



# Hygiene Procedure

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## Policy

The Hygiene Procedure falls under the Health and Safety Policy. Hawthorn Early Years (the Service) recognised that all children have the right to high quality education and care in a safe and comfortable environment. Our service is committed to creating and maintaining a safe and healthy environment for its employees, children, families and visitors. We strive to make sure the Service is as free of predictable risks as is reasonably practical while remaining true to our vision and philosophy.

## Application of Procedure

This procedure applies to all employees, students, volunteers, families, children and others attending the programs and activities of the Service.

## Hawthorn Early Years is committed to:

Providing a safe and hygienic environment for all children, employees, students, volunteers, families and others attending the Service by minimising the spread of diseases and infections.

## The Board of Governance will:

Delegate operational responsibility and day-to-day management of the Service to the Nominated Supervisors. The Centre Director and Centre Manager will act as Nominated Supervisors for the Service.

Monitor the performance of the Association, including responsibilities contained in this procedure, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions.

## The Nominated Supervisor/s will:

### Practice and promote hygienic practices

Ensure that facilities and equipment at the Service is appropriate to allow for hygienic practices to be implemented.

Develop an appropriate cleaning and sanitising schedule that outlines daily and weekly cleaning and sanitising requirements.

Ensure that all employees at the Service follow adequate health and hygiene practices to reduce the risk of infections.

Arrange for the Service to be cleaned and sanitised at the end of each day by external contractors, who will undertake cleaning including floors and other surfaces, as per the cleaning contract and schedule.



Actively encourage parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators.

Actively encourage employees who have, or are suspected of having an infectious disease to not attend the Service in order to prevent the spread of infection to others attending the Service.

Provide hand sanitiser at the entrance to the Service and throughout the Service.

### **Induction and training**

Establish a robust induction procedure that includes the provision of information regarding the implementation of the practices outlined in this procedure.

Provide a copy of Staying Healthy in Child Care: Preventing infectious diseases in child care 2013 (5th Edition), National Health and Medical Research Council in the staff room and discuss the location and use of this document during the operational induction.

Display hand-washing guidelines at hand washing locations throughout the Service.

### **Cleaning**

Ensure there is an adequate supply of non-toxic cleaning and hygiene products, including disposable gloves and detergent and at all times.

Develop effective systems for cleaning including the provision of containers that are clearly identifiable for purpose and labelled accurately using original labels.

### **Laundry**

Ensure the Service has laundry facilities for the laundering of Service owned linen, blankets, hats, cushion covers and other washable materials used at the Service including hygienic facilities for storage prior to their laundering.

Ensure that the laundry and hygiene facilities are located and maintained in a way that does not pose a health and safety risk.

### **Nappy changing and toileting**

Ensure that there are adequate and appropriate hygiene facilities provided for nappy changing, which are designed, located and maintained in such a way that prevents unsupervised access by children.

Ensure that adequate, developmental and age-appropriate toilet, washing and drying facilities are provided for use by children, and that these are safe and accessible.



## **All employees, volunteers and students will:**

### **Practice and promote hygienic practices**

Implement and promote correct hand washing and hygiene practices, as outlined in this procedure at all times when in attendance at the Service.

Maintain the Service in a clean and hygienic manner throughout the day in line with all cleaning schedules and guidelines.

Use provided cleaning cloths for routine cleaning and launder after each use. Alternatively paper towel can be used and disposed of in the rubbish bin.

Actively encourage parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators.

Not attend the Service when they have or suspect they have an infectious disease.

Ensure children do not share the use of items related to personal care, such as toothbrushes, hairbrushes, face washers and hats etc.

Attend to the individual personal hygiene needs of each child as soon as is practicable and encourage children to care for themselves from a young age, including wiping their own noses to develop independence and learn about hygiene practices.

Store items, such as beds, bedding, dummies, drink bottles and sunhats, separately and in such a way as to prevent cross- contamination.

### **Dummies**

Store dummies in individual plastic containers labelled with the child's name and ensure they are kept out of reach of children. Dummies and these containers should be washed with warm soapy water and hygienically air-dried between use and whenever dropped on the floor or contaminated.

### **Nappy changing**

Avoid changing nappies if they are scheduled to work as a kitchen assistant on the same day.

Ensure that the nappy change mat has an impermeable, washable surface and is clean before commencing nappy changes.

Ensure that an adequate number of clean nappies and all other items needed for nappy changing are available and stored within reach of the nappy change area.

Ensure children are adequately supervised during the entire time their nappy is being changed so that all hygiene practices are adhered to.

Encourage walking children to walk to the nappy change area and check children's nappies discreetly and with the child's permission (not in public spaces).

Ensure that the nappy change area is cleaned and sanitised immediately after each use with germex, rubbing with disposable paper towel.



Ensure soiled nappies are placed in a biodegradable plastic bag before being placed in the hands-free lidded bin to prevent excess odour.

Ensure hands-free lidded nappy bins are emptied to the outside bins at the end of each day and whenever else required.

Ensure that any soiled clothing is placed into a sealed plastic bag for collection by the parent/guardian and is not laundered at the Service to prevent cross contamination.

Ensure that they and children wash their hands thoroughly following a nappy change. If a child can stand at a small hand basin, they must wash their hands the same way that educators would wash their hands. If the infant/child cannot stand at the hand basin, they can have their hands washed with pre-moistened disposable wipes then dry their hands thoroughly.

Follow appropriate hygiene practices if children bring a toy or book to the change table.

Change children’s nappies according to the recommended procedure outlined in the table below and ensure a waterproof copy of this nappy-changing procedure is displayed in all nappy change areas.

PREPARATION	CHANGING	CLEANING
1. Wash your hands	4. Remove the child’s nappy and put any disposable nappy in a hands-free lidded bin. Place any soiled clothes (including any cloth nappy) in a plastic bag	12. After each nappy change, clean the change table with detergent and warm water, then rinse and dry
2. Place paper on the change table	5. Clean the child’s bottom	13. Wash your hands
3. Put disposable gloves on both hands	6. Remove the paper and put it in a hands-free lidded bin	
	7. Remove your gloves and put them in the bin	
	8. Place a clean nappy on the child	
	9. Dress the child	
	10. Take the child away from the change table	
	11. Wash your hands and the child’s hands	

Source: *Staying Healthy in Child Care: Preventing infectious diseases in child care 2013 (5<sup>th</sup> Edition)*, National Health and Medical Research Council

## Hand washing

The process of thoroughly washing, rinsing and drying your hands or a child’s hands should take around 30 seconds. This is the approximate amount of time it takes to sing *Happy Birthday* twice, or the *Alphabet Song* once.

Use pre-moistened disposable wipes to wash an infant’s hands if the infant cannot stand at the hand basin, then dry their hands thoroughly.



Ensure correct hand washing practices are implemented and promoted at all times as outlined below:

#### **Five steps to washing hands**

1. Wet hands with running water (warm water is most comfortable).
2. Apply soap to hands.
3. Lather soap and rub hands thoroughly, including the wrists, palms, between fingers, around the thumbs and under the nails. Rub hands together for at least 15 seconds.
4. Rinse thoroughly under running water.
5. Dry thoroughly with clean paper towel or hand dryer.

#### **When to wash hands**

- On arrival to the Service
- Before eating, preparing, and serving food
- Before making up bottles
- Before and after administering first aid
- Before and after administering medication
- Before going home
- Before putting on protective gloves
- After removing protective gloves
- After assisting with toileting or changing nappies
- After going to the toilet
- After wiping a runny nose or blowing your own nose
- After using chemicals
- After cleaning up or contact with bodily fluids
- After handling garbage
- After handling animals

Children will be encouraged to follow educators modelling and wash their hands at appropriate times throughout the day. Educators will ensure all required equipment is easily accessible and appropriate for use. Strategies Educators will use to encourage effective hand hygiene practice include:

- Talking about the importance of hygiene
- Singing a song or reciting a poem as a guide to how long it should take to wash hands (e.g. singing happy birthday twice is a sufficient time frame)
- Using a clear visual poster with step by step instructions
- Using positive language, encouragement and positive reinforcement
- Ensuring equipment is accessible
- Providing clear simple routines
- Giving children sufficient time to practice and develop their skills
- Ensuring adequate supervision and assistance is available when required



## **Children's Toileting**

Ensure toilet paper, soap and hand drying facilities are available at all times when children are in attendance at the Service.

Respect diverse styles of toileting for children due to cultural or religious practices and the possible need to maintain privacy of children when toileting and dressing.

Encourage children to tell a staff member if they have had a toileting accident.

Assist children with toileting as needed, asking permission to help.

Encourage children, especially girls, to wipe from front to back, to reduce the likelihood of bowel bacteria reaching the urinary tract.

Encourage children to flush the toilet after use using the correct flush button.

Encourage and assist children to practice hand hygiene (refer to Hand Washing) using warm water and soap.

Monitor and maintain toileting facilities in a safe, clean and hygienic manner while children are in attendance; including periodic checking and restocking of the bathroom area as well as a thorough clean in the middle of the day.

### **Procedure for managing children's clothing or items contaminated with bodily fluid:**

1. Wearing gloves, remove any contaminated clothing or items.
2. Place all contaminated clothing in a sealed plastic bag and label with the child's name.
3. Place the bag in the soiled items container in the children's bathroom, making sure it is out of reach of children.
4. Place a note in the comments section of the routines board to remind staff and the person collecting the child that there are soiled items to collect and take home.

Note: Personal items are not laundered at the Service to reduce the risk of cross contamination.



## **Strategies to use with children to promote effective hygiene practices**

Educate and encourage children's participation in good personal hygiene practices, such as:

- Talking about the importance of hand hygiene and when to wash hands.
- Talking about the management of bodily fluids (in an age appropriate way).
- Disposing of used tissues promptly and appropriately, and not sharing these.
- Not sharing personal care items such as toothbrushes, hats, brushes and combs etc.
- Only touching their own food and utensils at meal times and using serving tools.
- Drinking from their own water bottles only (no shared/spare drink bottles will be used).

Use positive language to support learning about hygiene.

Ensure equipment is size appropriate and accessible.

Provide clear simple routines and posters where suitable.

Give children sufficient time to practice and develop their skills.

Ensure adequate supervision and assistance is available when required.

## **General cleaning/laundrying**

Remove items that a child has mouthed, sneezed or coughed on and place in a 'toys-to-be-cleaned' bucket. Wash or wipe over using warm water and detergent. Dry thoroughly and, if possible, dry them in the sun.

Keep the indoor and outdoor environments as clean and hygienic as possible at all times.

Cover the sandpit when not in use to prevent contamination.

Empty play water containers after use and ensure water trays are refreshed each day and more often if required.

Dispose of any dead animals/insects/birds found on the premises in an appropriate manner.

Launder children's individual bedding (sheets and blankets) at least weekly and whenever soiled.

Launder all items according to the cleaning schedule, ensure all laundered items are dried thoroughly before folding and putting away for future use.

## **Safe handling of body fluids (blood, faeces, vomit, urine and nasal discharge)**

Avoid direct contact with bodily fluids by wearing disposable gloves wherever possible, remembering to wash or sanitize hands both before and after wearing gloves.

Cover any cuts/abrasions on skin with a waterproof dressing prior to responding to an incident involving bodily fluids.

Remove any contaminated clothing and store in a leak proof plastic bag which can be taken home for laundering (refer to procedure outlined above under toileting).



**Procedure for washing items soiled with bodily fluids (blood, faeces, vomit and urine):**

**Note:** *Items belonging to children should be sent home for laundering.*

1. Wear gloves before handling soiled items.
2. Do not carry soiled linen against your own clothing — Place soiled items in a plastic bag or bucket to transfer to the laundry.
3. Soak soiled items separately in the 'soiled items' bucket using laundry soaker and warm water (note the time items was put to soak on the white board).
4. Allow items to soak for at least 3 hours to remove the bulk of the contamination.
5. Rinse items and wash in the washing machine with detergent.
6. Wash out the 'soiled items' bucket thoroughly and leave it to air dry.
7. Dry items on a hot cycle in the clothes dryer.

**Safe cleaning of body fluid spills (blood, faeces, vomit, urine and nasal discharge)**

Ask all children and adults in the area of the spill if they have come into contact with the fluid and remove this with soap and water, ensuring hands are washed thoroughly afterwards.

Promptly clean any bodily fluid spills (including animal) both indoors and outdoors using the following procedures:

**Nasal discharge:**

*It is not necessary to wear gloves when wiping a child's nose. If you do wear gloves, you must remove your gloves and wash your hands or use an alcohol-based hand rub afterwards.*

1. With permission, wipe the child's nose (if they are unable to do so themselves) with a tissue, disposing of dirty tissues immediately.
2. Practice hand hygiene by washing hands in warm, soapy water and dry (follow the *Hand washing guide*).
3. If you cannot wash your hands after every nose wipe, use an alcohol-based hand rub.

**Faeces and urine spills:**

1. Wear gloves.
2. Place paper towel over the spill and allow the spill to soak in.
3. Place the paper towel and any solid matter in a sealed plastic bag before placing in the rubbish bin.
4. Remove gloves and place them in the rubbish bin.
5. Wash the surface with detergent and warm water, and allow to dry.
6. If the spill came from a person who is known or suspected to have an infectious disease (e.g. diarrhoea or vomit from a child with gastroenteritis), wipe the area with Germex & paper towel and allow to dry.
7. Practice hand hygiene by washing hands in warm, soapy water and dry (follow the *Hand washing guide*).





**All bodily fluid spills in the sandpit:**

1. Wear gloves.
2. Use a shovel to carefully dig out the contaminated sand, placing it in a sealed plastic bag before placing in the rubbish bin
3. Remove gloves and place them in the rubbish bin.
4. Practice hand hygiene by washing hands in warm, soapy water and dry (follow the *Hand washing guide*).

**Spot blood spills:**

1. Wear gloves
2. Wipe up blood immediately with a disposable paper towel.
3. Place the paper towel in a sealed plastic bag before placing in the rubbish bin.
4. Remove gloves and place them in the rubbish bin.
5. Wash the surface with detergent and warm water.
6. Practice hand hygiene by washing hands in warm, soapy water and dry (follow the *Hand washing guide*).

**Small blood spills (up to the size of the palm of a hand):**

1. Wear gloves.
2. Place paper towel over the spill and allow the blood to soak in.
3. Place the paper towel in a sealed plastic bag before placing in the rubbish bin.
4. Remove gloves and place them in the rubbish bin.
5. Wash the surface with detergent and warm water using a disposable cloth; place the used cloth in the rubbish bin.
6. Wipe the area with Germex & paper towel and allow to dry.
7. Practice hand hygiene by washing hands in warm, soapy water and dry (follow the *Hand washing guide*).

**Large blood spills (more than the size of a hand):**

1. Use the 'Brenniston' blood spill and vomit clean-up kit (available in every classroom bathroom) following the procedures in the box below.

**Vomit spills:**

1. For large spills, use the 'Brenniston' blood spill and vomit clean-up kit (available in every classroom bathroom) following the procedures in the box below.
2. For smaller spills, use the procedure above for small blood spills.



#### **Procedure for using 'Brenniston' blood spill & vomit clean-up kits**

1. Practice hand hygiene and put on disposable gloves, apron, mask and goggles.
2. Sprinkle vomit clean-up granules over the spill, covering generously.
3. Leave for 5 minutes or until the fluids have been absorbed.
4. Cover the solidified matter with paper towel.
5. Using the paper towel and plastic lid, scrape the matter into the plastic box and place in the bio-hazard bag.
6. Dissolve the disinfectant sachet in water, as per packaging instructions, to clean the affected surfaces.
7. Remove all personal protective items and place in the bio-hazard bag, seal this bag and dispose of it safely.
8. Clean hands with antiseptic wipes and practice hand hygiene by washing hands in warm, soapy water and dry (follow the *Hand washing guide*).
9. Ensure the administration team is advised so that the spill kit can be immediately replaced in the bathroom it was taken from.

#### **Parents/guardians will:**

Use the available hand sanitisers to clean theirs and their children's hands upon entering the Service.

Keep their child/ren home if they are unwell or have an infectious disease that requires their exclusion from the Service.

Inform the Service if their child has an infectious disease.

Support this policy and procedure by complying with the hygiene practices when attending the Service or when assisting with a service program or activity.

Encourage their child/ren to develop and follow effective hygiene practices at all times.

Supply clean changes of clothing for their children to enable the educators to change any clothing that is soiled and take any soiled clothing home for laundering.

Provide a clean water bottle for their child/ren and take this home to be cleaned at the end of each day.

Provide individual personal care items where required.

Provide dummies (if required) in separate, clean, sealed containers.



## See Also:

1. Health and Safety Policy & Procedure
2. Food Safety Policy
3. Food Safety & Food Service Procedure
4. Food Safety Plan
5. Administration of First Aid Procedure
6. Dealing with Infectious Diseases Policy & Procedure
7. Staying Healthy in Child Care: Preventing infectious diseases in child care 2013 (5<sup>th</sup> Edition), National Health and Medical Research Council