

Hygiene Policy

Purpose

Early Years @ Phoenix Park will provide an environment which provides infection control methods to minimise the spread and risks of infectious diseases and illnesses in children, staff, and any other persons in attendance at the service.

Procedure

General Hygiene

- Children's personal items are stored separately.
- Dental hygiene practices are promoted within the service. Children are provided with water after meals.
- Staff promote healthy care of bodies, with the children, including healthy approach to eyes, ear and nose.
- Toys shared among children are cleaned and disinfected after being mouthed, as necessary, and at the end of the use in the program
- The service is cleaned and rubbish is removed from the service on a daily basis.
- Used tissues are disposed of immediately.
- Staff will ensure children will not make common use of items intended for personal care and will store each item separately.
- The staff will model a high level of personal hygiene and will encourage and teach children to follow personal hygiene practices

Personal Hygiene of Children

Educators will assist all children to: -

- Learn about hygiene practices through modelling and discussion.
- Wash their hands before and after meal times, after using the toilet, after handling animals, wiping noses and after other unhygienic practices.
- Dry their hands with disposable paper towels.
- Flush the toilet after use.

Personal Hygiene of Staff

- Staff will provide positive modelling for children in relation to personal hygiene practices.
- Staff will ensure they bathe /shower daily
- Staff will keep nails clean and use nail brush to clean nails when required.
- If hair is long staff will tie it back.
- Staff will wash hands regularly throughout the day to ensure cross contamination does not occur

Hand washing by staff must occur:

- Before and after their shift

- after they have been to the toilet
- after they have attended to children's toileting
- after handling raw ingredients
- before and after eating food
- after disposal or handling of waste
- after handling animals
- after smoking
- before handling food
- after blowing nose
- after using a handkerchief or nasal tissue
- before and after administering medication
- before bottle feeding a baby
- before feeding a child
- after habits that may cause contamination e.g. licking fingers, biting nails, touching hair etc.

Hands are washed in the hand basin provided. Use soap to work up a lather. Wash palms, fingers, thumbs, nails and wrists. Rinse off soap by washing hands under running water for no less than twenty seconds. Dry hands with paper towel and dispose of it immediately. In the case where you are unable to get to running water, wiping hands with an alcohol wipe or sanitising solution would be suitable, e.g.: Outside after wiping a child's nose.

Mealtimes

- Staff will wash their own and infant's hands before feeding; and will assist older children to wash their hands before feeding.
- Tables must be thoroughly cleaned with warm soapy water before and after meals.
- Cloths are to be used for cleaning meal tables, used once and placed in the laundry.
- With older children table cloths will be used during lunch and all food must be served on plates or in the child's own lunchbox/container where their own food is supplied. Where a rug is used for a picnic style meal it will be washed following use.
- Staff will ensure that each child has their own individual plate/bowl, cutlery and cup or own lunchbox/container where their own food is supplied.
- Staff will encourage appropriate hygienic practices at lunch times, e.g. the serving spoon is only to be used to serve food and not for individual, if cutlery is dropped on the floor a clean replacement is to be given.

Bathroom

- The change mat must be disinfected after each use.
- Staff must wash their hands after attending to children's toileting needs
- Staff must educate children in appropriate toileting procedures, e.g. the importance of washing hands and use of soap, use of toilet paper etc.
- Paper towels must be used to dry hands and disposed of after one use.
- Staff will ensure that any soiled clothing belonging to children will be rinsed before placing it in a plastic bag.
- Toilets, potties, steps, floor and sinks in the children's bathrooms must be cleaned at least once midway through the day or more if required.

- Nappy bins will be emptied at midday and then again in the evening after the last change.
- Nappy bins, rubbish bins, potties and steps will be cleaned with disinfectant at the end of the day.
- Nappy bins must be disinfected at the end of each day and left opened to air dry.

Beds and Bedding

- Children's individual sheets and nursery mattress covers must be washed once a week and more often if required.
- Children's bed baskets must be labelled clearly with their name.
- Soiled or wet beds must be sprayed with disinfectant and then aired in the sun.
- Mats are stored with-out the bedding so that cross contamination does not occur

Body Fluids

- Staff will use rubber gloves to clean any body fluids.
- Service supplied cloth nappy or disposable paper towel and disinfectant spray must be used to clean these spillages.
- Any sheets, clothing or materials covered with these substances must be washed separately in a hot wash.
- Children's clothing must be replaced immediately if covered with body fluids.
- Staff will wash their hands after blowing a child's and their own nose. Tissues will be disposed immediately after one use.
- Staff will encourage children to wash their hands after they have blown their nose.
- Plastics / nappy cover pants must be washed in a hot wash.

Face washers

- Staff must ensure that a separate face washer is used for each child.
- Staff will ensure a clean face washer is used each time.
- Staff must ensure that a separate comb/brush is used for each child and they then must be separated from the clean ones.

Laundry

- Sheets and blankets are provided to each child for rest/sleep time
- Sheets are washed weekly or more frequently as required.
- Face washers and other linen used for individual children are laundered through the Service's laundry.
- Tea towels and bench towels used in the kitchen changed daily and sent to a laundry service for cleaning.

Nappy Changing

- Children are always supervised whilst on the nappy change bench.
- Families are to provide a nappy for children to go home in.
- Staff wash their hands prior to and immediately after changing a nappy.
- Staff use disposable gloves to reduce the incidence of cross infection.
- Soiled nappies are stored in closed containers.
- Staff clean the nappy changing area after every change.

- Staff clean nappy changing areas at the end of each day.
- Authorisation is received from parents before applying any prescription or barrier creams.

Training Potties

- Contents of training pots are emptied into a toilet and flushed.
- Training pots are washed in warm soapy water, rinsed and air-dried after each use.

Source

NHMRC, 2005, *Staying Healthy in Child Care; 4th Edition*, Australian Government, Canberra.

Children's Services Act 1996

Children's Services Regulations 2009 - Regulation 78(1), 103(1)(c), Regulation 102

Food Act 1990

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