

### HYGIENE POLICY

#### PURPOSE

The purpose of this Policy is to:

- provide a safe, clean and hygienic environment
- ensure the children are protected from infection and instructed in matters of personal hygiene
- assure parents that their child's health and wellbeing is a priority

#### OUR VISION FOR SORRENTO EARLY LEARNING

Our vision is to aspire for excellence in the provision of early childhood services through the creation of a safe, extended family environment and the development of a community of learners where educators, parents and other adults are committed to the children's education and wellbeing.

#### BROAD GUIDELINES FOR THIS POLICY

Management, Staff and Volunteers will, at all times, maintain appropriate levels of hygiene and cleanliness, ensure the appropriate equipment is available to provide up to date infection control, and model hygienic behaviours to the children in their care.

The accepted standards to be followed are those promulgated from time to time by the various Government, Ministerial and Departmental authorities.

#### PROCEDURES

Practices and procedures to be followed in order to ensure the provision of a clean and hygienic environment and up-to-date infection control.

##### **Educators are responsible for:**

- using colour-coded sponges/cloths in each area and ensuring they are stored separately and renewed regularly, particularly food sponges
- keeping the kitchen area clean and tidy at all times and complying with the cleaning schedule (see Appendix 1)
- cleaning all food contact surfaces, appliances and equipment after use
- covering all wounds and cuts on their hands or arms with brightly coloured wound strips or bandage. If the wound is on the hand, disposable (blue) gloves are to be worn over the top of the wound strip if involved in food handling
- modelling correct hand washing procedures
- informing the Centre Manager on any issues that impact the implementation of these procedures
- encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children
- making appropriate arrangements for unwell children to be removed from Sorrento Community centre if necessary to ensure the health, safety or wellbeing of that child and other children attending the Centre (Regulation 88.2)

- emptying bins daily, sweeping floors and wiping up spills immediately
- cleaning toys, clothing, furniture and equipment
- removing toys which a child has sneezed or coughed on
- wearing gloves when cleaning
- washing mouthed toys daily using warm water and detergent; if possible, drying in the sun
- wiping over books with a moist cloth with detergent on it

### **Children's contact with each other:**

- Educating and encouraging children in good personal hygiene practices, such as
  - Washing their hands after blowing or wiping their nose
  - Not touching each other when they are cut or bleeding
  - Disposing of used tissues promptly and appropriately, and not sharing them with other children
  - Using their own equipment for personal care, such as hairbrushes, combs and hats

### **Toileting:**

- Ensuring soap and drying facilities are available at all times while children are in attendance
- Encouraging children to flush toilets after use
- Encouraging children to wash hands after using the toilet
- Encouraging children to tell a staff member if they have had a toileting accident
- Ensuring toileting facilities are kept in a safe, clean and hygienic manner whilst children are attending the Centre
- Respecting the possible need to maintain privacy of toileting and dressing

### **Indoor and Outdoor Equipment:**

- Keeping the indoor and outdoor environments as clean and hygienic as possible at all times
- Promptly removing blood, urine and faeces, either indoors or outdoors, using the appropriate cleaning procedure
- Covering the sandpit when not in use, to prevent contamination by animals
- Disposing of any dead creatures found on the premises in the appropriate manner

### **Parents/Guardians are responsible for:**

- Ensuring immunisation details of their children are up-to-date on the Enrolment Form, and updating if there are any changes
- Keeping their child/children at home if they are unwell or have an excludable infectious disease
- Informing the centre if their child has an infectious disease

### **Management is responsible for:**

- Ensuring new staff are provided with a copy of this Policy and Procedure
- Arranging for the Centre to be cleaned regularly, including floors and other surfaces
- Ensuring the sand, tanbark, deck, paths (and any future grassed areas) are monitored regularly and maintained in a safe manner

### APPENDIX A

#### Sorrento Early Learning Cleaning Schedule

##### General Cleaning – Educators

- Work areas need to be kept clean at all times
- Routine cleaning with hot or warm water and detergent is sufficient to keep areas clean
- Floors should be cleaned using detergent and hot water with a mop (daily). Mop heads and brushes should be washed and dried before re-use. Professional cleaner cleans twice weekly.
- Bathroom – wash tap handles, toilet seats, toilet handles and door knobs with detergent and warm water. Check the bathroom during the day and clean as necessary.
- Spot cleaning of paint spills on walls at the end of the session.
- Toys that have been in children’s mouths to be removed immediately and placed in a separate bin.
- Plastic toys to be regularly washed in hot soapy water and air dried, or placed in a laundry bag and cleaned in the dishwasher.
- Blankets and dolls clothes should be washed regularly (monthly).
- Surfaces (bench tops, taps and tables) should be cleaned regularly with detergent and warm water and sanitised with vanilla fresh, then dried with a paper towel
- Tables will be bleached at the end of term, or as necessary
- Mops and cleaning cloths need to be well dried after use. Drying is an important part of the cleaning process, as moisture may provide conditions in which germs may grow. Drying in sunlight is preferred (if possible).

##### Disinfectants

Disinfection is only required when contamination with blood and body fluids is likely to have occurred or when there is an outbreak of an easily transmitted disease. Using disinfectants should never replace good cleaning.

Toilets should be disinfected daily.

##### Rules to Follow When Using Disinfectants

1. Always wear gloves when handling disinfectants
2. It is important to clean surfaces with hot soapy water before applying disinfectant
3. Measure the disinfectant then add it to the right amount of clean water according to manufacturer’s instructions
4. Always use freshly diluted disinfectants as disinfectants gradually deteriorate after dilution
5. All disinfectants take time to work
6. Do not mix different solutions
7. Store bulk supplies of disinfectant in a suitably labelled closed container in a cool, dry place on the shelf or in the overhead cupboard, and use before expiry date
8. Remember that disinfectants are easily contaminated, and if handled carelessly will spread infection

### Cleaning Blood and other Body Fluids

It is important to treat all blood and body fluids as potentially infectious.

Disposable gloves should be worn whenever contact with blood or body fluids is likely to occur. Care should also be taken to prevent splashing of blood and other body fluids on to mucous membranes such as eyes and mouth.

### Procedures for Cleaning Blood Spills

When cleaning spills with bleach use Blood Spills Kit (supplied in the room):

- Where possible, isolate the area
- Wear gloves
- Use a brush and dust pan or tongs to remove any broken glass or other pointed shards that could pierce protective wear
- Apply absorbent paper to soak up substance and discard
- Cover area with freshly prepared bleach for ten (10) minutes (use 1 part hospital grade bleach to 10 parts water). Leave on contaminated area for 20 mins (maybe not possible unless covered with a bucket)
- Wipe area with bleach
- Wipe with warm water and detergent
- Dry area so that it is not slippery
- Place gloves and all disposable paper towels in plastic bag. Seal bag and dispose of it in rubbish bin
- Wash hands thoroughly

**Remember:** Hot water will make blood stick to the surface it is on. For this reason, cold water should always be used for the first contact with blood or blood stained articles. If a spill occurs on carpeted or soft areas and you are concerned about discolouring the carpet you may use detergent, ensuring the area is cleaned and dried thoroughly before allowing other people to come into contact with the area.

### Procedures for Cleaning Spills of Other Body Fluids

- Body fluid spills (for example faeces or urine) can be cleaned with hot water and detergent unless blood is visible
- When cleaning spills with detergent, wear gloves
- Apply absorbent paper to soak up substance and discard
- Clean surface with detergent and warm to hot water
- Dry area so that it is not slippery
- Place gloves and all disposable towels in plastic bag, seal bag and dispose of (refer to section 'Handling Infectious Waste')
- Wash and dry hands thoroughly
- Soiled clothes are to be sealed in a plastic bag and sent home to be washed

#### Policy Control Data

Approved by Sorrento Community Centre

Date: 22 April, 2020

Scheduled Review Date: 2022

Next Review Date: