

12 – Health, Hygiene & Infection Control

Children’s Services Procedures

Effective From:	26 August 2020
Contact Officer:	Coordinator of Children’s Services
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File Reference:	1825/29.5
Related Policies/Legislation:	<ul style="list-style-type: none">• <i>Education and Care Services National Law Act 2010</i>• <i>Education and Care Services National Regulations - 2011. Cl 77, 88-96,106, 109, 110,112, 115</i>• <i>National Quality Standard: QA2 – 2.1.1, 2.1.2</i>• <i>Public health Act 2010</i>• <i>NSW Work Health Safety Act and NSW Work Health Safety Regulation 2011</i>
Related Documents and References:	<ul style="list-style-type: none">• ACECQA (2018) Guide to the National Quality Framework• “<i>Staying Healthy- Preventing infectious diseases in early childhood education and care services.</i>” 5th Edition; 2012. Australian Government; national health and medical research Council. https://www.google.com/search?q=staying+healthy+in+child+care+preventing+infectious+diseases&rlz=1C1GCEA_enAU785AU786&oq=staying+healthy+in+child+care&ags=chrome.1.69i57j0l3.8073j0j4&sourceid=chrome&ie=UTF-8• <i>Get up and Grow. Healthy Eating and Physical activity for Early Childhood</i>”; 2015, Department of Health and Age http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources• NSW Health - www.health.nsw.gov.au
Superseded Procedures:	12 - Health, Hygiene and Infection Control V1.1 July 2014

Purpose

Wingecarribee Shire Councils Children’s Services (the Service) understands it has a duty of care to ensure that all persons involved with the Services are provided with a healthy and safe environment in which to play and work.

All children have the right to develop to their full potential in an environment which provides for their health, safety and wellbeing.



Effective hygiene strategies and practices assist services to protect all persons from, and minimise the potential risk of communicable diseases.

Experiences which promote basic hygiene awareness assist children to become competent and independent, and develop valuable life skills.

The Service is committed to:

- Promoting a healthy and safe environment in which children can grow and learn about the world around them.
- Protecting all stakeholders through the implementation and monitoring of simple hygiene and infection control strategies.
- Promoting and implementing the practice of recognised and accepted preventative measures to reduce and minimise the spread of infection.
- Ensuring a risk-based approach in consultation with the relevant health authorities to further manage the risk of infection as required such as localised outbreak and/or health emergencies such as a Pandemic.

Scope

This procedure applies to:

Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider: *'Wingecarribee Shire Council'* and the adult Household members residing in their premise.

All children and families accessing care with Council's Children's Services

All visitors, volunteers and students engaged with Wingecarribee Children's Services.

Definitions

Procedure

This procedure incorporates the following:

1. Effective hand washing practices
2. Preventing the spread of illness through respiratory etiquette
3. Safe and hygienic nappy change, handling, storage and disposal of soiled items
4. Toileting procedures
5. Bathing practices
6. Effective cleaning of the education and care service
7. Dealing with spills
8. Food Safety
9. Hygiene considerations for other service occurrences

Educators and staff are required to follow this procedure keeping in mind best practice and reference to appropriate health information and recommendations from reputable sources.

1. Effective hand washing

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- 1.1. The Service facilities and educator's homes will have facilities available for washing hands with soap (liquid or foam soap recommended) and running water in the immediate vicinity of the toilet and where applicable nappy change facilities.
 - 1.2. Alcohol based hand rubs (containing between 60- 80% alcohol) may be used, if hands are not visibly dirty, as an interim measure in circumstances where:
 - running water and soap is not readily available; or
 - where hand washing may impact on adequate supervision; or
 - on excursions
 - 1.3. The Service recommends the following information and procedures on hand hygiene from "*Staying Healthy- Preventing infectious diseases in early childhood education and care services*"-
References:
 - 3.1.1 When to perform hand hygiene: Table 3.1- pages 41-42
 - 3.1.1 How to wash hands with soap and water- page 42
 - 3.1.1 How to clean hands with alcohol- based hand rub- page 43
 - 3.1.2 When to wear gloves: Table 3.2- page 43
 - 3.1.2 How to remove disposable gloves- page 44
 - 1.4. The Service discourages the routine use of antibacterial soap in any of our education and care settings.
 - 1.5. If the sink that is used for handwashing, by children or adults, is used for cleaning up spills or potentially infectious or contaminated waste the sink and surrounds must be thoroughly cleaned either with warm soapy water or disinfectant (where infectious), prior to hand washing reoccurring in this sink. This could include but not limited to soiled clothing, washing out potties, cleaning up vomit or faeces. Refer to 6.3 of this procedure for appropriate cleaning solution.

2. Respiratory Etiquette

- 2.1 Encourage children to cover their noses and mouths when sneezing and coughing by turning their face into their inner elbow or by using a tissue. Used tissues should be disposed of immediately. Hands should be washed and dried immediately following. Educators should and model this behaviour.
- 2.2 Encourage children to blow their own nose if able to do so.
- 2.3 Hand washing is required every time a child blows their own nose or when a staff member wipes a child's nose to reduce the spread of colds. Alcohol based hand rubs can be used as an alternative.
- 2.4 Gloves are not necessary but if gloves are worn, they must be removed and hands washed afterwards. A new glove plus hand washing would be required for each child.
- 2.5 Dispose of tissues immediately and only use once. It is recommended that tissues are disposed of in a pedal bin or hands-free bin to prevent cross contamination.

3. Nappy Change- Family Day Care

- 3.1. Family Day Care Educators providing care for children under school age need to provide a safe, clean and hygienic nappy change area that is presentable and child friendly.
- 3.2. Suitable and age appropriate nappy change facilities must be provided, where applicable, for school age children which take into consideration the child's age, development and dignity.



Health and safety aspects for the child and the staff implementing the procedure need to be considered and accommodated.

- 3.3. Hand washing and drying facilities for adults must be available within the vicinity of the nappy change area.
- 3.4. The nappy change area and hand washing facility must be separate from food preparation and serving areas and kept clear and accessible for use at all times.
- 3.5. There must be facilities for the storage and access to clean nappies and provisions within the nappy changing area.
- 3.6. A child is to be DIRECTLY supervised at all times during a nappy change procedure.
- 3.7. Work Health and Safety aspects such as Manual Handling must be considered when setting up an appropriate area for nappy change as well as implemented when lifting and bending during every nappy change procedure.
- 3.8. The Service recommends and strongly encourages the use of disposable nappies. This is because disposable nappies are less likely to spread germs in the environment as they are less prone to “leaking” than cloth nappies and can be disposed of immediately. Where a parent/guardian provides cloth nappies for their child’s use they must also provide an impervious outer layer to cover the cloth nappy to help prevent leakage. The impervious outer layer must then be covered with clothing at all times. Nappies will not be rinsed or washed at the Service. They are to be double bagged and made inaccessible to children. They will be sent home daily with the parent/guardian.
- 3.9. Educators and staff are provided with and will follow table 3.3 Nappy Changing Procedure from “*Staying Healthy- Preventing infectious diseases in early childhood education and care services*”. This table must be displayed in the nappy change area. *Note: To accommodate the variations in Educators premises and to ensure that health and hygiene practices are being maintained the following may occur: 1. Educators may use detergent dissolved in warm water in a labelled spray bottle to wipe down the change mats. 2. Educators may place soiled nappies, wipes and paper towel in a bag which is securely tied and kept out of reach of children. Careful consideration, planning and preparation must be made to ensure that contamination does not occur. This is then disposed of accordingly taking into consideration adequate supervision of children.*
- 3.10. Young children and infants are to wash their hands at the conclusion of the nappy change procedure as are staff/educators.
Note: 1. If an infant can stand at a small basin, wash their hands the same way you wash an older child or adults’ hands. 2. If the infant cannot stand at the basin; wash their hands with pre-moistened disposable wipes; make sure their hands are rinsed with water to remove any soap, then dry thoroughly.

4. Toileting- All Service Types

- 4.1. Aspects of toileting and toilet training will always be seen as a positive experience and educators/staff and parents will work together to ensure continuity of practice.
- 4.2. Encourage independence and self-help skills by providing independent access to taps and toilets e.g. provide step stools
- 4.3. Educator/staff will assist children with the toileting process, where necessary. This includes assisting them to pull clothing up and down, wipe themselves, flush the toilet and wash and dry hands.
- 4.4. Where ‘accidents’ occur the child will be supported and reassured that this is a normal part of the process. Any soiled clothing will be sealed in a plastic bag, inaccessible to the children, and

given to the parents/guardians to take home.

- 4.5 Educators/staff will maintain high hygienic standards and use gloves and wash hands accordingly, as required.
- 4.6 Potties where used must be emptied and washed with warm soapy water after each use. Refer to 1.5 for cleaning requirements.
- 4.7 Toilets will be hygienically maintained and cleaned regularly or immediately following spills or visible soiling.

5. Bathing – Family Day Care

5.1. General bathing of children in Family Day Care is not recommended. However, on some occasions bathing may be necessary e.g. Overnight care, toileting or vomiting incidents, or negotiation between the parent and educator. Educators are required as a part of the Annual Home Safety and Compliance Inspection to have bathing facilities available.

5.2. Bathing procedures and considerations include:

- Considering the appropriate facility e.g.; baby bath, shower, laundry tub or bath.
- Temperature of water in bath or shower
- Safety and DIRECT supervision for young children – *See Water Safety Procedure – 3*
- Consideration for the age of the child. Older children’s right to dignity and privacy
- Safe manual handling practices
- All bathing requirements accessible

6. Effective Cleaning of the Education and Care Service – All Service Types

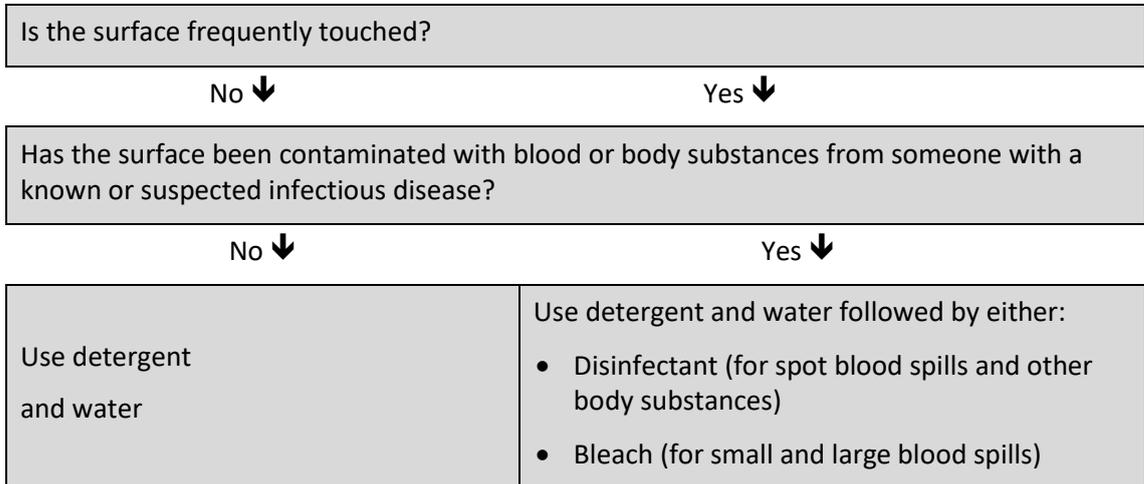
6.1. The Service and registered educators have a Cleaning Strategy which is reviewed annually in line with the guidelines in Table 3.5 “*Staying Healthy, Preventing infectious diseases in early childhood education and care services*”. The number of children in care and their ages are taken into consideration.

Surface or area	Wash daily & when visibly dirty	Wash weekly & when visibly dirty
Bathrooms – wash taps, handle’s, toilet seats, toilet handles and door knob. Check the bathroom during the day and clean if visibly dirty	✓	
Toys and Objects put in the mouth	✓	
Surfaces that children have frequent contact with (e.g. bench tops, taps cots and tables)	✓	
Beds, stretchers, linen and mattress covers (if children do not use the same mattress cover every day)	✓	
Door Knobs	✓	
Floors	✓	
Low Shelves		✓

Other Surfaces		✓
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- 6.2. Disinfectants are only necessary if a surface is known to be contaminated with potential infectious material. If the surface is not clean, the disinfectants cannot kill germs, so the area must be cleaned first, then (if required) disinfected
- 6.3. Figure 3.1 *“Staying Healthy, Preventing infectious diseases in early childhood education and care services”*.

Decision Tree: when to use disinfectant



7. Dealing with Spills – Blood, Faeces, Vomit and Urine – All Service Types

- 7.1 Educators and staff will follow the directions as outlined in *“Staying Healthy, Preventing infectious diseases in early childhood education and care services”*.
- 7.2 Wingecarribee Shire Council premises or leased premises are equipped with a *“Biohazard Spill Kit”*.

8. Food Safety

- 8.1 Food Safety is a critically important consideration in education and care settings. It includes managing any possible risks of children choking on foods, avoiding both allergic reactions and intolerant or sensitive food reactions to food, and ensuring food is not contaminated. This Procedure should be considered in line with the Service *“Medical Conditions Procedure-5”* and the *“Healthy Eating and Food Handling Procedure-13”*.
- 8.2 Service staff and educators will ensure food is safely prepared for children to eat – from preparation stages to consumption, as applicable to the service type and use the following documents:
- *“Staying Healthy, Preventing Infectious Diseases in Early Childhood Education and Care Services”*
 - *“Get up and Grow. Healthy Eating and Physical activity for Early Childhood”*
- 8.3 General principles for the preparation and handling of food include:
- 8.3.1 Children are discouraged from swapping or sharing food, utensils or bowls
- 8.3.2 Always wash and dry hands before handling food (children and educators/staff). There is no need to wear gloves when preparing food if hands are clean and dry. Gloves are not a substitute for clean hands.
- 8.3.3 All surfaces that will come into contact with food or utensils should be clean

- 8.3.4 Tongs and spoons should be used for serving food
- 8.3.5 All food served to the table should be discarded, and not served again later. In Family Day Care, tell parents/guardian what food their child left, but do not return the leftover food to the parent/guardian.
- 8.3.6 Do not reheat cooked food more than once. Discard food that is served and not eaten. Discard any food that was not served but has been out of the refrigerator for more than two hours.
- 8.3.7 Reheat refrigerated food to steaming hot; allow to cool to serving temperature and then serve immediately.
- 8.3.8 Ensure the refrigerator is cold (below 5°C) and that food is kept cold.
- 8.3.9 Dishes should be washed in hot soapy water and left to dry, rather than using a tea towel, or washed in a dishwasher.
- 8.3.10 Food dropped on the ground should not be eaten.

9. Other considerations to prevent the spread of infectious disease

9.1 Sandpits – Family Day Care

- Must be covered when the Education and Care Service is unattended. E.g. each evening
- Contaminated sand should be removed. Where extensive contamination occurs sand must be replaced.
- Adults and children must wash their hands after exposure to sand with soap and water or alcohol based rubs.
- Sand should have exposure to sun for periods to support hygiene.

9.2 Playdough – All Service Types

- Playdough has a high salt content which discourages germs from living and multiplying.
- Staff/educators and children are encouraged to wash hands prior to playing with playdough and after using playdough.
- It is recommended to make a new batch of playdough each week and take out enough playdough for each day. Store playdough in an airtight container.

9.3 Animals – All Service Types – *See Animal and Pet Procedure.*

9.4 Celebration Cakes – All Service Types. The Service encourages children to share in special celebrations such as birthdays with cakes. To reduce the spread of germs when a child blows out candles we encourage: *families to provide separate cupcakes, enough for each child in care; or provide a separate cup cake with a candle for the birthday child and a large cake that can be shared.*

Approved by:



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26 August 2020