

HEALTH, HYGIENE AND CLEANING POLICY

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1 NQS

QA2	2.1	Each child's health and physical activity is supported and promoted.
	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
QA2	3.1.2	Premises, furniture and equipment are safe, clean and well maintained.

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.

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)

Children who are ill Policy (CHI-ADM-POL-010)

6 Implementation

- 6.1 The Approved Provider will ensure that the Nominated Supervisor (who is responsible for all staff members, educators and volunteers) implements 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, all staff 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.
- 6.3 In any instances where children display signs of illness or injury, educators will refer to the Incident, Injury, Trauma and Illness Policy or the Children who are ill Policy.
- 6.4 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, 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. We encourage the use of 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 as detailed in the Nappy Change Procedure.

9 Carpets/Floors/Walls/Windows/Doors

- 9.1 Carpets are vacuumed daily and windows cleaned daily. Floors are mopped daily.
- 9.2 Carpets are washed every 12 months and additionally as needed (and spot cleaned as required).
- 9.3 Walls are cleaned every 12 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). Once used, all bedding 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 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. It is recommended that educators wear a mask when cleaning up vomit.
- 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 first with neutral detergent followed by disinfectant.
- 12.5 If the spill contains blood and the spill is larger than the size of the palm of your hand then the surface needs to be cleaned with diluted bleach in addition to the cleaning process outlined

above. Dilute bleach according to manufacturer's instructions using cold water. Do not use in a spray bottle.

12.6 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 (including before each meal time).
- iii. After handling food (including after each meal time)
- iv. After doing tasks such as cleaning or 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. After handling animals
- xiv. Before and after bathing a child.
- 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 and serving food.

16 Arrangement for Laundering of Soiled Items

- 16.1 The laundry area includes a washing machine 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 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 member 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 for children when handling food by encouraging them to:
- i. Learn independence and appropriate food handling procedures.
 - ii. Wash hands before and after handling food.
 - iii. Avoid putting utensils in their mouths. (Other than forks and spoons)

- iv. Wipe up spillage and helping to clean up with educator's assistance.
- 17.5 Teach children appropriate use of toilet area and procedure for washing hands by encouraging them to :
 - i. Learn to put seat up or down.
 - ii. Clean themselves with toilet paper.
 - iii. Flush the toilet.
 - iv. Wash hands using soap.

18 Hygienic Play Dough Practices

- 18.1 The service will reduce the risk of the spread of disease when using 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, or more regularly if needed
 - iv. Discarding the play dough at the end of each day during an outbreak of illness of infectious disease.

19 Hygienic Nappy Change Procedure

- 19.1 Our services accept enrolments of children who are in nappies. Nappy changing occurs frequently throughout the day and as needed, it is specific to individual needs.
- 19.2 Nappy changing will be carried out by the educators following the *Nappy Changing Procedure* that is displayed in nappy changing areas. 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, and older preschool children who are wearing 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 Our service supplies disposable nappies. Cloth / reusable nappies can be supplied by a child's family. When supplying cloth nappies the family must also bring along a wet bag for the storage of used nappies. Staff will empty the contents of the used nappy into the toilet or sluice located in the nappy change area. Used nappies will then be stored in the wet bag ready to be taken home at the end of the day. We do not launder cloth nappies at the service. The wet bag will be stored in a bucket out of reach of children.

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 families 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 Procedure*

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 The service integrates educative information and guidelines on good dental health practices into the daily routine. 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 5th 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
7	Jan 2019	Jan 2021	Kellie Grose – Children’s Services Manager	Added recommendation from Public Health Unit for educators to wear masks when cleaning up vomit. Added to procedure for cleaning up blood in line with Staying healthy in Child Care (use of diluted bleach). Updated NQS references
8	November 2019	January 2021	Nicole Bray – Director Kids Uni iC	Updated to reflect name changes to Kids Uni iC
9	Dec, 2021	Dec, 2023	Kellie Grose – Children’s Services Manager	Included information around management of cloth nappies