Hygiene and Infection Control Policy

Policy Number 2.1

Links to Education & Care Services National Regulations: 77, 87, 88, 103, 106, 109

Rationale
Blackmans Bay Childrens Services have a responsibility to protect the health and safety of all individuals at all times. Many of the hygiene habits developed during childhood will continue through life. Blackmans Bay Childrens Services demonstrate to children the hygiene practices which reduce the likelihood of cross infection and explain the reasons for them. Experiences that promote basic hygiene awareness assist children to become competent and independent, and develop valuable life skills.

Policy
Blackmans Bay Childrens Services aims to provide a healthy environment in which children will grow and be safe. Preventative measures, through an infection control process, will be followed by all people Blackmans Bay Childrens Services at all times.

Practices

Hygiene
- Hand washing is the most effective way of controlling infection in the service. Staff and children should wash their hands:
  - at the beginning and end of a shift
  - before handling and preparing food and eating
  - after going or taking a child to the toilet
  - after cleaning up blood and other body substances including wiping noses
  - after changing a child’s nappy
  - after handling animals

- All staff must wear gloves (disposable rubber or vinyl) when:
  - in contact with blood or other body substances or open sores
  - cleaning up faeces, vomit or blood
  - when handling clothes, clothes or equipment which has been soiled by body fluids
  - when cleaning a contaminated area.
  - Changing a child’s nappy
  - Applying sunscreen to younger children

- Staff must wear gloves when cleaning if they have a break in the skin of their hands, or if they have dermatitis or eczema.
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- Staff must wash their hands with soap & water after gloves have been removed.
- Staff must use individual gloves when applying sunscreen on each child.
- Surfaces will be cleaned after each activity and all surfaces cleaned thoroughly, daily.
- Areas contaminated with body fluids will be disinfected.
- The service will ensure that toilets and hand-washing facilities are easily accessible to children. Children will be encouraged to flush toilets after use, and wash and dry their hands.
- The service will ensure that all females have access to hygienic facilities for the appropriate disposal of sanitary pads and tampons.

- Staff will use individual tissues if they are required to assist young children to wipe their noses and individual washers for hands/faces. Tissues will be disposed of immediately after wiping a child's nose. Wash hands after each procedure. Wipes may be used when outdoors.
- Toys, dress-up clothes and other materials such as cushion covers will be washed regularly, and other equipment will be cleaned regularly. The criteria for selecting new toys, equipment, games, furnishings and other materials will include ease of cleaning.
- Each child will be provided with their own drinking and eating utensils for snacks and meals where appropriate. These utensils will be washed, air dried and sterilized or discarded after each use.
- Staff will encourage children to put leftover food in the bin.
- Food will be prepared, kept and served hygienically.
- Bins for the temporary storage of refuse and garbage will be kept with lids on and will be emptied daily or when full
- Hygiene practices and procedures consistent with up-to-date advice from relevant State health authorities will be observed at all times.
- Children will be encouraged to follow good hygiene and dental care practices. Staff may discuss these subjects with groups and individual children if needed.
- Any animal or bird kept Blackmans Bay Childrens Services will be maintained in a clean and healthy condition in line with 'The Code of Practice for the Use and Care of Animals in Schools', The Prevention of Cruelty to Animals Act 1985. Children will be supervised during contact with animals and discouraged from putting their faces close to animals. Children will wash their hands after touching animals.
- Any animal scratches or bites will be cleaned immediately with soap and antiseptic.
- Staff are expected to act in ways that do not endanger the health and safety of children, parents or other staff, and to encourage healthy and safe behaviour in children by setting a good example.
Information distribution about health and hygiene

- Employee and employer obligations in regard to OH & S issues are discussed with new staff as part of their induction. They are included in staff handbooks.

- A regular training program is organised every 12 months to ensure staff and committee members can identify:
  - the service’s health and safety procedures and policies
  - safe and healthy workplace practices
  - how to report hazards
  - how to contribute to safe work practices and procedures.

- Staff are encouraged to report incidents which lead to high stress levels to the management committee and/or OHS representative. Positive steps will be taken to understand and minimise stress suffered by individual staff members.

- Information on hygiene and dental-care principles and practices will be available at the service and drawn to the attention of parents.

- When there is a notifiable infectious disease in the service, information will be made available to parents in a manner that is not prejudicial to the rights of staff or children and which does not infringe State or Commonwealth legislation (Staying Healthy in Child Care)

- Parents will be informed by notices about common infectious diseases in the service. Parents of children with an immunity impairment will be advised about outbreaks of contagious diseases so that they may decide if it is in the best interest of the child not to attend the service for a period.

- Staff, parents and children will have access to current information provided by relevant government authorities on how to minimise health and safety risks to staff and children.

Developed in consultation with Staff, Families and Board of Directors

References:
- Staying Healthy in Childcare: Preventing infectious disease in child care (4th edition)
- Standards Australia - [www.standards.org.au](http://www.standards.org.au)
- Workplace health and safety regulations 1998
- Workplace health and safety act 1995
- Education & Care Services National Regulations
- Kingborough Council

Reviewed: Nov 2009
Next Review: Nov 2012

Review:
This policy will be updated when:

- Changes are made to regulations or legislation
- We become aware of information indicating that best practice requires us to make alterations to our existing policy
- As part of the services normal policy review cycle of three years