

Quality Area 2: Children’s Health and Safety

Hygiene and Infection Control



Introduction

It is important that educator’s role-model positive health practices, and that children are appropriately supervised, assisted and encouraged in their daily health and hygiene routines. Education and care environments must be hygienically maintained to reduce the possible spread of infection and illnesses through the sound hygiene practices of staff and educators.

Goals – What are we going to do?

Kootingal and District Preschool aims to maintain a healthy and hygienic environment for children, educators and families by providing professional cleaning services on a daily basis.

The service will ensure that additional procedures are implemented to minimise the potential risk of disease and illness. These procedures will include:

- Spot and routine cleaning by educators
- Effective hand washing practices
- Identifying and excluding sick children and educators as per the *Dealing with Infections Diseases and Incident, Injury, Trauma and Illness* policies
- Maintaining updated immunisation records as per the policy
- Effective handling, storage and disposal or washing of soiled items, and the use of personal protection equipment
- Sharing hygiene routines and information with families for continued and reinforced personal health and hygiene

Strategies – To achieve our goals

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> ➤ Ensure procedures that prevent the spread of infectious diseases are designed to be implemented by educators and volunteers. ➤ Ensure that the Nominated Supervisor, educators and volunteers are aware of the need to implement health, hygiene practices and safe food handling and storage practices in order to minimise risks for the children in the education and care service. ➤ Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
Nominated Supervisor	<ul style="list-style-type: none"> ➤ Ensure that the service is adequately stocked with cleaning materials and personal protective equipment. ➤ Ensure that educators and volunteers implement health, hygiene practices and safe food handling and storage practices in order to minimise risks for the children in the education and care service. ➤ Ensure that in the event of an infectious disease being identified within the children, families or educators in the service, steps are taken to prevent the

	<p>spread of the infectious disease and that parents and emergency contact details are notified about the occurrence of an infectious disease as soon as possible</p> <ul style="list-style-type: none"> ➤ Maintain up-to-date immunisation records for all children. Families will be given reminder notifications when scheduled immunisations are due. The service will refer to state or territory specific legislation when maintaining immunization records for children. Documentation required may include AIR Immunisation History Statements or forms. ➤ Any child that is not fully immunised may be excluded for a period of time if there is a case of a vaccine preventable disease at the service, or if the child has been in contact with someone outside the service who has a vaccine preventable disease. We will consider the exclusion periods recommended by the National Health and Medical Research Council and act on any directions provided by the Public Health Unit. ➤ Introduce cleaning systems that prevent contamination and cross infection. Cleaning buckets, cloths, mops etc. will be clearly labelled, coded to indicate their specific use, and stored in a location inaccessible to children. ➤ Ensure that new educators, students, and volunteers are informed about the strategies and procedures implemented by the Education and Care service to keep themselves and the children protected. ➤ Prioritise training and professional development for educators regarding current hygiene and infection control practices. ➤ Place a copy of hand washing procedures near all hand washing areas for educators to follow. ➤ Monitor sand cleanliness and arrange for annual change or topping up as needed.
Early Childhood Educators	<ul style="list-style-type: none"> ➤ Engage in training, research and professional development about current hygiene and infection control practices. ➤ Be responsible for routine cleaning of the Education and Care service. This will include sweeping and mopping floors after meal and activity times, wiping tables with soapy water (Rapid clean tutti frutti) before and after meals, sanitising toys, and equipment after use and particularly after children have mouthed toys. The sandpits will be raked daily, covered each night and the sand cleaned frequently. ➤ Ensure that children's handwashing areas have a visual procedure available for children to refer to. Educators will role model correct hand washing techniques and give verbal reminders to children when washing hands. ➤ Monitor children's health and wellbeing while they are at the Education and Care service: Educators will observe children's activity carefully. If a child shows symptoms such as lethargy, high temperature, vomiting, skin rash, difficulty in breathing, diarrhoea or when educators have concerns about a child's health, they will immediately inform the Nominated Supervisor and the family. (Implement the <i>Incident, Injury, Trauma and Illness</i> policy and the <i>Dealing with Infectious Diseases</i> policy). ➤ Wear gloves at all times when assisting a child with soiled or wet clothing, and during nappy change and toileting routines. (<i>Toileting & Nappy Change</i> policy) ➤ Cover any cuts, abrasions, dermatitis, or open skin on hands with a water-resistant dressing.

- Clean nappy change mats and areas after each use following the Nappy Change and Toileting policy and procedure.
- Spot clean nappy change and bathroom areas as required during the day and clean the areas thoroughly once daily.
- Effectively manage bodily fluid spills and accidents. Blood or bodily fluid spills will be isolated with barricades until the educator can remove the spill hygienically. The educator will:
 - Avoid direct contact with the spill
 - Use personal protective equipment
 - Contain the spill as far as possible using paper towel, disposing of it in a sealed plastic bag
 - Clean the spill using neutral detergent, use a disinfectant on the surface after cleaning with neutral detergent if suspected infectious disease
 - Dry and ventilate the area
 - Notify the work cover authority if there has been exposure to bodily fluids that may present the risk of the transition of blood borne diseases.
- Administer First Aid to any educator who has blood or bodily fluids splash into their eyes or mouth by irrigating the eyes for 5-10 minutes and/or blow nose and spit out and rinse out the mouth.
- Store and dispose of soiled items appropriately as per nappy change and toileting policies. Soiled items not belonging to an individual child or family that have been exposed to bodily fluids will be rinsed in cold water and washed separately in a machine using hot water.
- Encourage children to cover their noses and mouths when sneezing or coughing and to wash and dry their hands afterwards. Model this behaviour.
- Wear gloves when serving and preparing food. Children's cups, plates, and bowls along with all kitchen utensils used in the preparation of food will be washed in hot water or sanitised in the dishwasher.
- Use every precaution to minimise the risk of infection within the education and care service environment for themselves, the children, and the families.

Monitoring, Review and Evaluation

Management and staff will monitor and review the effectiveness of the Hygiene and Infection Control Policy regularly. Updated information will be incorporated as needed.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every 12 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Links to other policies:

Enrolment and Orientation

Dealing with Infectious Diseases

Incidents, Injury, Trauma and Illness

Clean and Maintain the Environment

Workplace Health and Safety

Related Legislation:

NQS

Quality Area 2	Children's health and safety
Quality Area 3	Physical environment

National Regulations

Reg	77	Health, hygiene and safe food practices
Reg	88	Infectious diseases
Reg	109	Toileting and hygiene facilities
Reg	112	Nappy change facilities
Reg	168	Education and care service must have policies and procedures

Sources:

- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Education and Care Services National Regulations
- Guide to the National Quality Standard
- Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition – 2013
- WorkCover NSW - www.workcover.nsw.gov.au
- Centre for Community Child Health - www.rch.org.au
- National Health and Medical Research Council - www.nhmrc.gov.au
- The Model Work Health and Safety Laws and Regulations 2011
- Safe Work Australia – www.safeworkaustralia.gov.au

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