

YACKANDANDAH KINDERGARTEN

HYGIENE POLICY 2023

PURPOSE

This policy will provide guidelines for procedures to be implemented at Yackandandah Kindergarten to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic.

POLICY STATEMENT

VALUES

Yackandandah Kindergarten is committed to protecting all persons from disease and illness by minimising the potential for infection through:

- implementing and following effective hygiene practices that reflect advice from recognised health authorities
- implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff and any other persons in attendance at the service
- fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved with the service are protected from harm
- informing educators, staff, volunteers, children and families about the importance of adhering to the *Hygiene Policy* to maintain a safe environment for all users and communicating the shared responsibility between all involved in the operation of the service.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Yackandandah Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within	R	Ö	Ö		
Ensuring the nominated supervisor, early childhood teachers, educators, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food <i>(Regulation 77(1))</i>	R				
Establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy <i>(National Law: Section 167, Regulation 77)</i>	R	Ö			
Developing an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities <i>(National Law: Section 167, Regulation 77)</i>	R	Ö	Ö		
Arranging for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule <i>(National Law: Section 167, Regulation 77)</i>	R	Ö			
Reviewing the cleaner's contract and schedule on an annual basis	√	Ö			
Contacting the local council's Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use	R	Ö			
Ensuring the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering <i>(Regulation 106(1))</i>	R	Ö			
Ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children <i>(Regulation 106(2))</i>	R	Ö	Ö		Ö
Ensuring 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 <i>(Regulations 112(2)&(4))</i>	R	Ö			
Ensuring that adequate, developmental and age-appropriate toilet, hand washing, and hand drying facilities are provided for use by children, and that these are safe and accessible <i>(Regulation 109)</i>	R	Ö			
Reviewing staff training needs in relation to understanding and implementing effective include hygiene practices in relation to hand washing, toileting, nappy changing and cleaning of equipment	Ö	Ö			
Providing a copy of the NHMRC guidelines for the prevention of infectious diseases in child care for the	Ö	Ö	Ö		

service (refer to Sources)					
Providing hand washing guidelines for display at each hand washing location (refer to Procedures)	Ö	Ö	Ö	Ö	Ö
Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times	Ö	Ö			
Developing effective hygienic systems for cleaning, such as using colour-coded cloths in each area	Ö	Ö	Ö		
Ensuring cloths are cleaned, rinsed and stored separately, and replaced regularly	Ö	Ö	Ö		Ö
Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills	Ö	Ö	Ö		Ö
Ensuring that an inspection of the outdoor areas, in particular the sand and soft-fall areas, are conducted daily to ensure they are maintained in a safe and hygienic manner	Ö	Ö	Ö		Ö
Informing the approved provider of any issues that impact on the implementation of this policy		Ö	Ö		Ö
Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators	Ö	Ö	Ö	Ö	Ö
Storing or presenting items, such as beds, bedding and sunhats, in such a way as to prevent cross-contamination	Ö	Ö	Ö		Ö
Ensuring that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys	Ö	Ö	Ö		Ö
Ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children	Ö	Ö	Ö		Ö
Ensuring that all educators/staff wear disposable gloves when changing nappies or dealing with open wounds or other body fluids, and dispose of those gloves and soiled materials in a sealed container or plastic bag	Ö	Ö	Ö		Ö
Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills	Ö	Ö	Ö		Ö
Actively encouraging educators and staff 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.	Ö	Ö	Ö		Ö
In relation to changing nappies for children:					
Attending to the individual personal hygiene needs of each child as soon as is practicable		Ö	Ö		Ö
Changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures (refer to Procedures)		Ö	Ö		Ö
Disposing of soiled nappies in a safe and hygienic manner in line with this policy.		Ö	Ö		Ö
Ensuring that current nappy-changing procedures are displayed in toilet and nappy-changing areas (refer to Procedures)	Ö	Ö			
In relation to the toileting of children:					
Ensuring soap and drying facilities are available at all times when children are in attendance at the service, providing an alternative if hand-dryers are not working/available.	Ö	Ö	Ö		Ö
Ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes	Ö	Ö	Ö		Ö
Encouraging children to flush the toilet after use		Ö	Ö		Ö
Ensuring that information about correct hand-washing procedures is displayed in relevant areas of the service including food preparation areas (refer to Procedures),	Ö	Ö			

including visual aids for children					
Encouraging and assisting (where required) children to wash their hands according to hand washing guidelines (refer to Procedures) after toileting		Ö	Ö		Ö
Encouraging children to tell a staff member if they have had a toileting accident		Ö	Ö		Ö
Monitoring and maintaining toileting facilities in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area		Ö	Ö		Ö
Respecting diverse styles of toileting children due to cultural or religious practices		Ö	Ö		Ö
Respecting the possible need to maintain privacy of toileting and dressing		Ö	Ö		Ö
In relation to cleaning toys, clothing and the service in general:					
Removing equipment/resources that a child has sneezed or coughed on (place in a 'equipment-to-be-cleaned' box)		Ö	Ö		Ö
Wearing gloves when cleaning (general purpose gloves are sufficient; wash and hang outside to dry when finished)		Ö	Ö		Ö
Washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun		Ö	Ö		Ö
Wiping over books with a moist cloth treated with detergent		Ö	Ö		Ö
Ensuring washable toys and equipment are cleaned term by term or annually, as required		Ö	Ö		Ö
Washing and disinfecting mattress covers and linen, where applicable		Ö	Ö		Ö
In relation to children's contact with one another:					
Educating and encouraging children in good personal hygiene practices, such as: <ul style="list-style-type: none"> washing their hands after blowing and wiping their nose not touching one another when they are cut or bleeding disposing of used tissues promptly and appropriately, and not lending them to other children using their own equipment for personal care, such as toothbrushes, hats, brushes and combs only touching food they are going to eat using their own drink bottles or cups. 		Ö	Ö		Ö
In relation to indoor and outdoor environments:					
Keeping the indoor and outdoor environments as clean and hygienic as possible at all times, including the safe disposal of discarded needles/syringes/sharps		Ö	Ö		Ö
Promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures		Ö	Ö		Ö
Covering the sandpit when not in use to prevent contamination		Ö	Ö		Ö
Emptying water containers, such as water trays, each day (refer to Water Safety Policy)		Ö	Ö		Ö
Disposing of any dead animals/insects found on the premises in an appropriate manner.		Ö	Ö		Ö
In relation to the safe handling of body fluids or materials in contact with body fluids:					
Avoid direct contact with blood or other fluids		Ö	Ö		Ö
Not be at eye level when cleaning/treating a child's face that has blood on it, as a child's blood can enter the mouth/nose of a staff member when a child cries or coughs		Ö	Ö		Ö
Wear gloves wherever possible		Ö	Ö		Ö

Cover any cuts/abrasions on their own hands with a waterproof dressing.		Ö	Ö		Ö
In relation to effective environmental cleaning:					
Clean with detergent and warm water followed by rinsing and drying to remove the bulk of infectious organisms from a surface. Particular attention should be paid to the following: <ul style="list-style-type: none"> • toilets/sinks must be cleaned daily, and separate cleaning cloths/sponges must be used for each task • mouthed toys must be washed immediately or placed in a separate container for washing at a later time • all bench tops and floors must be washed regularly • children’s cups/drink bottles used for water must be washed daily • when washing at the child care premises, staff are to consider washing items separately to minimise cross-contamination, for example, tea towels washed separately from sheets, face washers washed separately to play mats/rugs • nappy change areas/mats must be washed with detergent and warm water after each use 		Ö	Ö		Ö

PROCEDURES

NAPPY CHANGE

Download and attach the poster: Changing a nappy without spreading germs, from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition): <https://www.nhmrc.gov.au/file/5131/download?token=M7dUSsl->

HANDWASHING GUIDELINES

Download and attach the poster: *How to wash hands* from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55g-how-wash-hands-poster.pdf>

BACKGROUND AND LEGISLATION

BACKGROUND

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

An infection can be spread when an infected person attends the service premises and contamination occurs. A service can contribute to the spread of an infection through poor hygiene practices that allow infectious organisms to survive or thrive in the service environment.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- immunisation.

Other strategies to prevent infection include:

- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment.

The NHMRC suggests that if these strategies are not implemented, all other procedures described in the service's *Hygiene Policy* will have reduced effectiveness in preventing the spread of infection and illness.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Food Act 1990
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

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

Communicable disease: A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly

Cough etiquette: The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either soap and water or a disinfectant hand rub

Hygiene: The principle of maintaining health and the practices put in place to achieve this.

Infectious disease: A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service (*refer to Dealing with Infectious Diseases Policy*)

Neutral detergent: A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'

Sanitising: A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.

SOURCES AND RELATED POLICIES

SOURCES

- Department of Health, Victoria, Food Safety: www.health.vic.gov.au/public-health/food-safety
- Department of Health, Diseases information and advice, A-Z list of blue book diseases: [:https://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice](https://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice)
- Department of Health: <https://www.health.vic.gov.au/public-health/infectious-diseases>
- National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition): <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Food Safety
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Privacy and Confidentiality

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

- nil

AUTHORISATION

This policy was adopted by the approved provider of Yackandandah Kindergarten in February 2023.

REVIEW DATE: 2026

Attachment 1

NAPPY/ PULL-UPS CHANGING GUIDELINES

These guidelines were prepared based on information provided in Staying Healthy in Child Care (2005), 4th edition, and Health and Safety in Children's Centre.

Suggested practices

- ensure the nappy/pull-ups changing area is separate from food preparation and serving areas.
- ensure that hand-washing and drying facilities are adjacent to the nappy change area.
- ensure that staff wear disposable gloves when changing nappies.
- display a waterproofed poster of nappy-changing instructions in all nappy change areas. (Provide multi-lingual translations as required and relevant for the centre.)
- provide a change mat or bench with an impervious washable surface.
- ensure that a walking child walks to the change area and provide steps for the child if a bench is used.

Nappy/Pull-ups changing for older children

Children's personal hygiene needs be attended to as soon as practicable; therefore, if a child is not toilet trained or soils their underclothing, the centre will need to ensure that appropriate facilities and supplies are provided for changing nappies/pull-ups/clothing in a safe and hygienic matter. It is 'never appropriate to leave a child in a wet or soiled nappy/clothing until the parent/guardian is available to attend to their child's personal hygiene.

How and where you are able to provide these facilities in a kindergarten environment will be dependent on the space and layout of the bathroom area. Centres are advised to consider procedures that ensure that the requirements of the regulations are met while understanding the individual child's need for respect and privacy, hygiene, supervision and OH&S.

Centres are reminded that it is not acceptable to change a nappy/pull-up without hygiene policy being implemented.

Changing nappies:

- wear disposable gloves
- ensure that the changing area has been cleaned with disinfectant and that paper has been placed on the part where the child's bottom will be
- hold the child away from your body when you pick them up and use only your hands to carry the child or, wherever possible, ask the child to walk to the change area
- never leave the child alone
- remove the child's nappy/pull-up and any soiled clothes
- extremely soiled nappies/pull-up/clothing may need to have the contents tipped into the toilet
- place the nappy/pull-up into plastic bags/the purpose-assigned lined nappy bucket (a hands-free lidded bin that is inaccessible to children is recommended)
- clean the child's bottom, wiping front to back and place the wipes into the nappy bucket
- remove the paper and put it in the bin
- remove the gloves before touching the child's clean clothes or putting on a clean nappy/pull-up. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the lined bin
- dress the child and wash the child's hands
- put on another pair of gloves and wash the change area with neutral detergent and warm water; use a paper towel or a clean cloth to wipe. Put the paper in the bin, or the cloth in a laundry bag labelled for bottom cloths for washing
- if necessary, rinse the cloth nappy/pull-up/clothing before placing them in a plastic bag for the parents/guardians
- remove gloves as above, replace the paper and wash your hands thoroughly
- Disposal of the nappy/pull-up bucket contents – at the end of the day, staff remove the bucket bin liner, seal it and place it directly in the waste bin located in the kinder carpark bin storage area.

Attachment 2

HAND-WASHING GUIDELINES

Hands are the parts of the body most responsible for transference of germs, leading to the spread of infection. It is essential that they are properly washed upon arrival and frequently throughout the day. Correct hand-washing techniques are a vital part of good hygiene practices, and staff should be trained in a set hand-washing technique. For example:

- remove rings and bracelets where practicable
- apply liquid soap (preferable) and wet hands with warm running water
- wash hands (including between fingers) and forearms for at least 60 seconds (count to 10)
- rinse with running warm water (count to 10)
- turn off the tap with a piece of paper towel
- dry with new disposable paper towels, hot air-dryer or your own cloth.

When to wash hands:

- when you arrive at the centre
- before handling food, including baby bottles
- before eating
- after changing a nappy/pull-up
- after removing gloves
- after going to the toilet
- after cleaning up blood, faeces or vomit
- after wiping a nose, a child's or your own
- before giving medication
- after handling garbage
- after coming in from outside play
- before going home

When to wash the children's hands:

- on arrival at the centre (parents can help with this)
- before and after eating and handling food
- after having their nappy/pull-up changed
- after going to the toilet
- after coming in from outside play
- after touching nose secretions
- after coming in contact with blood, faeces or vomit
- before going home

Attachment 3

YACKANDANDAH KINDERGARTEN TOILET CLEANING CHECKLIST

Please sign this sheet after cleaning the toilets during the day.

TERM, 2023

Week 1	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 2	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 3	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 4	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 5	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 6	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 7	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 8	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 9	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 10	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:
Week 11	Mon ___ / ___ Sign: Time:	Tue ___ / ___ Sign: Time:	Wed ___ / ___ Sign: Time:	Thu ___ / ___ Sign: Time:	Fri ___ / ___ Sign: Time:

Attachment 4

End Of Term Cleaning Checklist

Staff to sign off once cleaning completed.

	Term 1	Term 2	Term 3	Term 4
Cleaning In rooms 1, 2 & verandah				
Scrub Tables				
Scrub Chairs				
Wipe Shelving				
Wipe Lockers				
Tidy Toy Cupboards				
Tidy under Sink				
Swap outside equipment over				
Swap or put away equipment not being used for the text term. - Puzzles - Dramatic play equipment - Books				

Staff Signature				
Date				