

WODEN EARLY CHILDHOOD CENTRE

HYGIENE AND SANITATION POLICY

POLICY STATEMENT: *The purpose of this policy is to ensure that child care staff follow appropriate hygiene and sanitation procedures. To ensure their own and the children's health and safety is protected.*

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE:

Section 4 of Centre based Children Services Conditions 2000 states that "because of the number of people together in a relatively small space in a children's service, the risk of cross infection is high. For the General health and well-being of the children and staff, and for the convenience of parents, it is necessary to minimise the risk of cross infection. This is achieved through the observance of strict hygiene practices, and the isolation of children and staff from the centre when infection does occur" (Page 41)

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: ACT Centre based Children Services Conditions 2000 1.17d), 4.1, 4.12, 4.13, 4.14, 4.15, 4.16

QUALITY ASSURANCE SYSTEM: *Quality Improvement and Accreditation System – Practices Guide 2005 PRINCIPLES 6.2, 6.3, 6.4*

LOCATION OF INFORMATION: *This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.*

Source Documents:

NATIONAL HEALTH AND MEDICAL RESEARCH **COUNCIL** "*Staying Healthy in Child Care - Preventing Infectious Diseases in Child Care*". Department of Human Services and Health. CANBERRA ACT

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

The standards established for hygiene and sanitation are listed in detail in the NATIONAL HEALTH AND MEDICAL RESEARCH **COUNCIL's publication "Staying Healthy in Child Care - Preventing Infectious Diseases in Child Care". There are also legislated requirements in the "ACT Centre based Children Services Conditions 2000"**

In addition, the following principles and practices apply to Woden Early Childhood Centre.

Nappy changing and dressing wounds

- All staff are required to wear disposable gloves for each occasion when dressing an open wound or changing nappies. The gloves should be disposed of in a sealed container/plastic bag and include the soiled disposable nappy or dressing.
- With their gloves on, staff will ensure their hair or skin does not come in contact with outer surface of the gloves.
- Once the gloves are removed the hands and lower arms should be washed thoroughly with soap and water and dried before touching another child.
- All open wounds/sores including cuts and grazes on both staff and children need to be covered at all times. If a dressing comes off, it should be replaced and the contaminated one placed in a sealed plastic bag as soon as possible.
- Before each nappy change, the staff should ensure that a paper towel has been placed over the bottom part of the change mat. After each nappy change the paper should be disposed of in the bin. The change table should then be sprayed with soapy water and wiped down with a paper towel. The table should not be further used, unless this procedure has occurred.
- Soiled cloth nappies are to be sealed in a plastic bag and stored in a place children cannot reach until returned to the parent for cleaning. The Centre will not provide a washing or soaking service for soiled cloth nappies/clothes to avoid cross infection.
- Disposable nappies, blood contaminated tissues or dressings and any items on which bodily fluids (including tissues used to blow noses) have been exposed, should be placed in a sealed plastic bag securely away from children and others.
- please refer to the nappy change procedure

Hand washing and drying

Children will wash and dry their hands before and after eating, after going to the toilet and if staff see the children pick their noses.

If towels/face washers are used, a single towel per child is required. Common hand towels are not to be used.

Sandpit hygiene

- The sandpit is required to be covered when not in use. Sand should be sanitised on a bi-monthly basis with salt and raked over to remove debris.
- During wet weather, special care is required to ensure the sandpit does not compact creating a hard surface.

Sanitary products

- Disposal of sanitary products should be done in the units provided, for staff.

Water play

- The water play area must remain empty when not in use. Children should be discouraged from drinking the water during water play. Clean bathers or underwear to be worn.
- Younger children should be taken to the toilet prior to water play.

Children's personal hygiene

- A shower and bath are available for use as necessary.
- A separate washcloth and towel will be used for each child. A child's personal dignity will be observed during this process.
- Exclusion periods for infectious diseases will be adhered to. These are displayed in the front foyer.

Staff personal hygiene

- Staff will be required to observe normal personal hygiene including oral health.
- Staff who smoke are expected to maintain proper oral health, breath freshener is recommended before joining the group. Hands and lower arms must be washed and dried before preparing food. Exclusion periods for infectious diseases will be adhered to.

Pest control

- The Director will arrange annual pest control of the building and grounds to ensure the area remains free of pests and biting insects.
- If required the Director will ensure a second round of pest control is undertaken. Pest control will be undertaken on the weekend when no children are in attendance.

Centre cleaning

- Staff will be responsible for daily tidying and spot cleaning the centre on a daily basis.
- Cleaner will sweep and mop the floor on a daily basis, and clean the toilets.
- The carpets will be vacuumed daily by the cleaner and contract cleaned as required at the request of the Director.
- All chemicals and cleaning agents used will be stored out of reach of children and be non-toxic to children who may be crawling on the surfaces.
- Tables used for lunch will be wiped clean before and after each meal.
- Staff should wear protective rubber gloves when "spot" cleaning throughout the day.

Laundry

- Bibs, towels and face washers will be washed on a daily basis and put on the line to dry when possible (sun kills bacteria that may remain).
- Children's individual sheets will be washed on a weekly basis – blankets will be sent home at the end of each term for washing. Staff will wash blanket if necessary.
- Soft toys, curtains and other linen must also be washed on a regular basis by the staff in the room.