



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

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Hygienic Practices Policy

Introduction

The Cubbyhouse has a duty of care to ensure that all persons are provided with a high level of protection during the hours of the service's operation.

Goals – What are we going to do?

The Cubbyhouse is committed to the provision of:

- A clean and hygienic environment.
- An environment which provides infection control methods to minimise the spread and risks of infectious diseases and illnesses in children, educators/ staff, and any other persons in attendance at the centre.

Strategies – How will it be done?

The health and safety of children at The Cubbyhouse is one of our prime concerns. For this reason, hygiene practices are followed by staff, educators and encouraged by children. Through modeling and reminding, staff will encourage children to use appropriate personal hygiene practices.

- Wash hands under running water after toileting and prior to preparing food and eating. Dry hands on disposable paper towels.
- Keep noses clean. To foster independence, tissues are kept within reach of children. Hands are washed after nose blowing.
- Cover mouth with hand when sneezing / coughing to prevent the spread of germs.

Staff are responsible for:

General

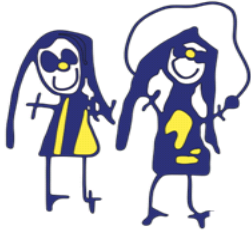
- Using paper towel or colour coded sponges/cloths and mops in each area and ensuring these are stored separately. Colour code images will be displayed in storage areas to ensure no cross-contamination occurs.
- Encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children.
- Contacting the parents/guardians of a child, to collect their child if he/she becomes ill at the centre.
- Notifying parents/guardians, as soon as practicable, of the occurrence of an infectious disease at the centre through a notice on the board at the centre.

Nappy changing:

- Attending to individual children's personal hygiene needs as soon as practicable.

Toileting of children:

- Ensuring soap and paper towel facilities are available at all times when children are in attendance.
- Ensuring children do not make common use of items related to personal care, for example, hairbrushes.



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- Encouraging children to flush the toilet after use
- Encouraging and assisting (where required) children to wash their hands after toileting
- Encouraging children to tell a staff member if they have had a toileting accident
- Ensuring toileting facilities are maintained in a safe, clean and hygienic manner whilst children are in attendance. This requires periodic checking of the bathroom area
- Respecting diverse styles of toileting children due to cultural or religious practice
- Respecting the possible need to maintain privacy of toileting and dressing
- Encouraging children not to touch the tap after they have washed and dried their hands

Cleaning toys, clothing and the centre

- Preferably purchasing toys which are easy to maintain and clean
- Wearing gloves when cleaning. (General purpose gloves are sufficient, wash and hang outside to dry when finished)
- Ensuring washable toys/equipment are cleaned as required.

Children's contact with one another

- Educating and encouraging children in good personal hygiene practices such as:
- Washing their hands after blowing and wiping their nose
- Not touching each other where they are cut or bleeding
- Disposing of used tissues promptly and appropriately, and not lending them to other children

Indoor and outdoor environment

- Keeping the indoor and outdoor environments as clean and hygienic as possible at all times.
- Promptly removing blood, urine and faeces, either indoors or outdoors, using the appropriate cleaning procedures.
- Covering the sandpit when not in use, to prevent contamination by animals.
- Removing any animal faeces promptly and disposing of in an appropriate manner.
- Disposing of any dead creatures found on the premises in an appropriate manner.

Dealing with spills of blood and other body fluids/safe disposal of discarded needles/syringes - Refer to centre's Illness and Infectious Diseases policies

The parents/guardians are responsible for:

- Ensuring immunisation details on their child/ren are up-to-date on their child/ren's enrolment form.
- Keeping their child/ren home if they are unwell or have an excludable infectious disease.
- Informing the centre if their child has an infectious disease.
- Participating in the maintenance program of the centre.

Immunisation

- Refer to Immunisation Policy

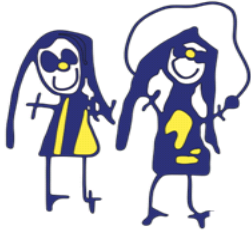
Statutory Legislation and Considerations

Education and Care Services Nationals Regulations 2011

Clauses 77, 109

National Quality Standards

QA1 - Educational program and practice



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QA2 - Children's health and safety

QA3 - Physical environment

QA6 - Collaborative partnerships with families and communities

Early Years Learning Framework

Outcome 3: Children have a strong sense of wellbeing

Sources

Staying Healthy 5th Ed 2012

Hygiene and Infection Control - <http://cccncsw.org.au/wp-content/uploads/hygiene-and-infection-control.pdf> (Accessed October 2015)

Fact sheets - <http://www.hha.org.au/forconsumers/factsheets.aspx> (Accessed October 2015)

Links to other policies

Communication and Interactions with Families Policy

Dental Health Policy

Enrolment and Orientation Policy

Excursions and Incursions Policy

First Aid Policy

Governance and Management Policy

Illness Policy

Immunisation Policy

Incidents, Injuries and Trauma Policy

Infectious Diseases Policy

Interactions with Children Policy

Medical Conditions Policy

Nutrition Policy

Participation of Students and Volunteers Policy

Risk Management Policy

Staff Orientation and Induction Policy

Sunsmart Sun Protection Policy

Supervision of Children Policy

Workplace Health and Safety Policy

Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)

Bathroom Cleaning Procedure

Cleaning Whole Centre Procedure

Dangerous Products Storage Procedure

Food Safety Plan

Illness, First Aid and Hygiene Procedures

Kitchen Procedures

Linen Change Over Procedure

Maintaining Records Procedure

Medication Procedure

Nappy Change and Toileting Procedure

Safe Bottle Heating and Feeding Procedure

Hygienic Practices Policy – Data, Cubbyhouse Originals, Cubbyhouse Manuals, Policies



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Safety Checks and Supervision Procedure
Staff Development Procedure
Staff Orientation Procedure
Student and Volunteer Orientation Procedure

Links to forms/ resources

Data, Cubbyhouse Originals, Forms

- ❖ Centre Forms
- Bathroom Cleaning Checklist
- Cubbyhouse Cleaning Checklists
- Cleaning Schedule

Data, Cubbyhouse Originals, Resources

- ❖ Workplace health and safety
- ❖ Handwashing
- ❖ Health Medical

Developed October 2008

Reviewed and Modified November 2013, dec 2014, March 2015, October 2015