



Hygiene

This policy relates to the guidelines as outlined by the Education and Care Services National Regulations.

Policy Statement

Our service will provide a healthy and hygienic environment that will promote the health of children, educators and families utilising this service. All children and families will be encouraged to share ownership of maintaining hygienic practices in the service. Educators will ensure that they maintain and model current best practice in regards to hygiene procedures as advised by the NSW Health Authorities. The service will ensure that up to date information is accessed and practices adhered to.

National Quality Standard (NQS)

Quality Area – 2.1.1

Health practices and procedures

Procedure

- Educators will engage children in experiences, conversations, routines and responsibilities that promote children's understanding of the importance of hygiene for the individual and their peers.
- All bathroom facilities utilised by the service will have access to a basin or sink with running hot and cold water including soap and paper towel for washing and drying hands.
- Women and girls will have access to proper feminine hygiene disposal.
- Soap and paper towel will also be available in the kitchen area.
- A separate sink will be used for hand washing and washing of craft equipment within the kitchen.
- Air drying technique and paper towel will be the expected practice.
- Chux open weave cloths will be used in the kitchen and changed daily. All educators will be responsible for monitoring the availability of soap and paper towels to ensure there is sufficient supply.
- Hand basins and kitchen facilities will be cleaned and disinfected daily.
- Hand washing should be practiced by educators and children on arrival to the service, before preparing or eating food and after all tasks such as toileting, cleaning up, wiping a nose, before and after administering first aid, playing outside or handling an animal. Educators should also wash hands when leaving the service at the completion of their shift.

- Educators should maintain and model appropriate behaviour and encourage the children to adopt hygiene practices. Posters will be available to display proper hand washing techniques.
- Education in proper practices should be conducted on a regular basis, either individually or as a group. Health and hygiene practices can be highlighted to families, and also through information sheets or posters.
- The service will be cleaned on a daily basis. Rosters will be maintained as evidence of practices and procedures in relation to cleaning/sanitising tasks that are undertaken.
- These tasks will be completed without compromising supervision of children.
- All educators must wear disposable gloves when in contact with blood, open sores or other bodily substance, clothes contaminated with bodily fluids or cleaning up a contaminated area.
- Educators must wash hands with soap and water after removing gloves.
- Educators with cuts, open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely.
- All surfaces will be cleaned with detergent regularly and then sanitised, as per morning and afternoon procedures.
- Kitchen benches will be washed with detergent and disinfected morning and night and prior to food preparation.
- Careful considerations will be practiced when preparing special foods to accommodate children with special dietary requirements.
- All contaminated surfaces will be disinfected.
- Toys will be washed, cleaned and disinfected on a quarterly basis.
- All material items such as dress ups, cushion covers and blankets will be laundered regularly at least quarterly.
- Children should not share hats.
- Each child will be provided with their own drinking and eating facilities.
- Children will be reminded not to share drinks, utensils or use items that have been dropped on the floor.
- Tongs and spoons will be used for the serving of food.
- Children will be encouraged to be interactive in meal times by being encouraged to self serve food and drinks encouraging the development of their food handling skills as well as acknowledging their growing sense of independence.
- All cups, plates and utensils utilised by children will be washed via the dishwasher.
- According to the Food Act educators are not required when handling food to use gloves if correct hand washing practices have been implemented.

However, educators in this service will be provided with gloves when preparing food. When using gloves care must be taken to avoid contaminating food by only using them for one continuous task and then discarding them. Gloves must be removed, discarded and replaced with a new pair before handling food and before working with ready to eat food after handling raw food.

Gloves must be removed, discarded and replaced after using the toilet, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body.

- All rubbish or left-over food is to be disposed of immediately.
- Compost is to be emptied daily into the compost bin located behind the service near veggie garden or placed in the worm farm. Children will be encouraged to participate in this process.
- Bins will be emptied daily, lined and wiped down with disinfectant weekly.
- A push pedal bin will be utilised in the kitchen.
- A yellow recycling container located under the breakfast table will be utilised for non-paper products with educators volunteering weekly to take home.

Source

- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Staying Healthy in Child Care 5th Edition
- Guide to the National Quality Standard.
- Work Health and Safety Act 2011