



Health and Hygiene Policy

Purpose	The purpose of this policy is to help ensure that high standards of hygiene are maintained at River School Early Childhood Centre to assist in preventing the spread of infectious disease and to promote good health.	
Scope	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status	Approved	Supersedes: All previous Health & Hygiene Policies
Authorised by	Dee Farquharson	Date of Authorisation: 20 Oct 2021
References	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011: Regulations 77, 106, 109, 168(2)(a) and (c), 170, 171, 172, 183, 184 • National Quality Standard: Quality Area 2 – Standard 2.1.3 • Staying Health (5th ed) • River School Early Childhood Centre Health and Hygiene Procedure • River School Early Childhood Centre Nappy Change Policy • River School Early Childhood Centre Illness Register • River School Early Childhood Centre Incidents, Injury Trauma, and Illness Policy • River School Early Childhood Centre Cleaning Procedure • River School Early Childhood Centre Medical Conditions Policy, • River School Early Childhood Centre Administration of Medication Policy • River School Early Childhood Centre Food Handling and Storage Procedure • River School Early Childhood Centre Infectious Disease Policy • River School Early Childhood Centre Work Health and Safety 	
Review Date:	Every 2 years	Next Review Date: 20 Oct 2023
Policy Owner:	AMEL Board	

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Policy Statement

River School Early Childhood Centre is committed to ensuring a high standard of hygiene is maintained to assist in preventing the spread of infectious disease and to promote the good health of children, employees, and other and it is therefore essential that all educators are aware of and follow correct hand hygiene and follow standard precautions.

Infection can be spread by a person who shows no sign of illness. Hand hygiene is a very effective way to control the spread of infection. This used to be known as hand washing before the development of waterless hand cleaners. Hand hygiene means removing both dirt and germs from your hands.

Hands play an important role in the spread of infection. The best way to prevent the transmission of disease is through effective hand hygiene, which removes both dirt and germs from the hands.

Good hand hygiene is one of the most simple and effective ways to break the chain of infection. Effective hand hygiene can involve soap and water or alcohol-based hand rubs. Disposable gloves can also be part of the hand hygiene process.

In line with the *Education and Care Services National Regulations 2011* and *Staying Healthy* (5th ed), it is the policy of River School Early Childhood Centre to take the following reasonable steps to help maintain high standards of health and hygiene:

- Implement adequate health and hygiene practices, and safe practices for handling, preparing, and storing food, see the River School Early Childhood Centre Health and Hygiene Procedure (see below).
- Provide appropriate training to employees in relation to understanding and implementing effective hygiene practices in early childhood settings.
- Actively support children to learn hygiene practices.
- Provide hand washing guidelines for display at each hand washing location.
- Ensure there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times.
- 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.
- Ensure the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing and linen, including hygienic facilities for storage prior to their disposal or laundering.
- Ensure that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children.
- Develop an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly, and annual cleaning and sanitising requirements and responsibilities of all surfaces, facilities, equipment, linen, and toys.

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- Arrange for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule, and review the cleaner’s contract and schedule on an annual basis; and
- If necessary, contact the local council’s Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use.

Implementation

HEALTH & HYGIENE PROCEDURES

River School Early Childhood Centre Approved Provider will

Provide soap and water and/or alcohol-based hand rubs throughout the service to make hand hygiene convenient, and ensure all staff are practicing effective hand washing techniques.

Provide documentation in the form of procedures near hand washing facilities.

Responsibilities

Educators/Staff will wash their hands:

Before	After
Starting work, so germs are not introduced into the service	Taking off gloves
Eating or handling food	Changing a nappy
Giving medication	Cleaning the nappy change area
Putting on gloves	Using the toilet
Applying sunscreen or other lotions to one or more children	Helping children use the toilet
Going home so germs are not transferred home	Coming in from outside play
	Wiping a child’s nose or your own nose
	Eating or handling food Handling garbage
	Cleaning up faeces, vomit or blood
	Applying sunscreen or other lotions to one or more children
	Touching animals

Families and Children are encouraged to wash their hands:

Before	After
Starting the day at the service; parents can help with this	Eating or handling food
Eating or handling food	Touching nose secretions
	Using the toilet

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Going home, so germs are not taken home with them	<p>Having their nappy changed—their hands will become contaminated while they are on the change mat</p> <p>Coming in from outside play</p> <p>Touching animals</p>
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Cleaning up blood spills

Standard precautions support the assumption that all blood and bodily fluids are potentially infectious, therefore hygiene practices that promote infection control are adopted for all contact with blood and bodily fluids. Staff will follow recommended guidelines for dealing with spills of blood, faeces, vomit, urine, nasal discharge, and other bodily fluids as explained in Staying Healthy 5th edition in order to protect the health and safety of all children and adults within the service. **Spill kits** will be readily available for use by educators and staff in dealing with spills and hands will be washed after removal of gloves. The spill kit will be in the form of a box with a lid, filled with all the necessary equipment to clean up a spill, as guided by Staying Healthy 5th edition.

Preparing bleach solution

Always prepare bleach solutions according to the manufacturer's instructions. Because bleach loses strength over time, always make up new dilutions of bleach as needed. Any diluted bleach that is not used within 24 hours of preparation should be discarded. Bleach will only be used in a service to clean up blood spills. Beach will not be sprayed.

Safe use of bleach

Always:

- Read and follow the safety and handling instructions on the label.
- dilute bleach according to directions.
- Wear gloves when handling and preparing bleach.
- Check the use-by date before using bleach because it can lose effectiveness during storage.
- Make up a new batch of bleach each time you disinfect—it loses its effectiveness quickly once it has been diluted.

Never:

- Use bleach in a spray bottle.
- Use hot water to dilute bleach.
- Mix bleach with any other chemicals.
- Use bleach on metals other than stainless steel—bleach is corrosive

When cleaning up spills of faeces, vomit or urine, the following procedures should be used:

- Wear gloves.
- Place paper towel over the spill and allow the spill to soak in. Carefully remove the paper towel and any solid matter. Place it in a plastic bag, seal the bag and put it in the rubbish bin.
- Clean the surface with warm water and detergent and allow to dry.

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- 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), use a disinfectant on the surface after cleaning it with detergent and warm water.
- Wash hands thoroughly with soap and running water (preferably warm water).

Nasal discharge

Washing your hands every time you wipe a child's nose will reduce the spread of colds. If you cannot wash your hands after every nose wipe, use an alcohol-based hand rub. 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. Dispose of dirty tissues immediately.

Infectious conditions presenting at the service

If a child in care has a suspected infectious condition, please follow the Infectious Disease and Immunisation Policy and procedures and be guided by Staying Healthy 5th Edition.

Informing all families of infectious conditions

All families are to be informed immediately of any common infectious condition in the service by appropriate signs placed in the most visible positions, especially in each room where the condition presented. These signs must also include symptoms of the condition and exclusion time from the Service for any infectious persons. These signs can be retrieved from Staying Healthy 5th Edition.

COVID-19 Safe Practices

River School Early Childhood Centre will be guided by the State and Federal Health Authorities when managing any COVID-19 related incidents. This includes but is not limited to lockdown directives, mask wearing within the centre and community and any other directive issued by the State and Federal Health Authority.

Informing state health authorities

In the case that a notifiable disease occurs in the Service, the Director is to inform the Nominated Supervisor who will, with the assistance of the Director, inform the Ananda Marga Education Board of management and the relevant authorities. See **Infectious Diseases Policy** for contact information for agents to notify.

Definitions

Definitions relevant to this policy include:

Cleaning: a process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. During this process, micro-organisms will be removed but not destroyed

Health: is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity

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Hygiene: the principle and practice of maintaining health

Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, River School Early Childhood Centre will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.

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