> CEO | <input checked="" type="checkbox"/> Other - Executive |
| Acting CEO Signature: |  | | Date: 6 October 2020 |
| Responsible Officer and Unit: | Coordinator Early Years Services, Early Years Unit | | |
| Nominated Review Period: | <input type="checkbox"/> Annually | <input checked="" type="checkbox"/> Other - 3 years | |
| Last Review Date: | October 2020 | | |
| Next Review Date: | September 2023 | | |
| Purpose/ Objective: | This policy provides a clear set of guidelines and procedures for Macedon Ranges Shire Council Early Years' Services to ensure current and effective control of the spread of infection and the provision of a safe, clean and hygienic environment. | | |
| Background/ Reasons for Policy and Procedure: | <p>Infections are common in children and can 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. Whilst it is not possible to prevent all infections in education and care environments, the prevention or minimisation of the spread of infectious diseases is achieved by adopting simple hygiene practices.</p> <p>An infection can spread when an infected person attends the Service premises and contamination occurs. 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 to reduce illness in education and care services, the three most effective methods of infection control are:</p> <ul style="list-style-type: none"> • effective hand washing • exclusion of sick children, staff and visitors • immunisation <p>Other strategies to prevent infection include:</p> <ul style="list-style-type: none"> • cough etiquette • appropriate use of gloves • effective cleaning of the service environment <p>The National Health and Medical Research Council (NHMRC) suggests that if these strategies are not implemented, all other procedures described in</p> | | |

| DOCUMENT HISTORY | Version | Date | Author |
|------------------|---------|-----------|-------------------|
| Initial Draft | 1 | 20/5/2020 | A.O'Sullivan |
| Final Draft | | 10/2020 | J Laurent Goeman |
| Approval | | 10/2020 | Executive Meeting |

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| | the service's Hygiene Policy will have reduced effectiveness in preventing the spread of infection and illness. |
| Definitions: | <p>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.</p> <p>Communicable disease: a disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly.</p> <p>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.</p> <p>Hygiene: the principle of maintaining health and the practices put in place to achieve this.</p> <p>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 <i>Early Years Dealing with Infectious Diseases (including child immunisation) policy</i>).</p> <p>Neutral detergent: a cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'.</p> <p>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.</p> |
| References: | <p>Department of Health, Victoria, Food Safety: HTTP://WWW.HEALTH.VIC.GOV.AU/FOODSAFETY/ Communicable Diseases Section, Public Health Group, Victorian Department of Human Services (2005) <i>The Blue Book: Guidelines for the control of infectious diseases</i>. Available at: HTTP://DOCS.HEALTH.VIC.GOV.AU/DOCS/DOC/THE-BLUE-BOOK National Health and Medical Research Council (2013) <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i> (5th edition): HTTP://WWW.NHMRC.GOV.AU/GUIDELINES/PUBLICATIONS/CH55</p> |
| Related Policies: | <p><i>Early Years Policy - Administration of First Aid</i> <i>Early Years Policy - Administration of medication</i> <i>Early Years Policy - Managing infectious diseases</i> <i>Early Years Policy - Managing medical conditions</i> <i>Early Years Policy - Incident, injury, trauma and illness</i> <i>Early Years Policy - Water safety</i> <i>Privacy Policy</i> <i>Occupational Health and Safety Policy</i></p> |
| Related Legislation: | <p><i>Education and Care Services National Law Act 2010</i> <i>Education and Care Services National Regulations 2011: Regulations 77, 106, 109, 112, 168</i> <i>Food Act 1990</i> <i>National Quality Standard, Quality Area 2: Children's Health and Safety</i> Standard 2.1: Each child's health is promoted Element 2.1.3: Effective hygiene practices are promoted and implemented</p> |

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| | <p>Element 2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines</p> <p><i>Occupational Health and Safety Act 2004</i></p> <p><i>Public Health and Wellbeing Act 2008</i></p> |
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HYGIENE POLICY AND PROCEDURE

Mandatory – Quality Area 2

SCOPE

This policy and procedure applies to staff, contractors, volunteers, students on placement at kindergartens, parents/guardians, children and others attending the programs and activities of Macedon Ranges Shire Council's Early Years Services.

RESPONSIBILITIES

The Approved Provider and Persons with Management or Control are responsible for:

- ensuring 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, educators, staff and volunteers of the Service implement adequate health and hygiene practices, and safe practices for handling and preparing food (*Regulation 77(1)*)
- establishing robust induction procedures which 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
- contacting MRSC's Environmental Health Officer for information regarding obtaining a needle/syringe/sharps disposal unit where a child at the Service has diabetes
- ensuring the Service has arrangements for managing soiled clothing, nappies and linen (*Regulation 106(1)*)
- ensuring the soiled clothing, nappies and linen are located and maintained in a way that does not pose a risk to children (*Regulation 106(2)*)
- ensuring there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way which prevents unsupervised access by children (*Regulations 112(2)&(4)*)
- ensuring adequate, safe and accessible developmental and age-appropriate toilet, washing and drying facilities are provided for use by children (*Regulation 109*)
- reviewing staff training needs in relation to understanding and implementing effective hygiene practices
- providing a copy of the National Health and Medical Research Council guidelines for the prevention of infectious diseases
- providing hand washing guidelines for display at each hand washing location
- ensuring an adequate supply of non-toxic gloves, cleaning and hygiene products exist

The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:

- implementing and ensuring all staff 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 sponges/cloths in each area
- ensuring sponges are cleaned, rinsed and stored separately, and replaced regularly
- ensuring 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, hygienic manner
- informing the Approved Provider of issues which impact on the implementation of this policy
- storing items, such as beds, bedding and sunhats, in such a way as to prevent cross-contamination
- ensuring a regular and thorough cleaning and disinfecting schedule for all equipment and toys
- ensuring chemicals and cleaning agents are non-toxic and stored out of reach of children

- ensuring all staff wear disposable gloves when changing nappies or managing open wounds or other body fluids, and dispose of gloves and soiled materials in a plastic bag
- actively encouraging staff who have, or are suspected of having an infectious disease to not attend work in order to prevent the spread of infection to those attending the Service

All 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 intermittent spills
- conducting a daily inspection of 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 issues which 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 educators
- being conscious of their responsibility to not attend work when they have or suspect they have an infectious disease

In relation to changing nappies for children:

- attending to 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 – Nappy change procedure)
- disposing of soiled nappies in a safe, hygienic manner by either of the following methods:
 - if Service has a sanitary nappy bin, this bin should be used for disposing of soiled nappies and the bin should be clearly labelled for soiled/contaminated material
 - if the absence of a sanitary nappy bin, the nappy waste is to be disposed of at the earliest opportunity in the external bin
- soiled clothes are placed in a tied bag and given to parents when the child is collected from the Service

In relation to the toileting of children:

- ensuring soap and drying facilities are available at all times when children are in attendance
- 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 – Hand washing guidelines) after toileting
- encouraging children to advise staff if they have had a toileting accident
- monitoring and maintaining toileting facilities in a safe, clean and hygienic manner whilst 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 need to maintain privacy for toileting and dressing

In relation to cleaning toys, clothing and the Service in general:

- removing toys 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
- ensure washable toys and equipment are cleaned bi-annually or as required

In relation to children's contact with one another:

- 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

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 in a sharps bin
- 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 *Early Years Policy - Water safety*)
- disposal of any dead animals/insects found on the premises in an appropriate manner

In relation to the safe handling of body fluids or materials in contact with body fluids:

- avoid direct contact with blood or other fluids
- avoid eye level when cleaning/treating a child's face which 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 cuts/abrasions on their own hands with a waterproof dressing

In relation to effective environmental cleaning:

- The following cleaning colour guide is to be applied for the use of cleaning cloths at Services, using the same colours as specified for each area of cleaning for continuity of all staff.

Colour Guide for the use of cleaning cloths:

- Blue – art and craft (paints, glues etc.)
 - Red – toilets
 - Green – toys and high touch areas
 - Yellow – tables before/after meals
- 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:
 - toilets/sinks must be cleaned daily and separate red 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 using the green cloths
 - all bench tops and floors must be washed regularly using yellow cloths
 - children's cups/drink bottles used for water must be washed daily
 - nappy change areas/mats must be washed with disinfectant and warm water after each use

Parents/guardians are responsible for:

- keeping their child/ren home if they are unwell or have an infectious disease which requires their exclusion from the 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 assisting with a program or activity
- encouraging their child/ren to develop and follow effective hygiene practices at all times, including handwashing on arrival at the Service

Contactors, volunteers and students, while at the service, are responsible for following this policy and its procedures.

REVIEW

To assess whether the values and purposes of the policy have been achieved, the Approved Provider or Persons with Management or Control will:

- regularly seek feedback regarding policy effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- 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 (*Regulation 172(2)*) unless a lesser period is necessary due to risk

ATTACHMENTS

- Attachment 1: Nappy change procedure
- Attachment 2: Handwashing guidelines

Changing a nappy without spreading germs

STAYING HEALTHY | 5TH EDITION | 2013



nappy change procedure

Preparation

- 1 Wash your hands
- 2 Place paper on the change table
- 3 Put disposable gloves on both hands

Changing

- 4 Remove the child's nappy and put any disposable nappy in a hands-free lidded bin
Place any soiled clothes (including any cloth nappy) in a plastic bag
- 5 Clean the child's bottom
- 6 Remove the paper and put it in a hands-free lidded bin
- 7 Remove your gloves and put them in the bin
- 8 Place a clean nappy on the child
- 9 Dress the child
- 10 Take the child away from the change table
- 11 Wash your hands and the child's hands

Cleaning

- 12 After each nappy change, clean the change table with detergent and water, then rinse and dry
- 13 Wash your hands

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WORKING TO BUILD A HEALTHY AUSTRALIA

How to wash hands

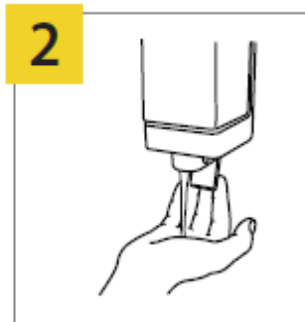
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A hand wash should take around 30 seconds.



1
Wet hands with running water (preferably warm, for comfort).



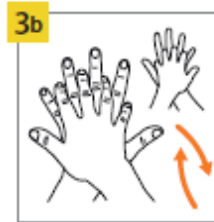
2
Apply soap to hands.



3
Lather soap and rub hands for at least 15 seconds, including:



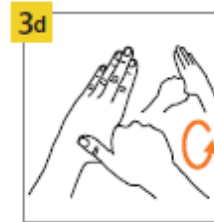
3a
palm to palm,



3b
back of hands,



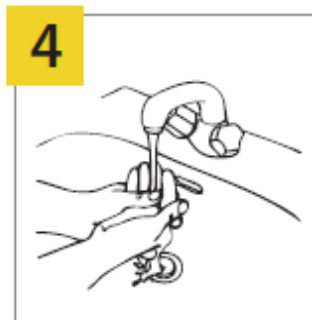
3c
in between fingers and back of fingers,



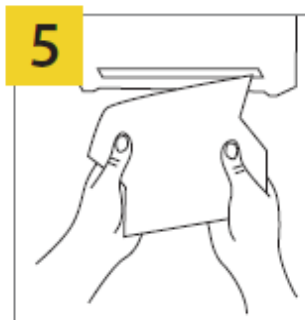
3d
around thumbs and



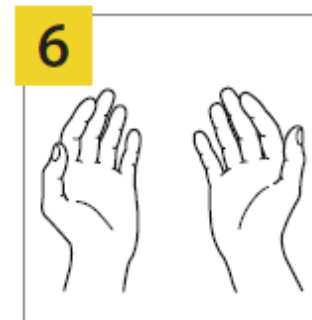
3e
tips of fingers.



4
Rinse hands with water.



5
Dry hands thoroughly.



6
Your hands are clean.

THIS POSTER REFERENCES THE WORLD HEALTH ORGANIZATION'S 'HOW TO HANDWASH?' POSTER NHMRC Ref. CH55g Printed June 2013



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