

# HEALTH, HYGIENE AND CLEANING POLICY

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## 1 NQS

QA2	2.1	Each child's health is promoted.
	2.1.1	Each child's health needs are supported.
	2.1.3	Effective hygiene practices are promoted and implemented.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.2.1	Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.
QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

## 2 National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu

## 3 EYLF

LO3	Actively support children to learn hygiene practices.
	Promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community.
	Discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all.
	Model and reinforce health, nutrition and personal hygiene practices with children.

## 4 Aim

- 4.1 Our service aims to promote and protect the health, safety and wellbeing of all of children, educators and families using procedures and policies to maintain high standards of cleanliness, hygiene and safety.
- 4.2 We also aim to reduce the risk of infectious diseases and illnesses spreading through our WH&S standards and cleaning regimes. A holistic and consistent approach across the services ensures we effectively meet this aim.

## 5 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC – Preschool, Kids Uni iC – OOSH.

Enrolment and Booking Policy (CHI-ADM-POL-022)

Nutrition, Food Safety & Allergen Management Policy (CHI-ADM-POL-027)

Immunisation and Diseases Policy (CHI-ADM-POL-033)

Incident, Injury, Trauma and Illness Policy (CHI-ADM-POL-034)

Medical Conditions Policy (CHI-ADM-POL-038)

Physical Activity Promotion Policy (CHI-ADM-POL-045)

Relationships with Children Policy (CHI-ADM-POL-050)

## 6 Implementation

- 6.1 The Approved Provider will ensure that the Nominated Supervisor (who is responsible for ensuring all staff members, educators and volunteers) must implement adequate health and hygiene practices and that all cleaning activities are conducted in accordance with documented procedures.
- 6.2 This policy, and related policies and procedures at the service will be followed by Nominated Supervisors, educators and other staff of, and volunteers at, the service in relation to -
  - i. Hygiene practices.
  - ii. Working with children to support the promotion of hygiene practices, including hand washing, coughing and dental hygiene.
  - iv. Toileting, nappy changing and cleaning of equipment.
- 6.4 In any instances where children display any signs of illness or injury, educators will refer to the Incident, Injury, Trauma and Illness Policy.
- 6.5 Importantly, we will work with each child to promote health and safety issues, encourage effective hygiene practices, and maintain a healthy environment that is safe for each child.

## 7 Cleaning of Equipment and Environment

- 7.1 Each room has a documented cleaning schedule that outlines all items to be cleaned along with the frequency of the cleaning. This schedule also acts as a record to verify the cleaning activities have been completed as educators are required to initial the schedule as each task is completed.
- 7.2 All educators of the service are responsible to maintain a clean and sanitary environment. Educators and other staff are responsible for the maintenance and cleanliness of all equipment as well as the tidiness centre.
- 7.3 Educators will regularly clean the children's equipment and toys. Toys, especially in the rooms of the younger children so as to avoid the spread of disease.
- 7.4 Educators will wash a toy immediately if it has been sneezed on, mouthed, soiled or if it has been discarded after play by a child who has been unwell. The service will have washable toys for the younger children.

- 7.5 All tables and surfaces frequently used for children's activities are to be cleaned with detergent and water, regularly throughout the day and before and after meal times. Floors are to be swept after meals or messy activities.

## **8 Cleaning of Children's Bathrooms and Nappy Change Areas**

- 8.1 Educators and other staff should clean the bathroom at least once a day, including washing tap handles, toilet seats, door knobs and flushing buttons. They will also be checked regularly throughout the day by staff to ensure cleanliness is maintained. Bathroom floors should always be mopped when excessively wet or dirty in addition to the normal cleaning routine.
- 8.2 Nappy change areas to be cleaned after each use with detergent and water as detailed in the Nappy change procedure.
- 8.3 Nappy change mats to be cleaned with detergent and water and dried after each nappy change.

## **9 Carpets/Floors/Walls/Windows/Doors**

- 9.1 Carpets are vacuumed daily and windows washed daily. Floors are mopped daily.
- 9.2 Carpets are cleaned every 12 months (and spot cleaned as required). Walls are cleaned every 12 months (and spot cleaned as required). Doors and windows are cleaned every 6 months (and spot cleaned as required).

## **10 Bedding**

- 10.1 Beds and cots should be cleaned on a daily basis and the procedure for cleaning blood and body fluids should be followed if soiling occurs. Each child will have their own bedding which may be supplied by the family at some of our centres. Each child will have their own bedding, when used by one child is washed before it is used by another child (if supplied by the centre).

## **11 Dummies**

- 11.1 It is the responsibility of the Parents/Guardians of the child attending the service to supply their child with a dummy if necessary. The dummy should be labelled and stored in an airtight container with the child's name clearly written on it.
- 11.2 Dummies are to be taken home and sterilised at home. Spare dummies are not supplied by the service.

## **12 Cleaning and Disposal of Bodily Fluids**

- 12.1 Areas contaminated with body fluids will be disinfected after washing. Disposable gloves must be worn when cleaning up any bodily fluids.
- 12.2 Care is to be taken by the person who is cleaning the contaminated area not to expose their own open skin wounds, sores or mucous membranes (eyes, mouth, or nose) to bodily fluids, secretions or excreta.
- 12.3 Educators with skin cuts or dermatitis should take particular care, by covering wounds with a dressing. If necessary, explain to the children why the educator is wearing gloves.

- 12.4 The bulk of any blood or bodily fluids will be first cleaned up with paper towels. The towels are then disposed of in sealed bags. The surface must be cleaned with neutral detergent. Hands must then be washed and dried thoroughly.

### **13 Handwashing Procedure**

- 13.1 Our service will provide the appropriate height basins for children to wash their hands in as well as basins height appropriate for adults.
- 13.2 Liquid soap will be provided for all individuals to wash their hands along with paper towel for people to dry their hands. Liquid soap is helpful in reducing cross-infection in the service.
- 13.3 Effective hand washing is an important procedure for preventing the transmission of germs All individuals should wash their hands:
- i. Upon arrival to reduce the introduction of germs. This is to prevent cross infection between the home and the service.
  - ii. Before handling food.
  - iii. After handling food.
  - iv. After doing any dirty tasks such as cleaning, changing nappies.
  - v. After wiping a child's nose or wiping their own nose.
  - vi. After coughing or sneezing.
  - vii. After touching or cleaning up bodily fluids such as breast milk, urine, vomit and faeces.
  - viii. After removing gloves.
  - ix. After going to the toilet.
  - x. Before and after nappy change procedures.
  - xi. After giving first aid.
  - xii. Before and after giving each child medication. If giving medication to more than one child between each child.
  - xiii. Handling animals
  - xiv. Before going home to prevent taking germs home. This is to prevent cross infection between the home and the service.
- 13.4 There are numerous times throughout the day when educators and other staff are able to model correct hand washing procedures. The hand washing procedure is laminated and displayed at all hand washing facilities throughout the services.

### **14 How to wash hands**

- 14.1 The instructions on how to effectively wash hands are displayed throughout the centres and details the individual steps to effectively wash hands
- 14.2 Educate the children at the service to wash their hands in this way. Educators will need to observe, supervise and encourage them so that they develop effective hand washing skills.

### **15 Gloves**

- 15.1 Gloves aid in minimising the risk of infection or cross-contamination, disposable gloves must be worn by educators and other staff whenever they:

- i. Come into contact with blood.
- ii. Come into contact with bodily waste products.
- iii. Apply First Aid.
- iv. Changing nappies or soiled pants.
- v. Wiping noses.
- vi. Have cuts or skin lesions on their own hands that are not covered.
- vii. Are cleaning or laundering.
- viii. Preparing uncooked/cooked food.

## 16 Arrangement for Laundering of Soiled Items

- 16.1 The laundry area includes a washing machine with hot & cold water supply for the laundering of soiled cloths, linen, tablecloths, bids and washers etc.
- 16.2 Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

## 17 Hygiene

- 17.1 It is essential that educators act as a role models for children and follow sound hygiene practices.
- 17.2 Educators and other staff are requested to:
  - i. Avoid coming to the service when they are unwell. (Any educator or other staff who is suffering from an infectious condition will be excluded from work)
  - ii. Generally try to maintain healthy and clean habits, including clean nails and hair, and fastening back long hair.
  - iii. Help children learn concepts of good personal hygiene, good habits when handling food, correct use of toilet and procedures for hand washing.
- 17.3 Daily routines and the service program should reflect sound hygiene practices by including opportunities for children to learn concepts of good personal hygiene by keeping:
  - i. Their bodies fresh and clean.
  - ii. Their hair and scalp clean and healthy.
  - iii. Nose or mouth covered when coughing or sneezing and then washing their hands.
  - iv. Washing their hands after toileting and before eating.
  - v. Using a tissue to clean their nose.
  - vi. Rinsing their mouths (or brushing teeth) after eating to protect their teeth and gums.
- 17.4 Encourage hygienic habits when handling food by:
  - i. Learning independence and appropriate food handling procedures.
  - ii. Washing hands before and after handling food.
  - iii. Avoiding putting utensils in their mouths. (Other than forks and spoons)
  - iv. Wiping up spillage and helping to clean up with educator's assistance.
- 17.5 Learn appropriate use of toilet area and procedure for washing hands by:
  - i. Learning to put seat up or down.

- ii. Cleaning themselves with toilet paper.
- iii. Flushing the toilet.
- iv. Washing hands using soap.

## **18 Hygienic Play Dough Practices**

- 18.1 The service will reduce the risk of the spread of disease when playing with play dough by:
- i. Encouraging hand washing before and after using play dough
  - ii. Storing the play dough in a sealed container in the refrigerator between uses
  - iii. Making a new batch of play dough each week, and
  - iv. If there is an outbreak of vomiting and/or diarrhoea, discarding the play dough at the end of each day during the outbreak.

## **19 Hygienic Nappy Change Procedure**

- 19.1 The service accepts enrolments of children who are in nappies. Nappy changing occurs frequently throughout the day and as needed and is specific to individual needs.
- 19.2 Nappy changing will be carried out by the educators following the nappy changing procedure. At times it may be necessary for a student to carry out the nappy change procedure as part of practical education requirements, and a trained educator must always be present
- 19.3 Nappy changing will be done only in the nappy change area which will be properly stocked with paper towels, plastic bags, fresh nappies, nappy bins, rubbish bin with sealed lid lined with plastic. Children who are wearing rest time nappies which are not soiled may be supported to remove their nappies in the bathroom as per toilet training procedure. This is to promote self-help skills, whilst maintaining hygiene standards.
- 19.4 The service will follow hygienic nappy change practices at all times using the documented procedures that are displayed throughout the centres. For details please refer to the “Nappy Change Procedure (CHI-ADM-PRO-014)”

## **20 Hygienic Toileting Procedure**

- 20.1 The service accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child’s toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.
- 20.2 At times it may be necessary for a student to assist children in the area of toileting as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time.
- 20.3 Additionally, the service will follow hygienic toileting practices at all times using the documented procedures that are displayed throughout the centres. For details please refer to the “Toileting Policy and Procedure (CHI-ADM-PRO-015)”

## 21 Hygienic Bathing Procedure

- 21.1 All educators of the service are responsible to maintain a clean and sanitary environment, especially in areas where babies and children are bathed. The bathing procedure details the hygienic and safety practices utilised at the services if bathing a child is required.

## 22 Dental Hygiene and Care

- 22.1 The service will arrange for dental health professionals to attend the service to discuss good dental health practices and guidelines with educators, children and family members.
- 22.2 Educators should actively seek to be positive role models for children and families in attendance at the service.
- 22.3 The service integrates educative information and guidelines on good dental health practices into the daily routine. This should include information on tooth brushing, tooth friend snacks and drinks and going to the dentist and/or dental health professionals.
- 22.4 The service will actively encourage good dental health practices including eating and drinking habits, tooth brushing and going to the dentist and/or dental health professionals.

## 23 Sources

Education and Care Services National Regulations 2011  
 Early Years Learning Framework  
 National Quality Standard  
 Australian Guide for Healthy Eating  
 Preventing Infectious Diseases in Child Care (4th Edition).  
 Work Health and Safety Act  
 Staying Healthy in Childcare 5<sup>th</sup> Edition

## 24 Version Control Table (Review period every 2 years)

Version Control	Date Released	Next Review	Approved By	Amendment
1	Feb 2012	Feb 2013	Michele Fowler Manager – Kids Uni	
2	Feb 2013	Feb 2014	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Dental Hygiene Policy and the Hygiene Policy.
3	Feb 2014	Dec 2015	Michele Fowler Manager – Kids Uni	Policy reviewed with changes made regarding food transport practices. The review period changed to 2 years.
4	Feb 2015	Dec 2015	Michele Fowler Manager – Kids Uni	Policy updated to refer to the “Nappy Changing” and “Toileting” Procedures and removed the procedure detail of both from this Policy to avoid duplication
5	Dec 2015	Dec 2017	M. Gillmore – General Manager	Policy reviewed and no changes required.
6	Jul 2018	Jul 2020	Kellie Grose – Children’s Services Manager	This policy has been updated to include all cleaning procedures from the Physical Environment policy and renamed to Health, hygiene and Cleaning Policy