



POLICY

To implement and ensure Outlets Co-operative Neighbourhood House LTD with simple and effective methods for minimising the spread of disease. This policy is a wholistic policy for whole Centre

NB: refer to Epidemic and Pandemic Emergency Plan – CoVid Plan -Cleaning and Hygiene procedure.

PURPOSE

To provide a healthy and safe environment for the mental, physical and emotional well-being of all children, Educators, staff.

To minimise the spread and risks of infectious disease in the childcare setting by using standard infection control.

To promote the health and hygiene of children and staff.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, day-to-day Supervisor, educators, parents/guardian, Committee of Management, placements, volunteers, visitors and children at the children's service, involved with the delivery of Childcare and wholistic to Centre.

This policy applies to all involved and incorporated in the **procedures** listed below.

Background and relevant legislations and Policies

Childcare involves many close physical interactions between children and adults each day. Following strict hygiene guidelines reduces the risk of an infectious disease spreading. This information should be read in conjunction with other relevant policies.

Using standard infection control precautions will reduce the occurrence and risks of infectious disease.

Incident, Injury, Trauma and Illness Policy

Food Safety and Delivery Policy

Bottle Preparation Policy

Food Act 1992

Australian Food Standards Code

OH&S

Work Cover Authority

Children's Service Regulations 32/2020

Children's Service Act 1996

Staying Healthy in Early Childcare Services (edition: ch55 2013)

PROCEDURE

Approved Provider will ensure the following

- Regularly clean the indoor environment of the centre. (Clean daily the toilet, floor, nappy change areas, food preparation areas, taps, door handles, nappy change surfaces and benches.
- Use neutral detergent and water (neutral detergents are labeled as being 'neutral' or 'neutral pH') whilst children are in attendance.
- Regularly clean toys and play equipment and wash daily toys that have or are likely to have been mouthed by children. If you believe the toy has been contaminated with faeces or urine cleaning should be immediate, or toy removed.
- Soap and water will be used to wash blood, urine and faeces off skin immediately after contact.
- Any blood, urine or faeces must be cleaned up with warm water and bleach or disinfectant immediately.
- All children, staff members, and visitor with open wounds or broken skin must have the area covered with a dressing for the duration of their time within the Centre.



- Hand washing is a crucial general hygiene measure for both staff and children particularly before preparing food, before eating and after toileting (detailed below).
- Laundry Washing occurs daily all used linen, cloths, towels, facecloths.
- Ensure children do not share bottles, dummies, towels, facecloths and tissues.
- Ensure safe storage and disposal of soiled nappies.
- All rubbish bins are to be lined with plastic bags.
- All rubbish, including waste, is to be sealed in plastic bags and placed in outside garbage bin.
- Any human blood, body fluids and tissues shall be treated as being potential infectious.
- Ensure centre staff always wear gloves where they are likely to be exposed to blood, faeces, urine, or other body fluids or when handling any items or materials that have come into contact with blood or body fluids.
- Exclude children who have a respiratory infection, diarrhea, any vaccine preventable disease, a transmissible skin infection not yet being treated, or any other infectious disease in accordance with infectious disease table.
- If using needles, other sharps, giving injections, or administering medications which are likely to be contaminated by blood or body fluids, handle and dispose in accordance with infection control standards.

Education in promoting hygiene will be conduct by Approved Provider, Nominated Supervisor, day-to-day Supervisors, Educators, Placements, volunteers in delivery in Childcare program;

- Children are encouraged to follow the hygiene practices in an independent manner.
- The Centre aims to provide parents and staff with information concerning hygiene through the display of posters and correct techniques used in maintaining personal hygiene and hygienic environments.

Hand washing

To effectively use handwashing to prevent the spread of infectious disease, the centre will;

- Ensure safe, well maintained age-appropriate facilities are available for washing hands with soap and running water in the immediate vicinity of areas where children or staff use toilets, nappies are changed, and food is stored and prepared.
- Ensure effective drying of hands by providing disposable paper towel or automatic hand-dryer.
- Ensure children, visitors, staff and persons normally working or visiting the centre, use liquid soap in preference to bars of soap as contamination is less likely to occur.
- Use disposable paper towels rather than cloth towels. (If cloth towels are used, only use once, then place in a laundry basket for washing)

The recommended hand washing method; (refer to Hand washing poster/chart)

- use liquid soap and running water,
- rub hands vigorously, counting to 10,
- wash hands all over, including the backs of hands, wrists, between the fingers, and under the fingernails,
- rinse hands well counting to 10,
- do not touch the tap after washing, turn taps off with a paper towel,
- press dry hands with a new paper towel or an individual cloth towel.

Hand washing shall be carried at the following times;

- Before and after preparing food
- Before and after eating
- Before serving children's food
- After toileting self and children
- Before and after changing wet/soiled pants and nappies
- Before and after giving first aid and medication
- After meeting any blood, faeces or urine
- After wiping own nose or children's noses



- If wiping noses outdoors is required, use disposable gloves or plastic sandwich bags if hand washing is not immediately possible.

Children's hands will be washed, or they will wash them themselves if they can, at the following times:

- Before eating
- After toileting
- After outdoor play, paint or other material
- After cigarette smoking

Food handling and preparation

To ensure the safe and hygienic handling of food staff responsible for the Food storage and preparation shall:

- wipe down and disinfect the food preparation area before and after food preparation.
- clean refrigerators where food is kept and discarded out of date foods from them regularly.
- All food that may deteriorate at room temperature is to be placed in the refrigerator as soon as possible.
- All utensils, plates and cups must be carefully washed, rinsed and put away when not in use.
- Cloths for cleaning table surfaces are not to be used on the floor. Staff should use appropriate coloured cloths for cleaning different areas.
- Children are encouraged not to use any utensils that have been dropped on the floor, or to eat food that has been dropped on the floor or handled by other children.
- Use separate colour-coded chopping boards for cooked and uncooked food.
- Also use separate colour-coded chopping boards for Halal food, anaphylaxis sufferers.
- Have facilities that include a stove or microwave oven, sink, refrigerator, suitable waste disposal, and a hot water supply.
- Have a designated area for preparation of bottles.
- Wash hands before and after handling food or utensils
- Avoid direct touching of ready to eat food by following proper food handling technique and using clean implements and gloves
- Do not prepare food while suffering from any gastrointestinal illness until at least one full day after recovery, or from any hand infection
- Ensure all food or bottle preparation and storage areas are separate from nappy change and toileting areas.
- Bottles or milk are not to be reheated due to bacteria growth.
- Have a designated area for food preparation and storage, which is safe and hygienic.

If a microwave is used in the preparation of consumables, the staff shall ensure that:

- use only microwave safe dishes, utensils and wrap,
- defrost foods only if you are planning to cook the food immediately after it has thawed,
- use microwave safe dishes for defrosting foods, and cover with microwave plastic wrap or microwave safe covers,
- as different food items defrost, remove them and avoid cross contamination or mixing of food juices,
- be careful when removing food or liquids from the microwave and removing the plastic wrap as food and liquid continues to cook
- food that has been cooked or reheated in a microwave and is not going to be consumed immediately should be placed in the refrigerator for cooling, not left on the bench to cool,
- leftover food that has been cooked and reheated should be discarded
- rotate and mix foods at intervals to ensure they are cooked through evenly
- when re-heating foods such as casseroles, the liquid should be stirred to ensure it is fully heated through
- clean the microwave daily as food is usually spattered inside.



Use the following principles in preparing infants' bottle feeds:

- Store bottles of milk in the refrigerator, do not store in the door of the refrigerator.
- Use only sterilised bottles and teat assemblies for all infant feeds.
- Wash hands before preparing or handling expressed milk or formula.
- Prepare formula strictly according to instructions on the container.
- Do not use a microwave for heating expressed breast milk, formula milk, or any bottled milk or fluid.
- Warm bottles by standing in warm/hot water.
- Warm infant milk bottles only once.
- Test the temperature of the milk on your wrist before giving it to the baby.
- Discard any unused infant milk leftover after each feed or that has not been consumed by the infant after 30 minutes.

Use the following guidelines in relation to expressed (bottled) breast milk (EBM):

- ensure expressed bottled breast milk is always labeled with the child's name, mother's name and the date it is expressed,
- breast milk can be stored in the refrigerator for 48 hours and in a deep freezer for up to 3 months,
- frozen breast milk can be thawed by placing in either cool or warm water, do not put in boiling water or use a microwave as the milk will curdle, shake the bottle if the fats and milk have separated,
- thaw under running water, start with cold water then increasingly warm water and test the temperature of the milk on your wrist before giving it to the baby,
- throw away any unused breast milk, do not refrigerate or refreeze breast milk once it has been thawed or heated.
- (EBM) Expressed Breast milk can only be **heated once**

At mealtimes, the following procedures must be followed:

- Wipe tables prior to children eating at them.
- Wipe down tables and sweep floors after meals and mop floors if any spillage occurred.
- Children mealtime guidelines will be adhered to

Toileting and nappy changing

To minimise risks and the spread of infectious diseases that are transmitted by faeces and other body fluids or through toileting or toilet training of children, the centre will:

- Have safe, well maintained, age-appropriate toilet facilities
- Encourage children to flush the toilet after use and assist or teach children to wash their hands after toileting using the guidelines on hand-washing technique.
- Use a toilet in preference to a potty-chair to reduce the risk of the spread of disease.

After each use of a potty the following procedure should be carried out:

- wear single use non-latex gloves
- empty potty into the toilet
- wash potty with warm water and detergent using a cloth or brush that is only used specifically for this purpose
- do not rinse or wash potty in a sink used for handwashing,
- wash hands after

To minimise risks and the spread of infectious diseases that are transmitted by faeces and other body fluids through changing nappies:

- Have a nappy change area separate from food preparation
- Have hand-washing and drying facilities immediately adjacent to any toileting or nappy change areas.
- Have nappy change benches or mats with an impervious washable surface, and provide safe storage of soiled nappies
- Keep all nappy change solutions, wipes, all soiled nappies and clothes inaccessible to children.



- Dispose of soiled disposable nappies by placing them in a heavy sealed plastic bag or plastic lined garbage container, ensure they are kept out of access by children and separate from children's play and eating areas, and dispose of daily in the domestic waste collection or contract waste disposal service.
- ensure all children's centre staff wear gloves for nappies soiled by faeces or urine, especially if they have cuts, cracked skin or infections on your hands
- place soiled disposable nappies in closed bin lined with plastic bag
- keep one hand on the child at all times to prevent them from falling off the table
- clean and dry the child's bottom, wiping front to back
- remove gloves before touching the child's clean clothes or putting on a clean nappy, by peeling them back from your wrists, do not let your skin touch the contaminated surface of the gloves, put gloves in the bin
- dress child, take child away from the change table or area, clean the change table, mat or surface after each nappy change, and wash your hands

Blood or body fluids

To minimise risks and exposure to diseases through contact with blood or body fluids, the centre will:

- Wash hands and skin with warm, soapy water after any contact with blood, faeces, urine, vomit or any other body fluids.
- Clean up spilt blood, faeces, urine, vomit or other body fluids with neutral detergent and water (bleach if required), and regularly wash floors, toileting and nappy change areas, nappy change surfaces and mats, play equipment and toys.
- Ensure that staff with cuts, abrasions, dermatitis or open skin on their hands cover with a dressing, which should be changed each time it is soiled or wet.
- Advise the CEO if you think you, staff, others or children in your care have been exposed to HIV or other blood borne diseases or to blood or body fluid from a needle stick, splash into the face, eyes, mouth or nose, or contact with an open wound, (regardless of the known or presumed infections status of the person or child who is the source of the blood or body fluid) so as she can act immediately and notify those necessary.
- wash the injured area with soap and running water and have injury report filled
- dry the wound and cover with a water-resistant occlusive dressing,
- dispose of the object that caused the injury, wear gloves and use forceps or tongs to pick up the object, and discard into a sealed firm container (needle bin is in the front office) to be disposed of.
- Be aware that for skin contact with blood:
- the risk of contracting blood borne diseases including HIV through skin contact with blood is low but is more likely if there are open cuts, abrasions, skin cracking or infections that are uncovered,
- wash off with warm water and soap as soon as possible and cover all open skin with a **water-resistant** dressing.
- If blood or body fluids splash into the eyes:
- rinse for 5 to 10 minutes with water, or a sterile eye irrigation solution if available,
- if wearing contact lenses, rinse the eyes with the lenses in, remove the lenses and rinse the eyes again, and do not put the contaminated lenses back in.
- If blood or body fluids splash into the nose or mouth:
- blow your nose or spit out and rinse with water.
- Be aware that for contact with saliva, tears and biting:
- HIV has been found in saliva and tears in low concentrations and risk of transmission from spitting, kissing, wiping noses and eyes is considered to be very low, however standard infection control precautions should still be followed, contact with saliva and nasal secretions may transmit other infectious diseases,
- the risk of HIV infection from biting is considered to be very low and requires the skin to be broken, if a bite has resulted in breaking the skin, wash with soap and running water, cover with a clean dressing, and advise the family of the injured child to seek urgent medical advice about risks of infection and further management,



- rinse the biting child's mouth with water to prevent cross-infection from the bitten child,
- For clothes, toys or other objects that have been contaminated by blood or body fluids, wear gloves, mop excess fluid with disposable paper towel, and wash with neutral detergent and water (don't use hot water as this makes blood coagulate and stick to surfaces and stain).

To clean blood off the floor:

- avoid direct contact with the blood
- wear gloves
- contain the spill as far as possible by placing paper towel around the edges of the spill, mop up as much as possible with absorbent paper, discard into a sealed heavy plastic bag and dispose of.
- clean up the remaining spill and contaminated surfaces with neutral detergent and water,
- (dry or ventilate the area, discard all gloves and disposable materials into a sealed plastic bag for disposal)
- any contaminated clothing, cloths or cleaning implements should be washed in neutral detergent and hot water. If using a washing machine, wash contaminated and non-contaminated materials separately, use the longest cycle for contaminated material, and if washing by hand, wear gloves,
- for spills onto carpet or upholstered furniture, wear gloves, mop up as much excess fluid as possible with absorbent paper, clean with a neutral detergent and water, and shampoo with an industrial carpet cleaner as soon as possible.

General Cleaning

To minimise the transmission of infectious diseases, communal cross contamination, Educators and Staff to follow Daily Cleaning Checklist and CoVid period specific list of Sanitising;

- Purchase materials, equipment, toys and other products for the centre which are easy to maintain and clean.
- Use neutral detergent and water for general environmental cleaning,
- If practical, use colour-coded cleaning equipment including sponges, buckets, mops, handles and gloves for each area, keep them separate, and store cleaning products in locked cupboard away from children.
- Cleaning items including water buckets, cleaning cloths, sponges and mop heads should be cleaned and air dried
- Ensure floors are dry after washing before allowing the space to be used by staff or children to prevent slips or falls.
- The centre should be vacuumed or swept prior to washing floors.

Wash and sterilise these facilities and items daily:

- bathrooms - tap handles, toilet, toilet flush handles, doorknobs, wash basin,
- nappy change area - nappy change surfaces and mats,
- mouthed toys and other objects put in mouth,
- surfaces – tabletops, chairs, highchairs, sleep mats
- all floors – sweep, mop, or vacuum when children are not present,
- microwaves

Wash these weekly:

- low shelves,
- doorknobs,
- toy storage shelves,
- play mats,
- pillow and cushion cover
- other surfaces commonly touched by children,
- children's dress up clothes.



Special items and areas for cleaning:

- nappy change area – after each nappy change and daily,
- carpets – regular steam cleaning, especially in infant's area,

Sand pits and outdoor area:

- Wipe down and sanitise ride on bikes and pusher trikes.
- cover when not in use with an animal and vermin proof cover,
- rake daily to remove sharp objects, spiders, insects, cigarette butts and other rubbish,
- prevent animals from playing in the sand,
- remove sand soiled by urine, faeces, food or other materials, immediately following contamination,
- empty and replace the sand at least annually.
- complete and sign off outdoor inspection sheet on completion each morning

Sleep mats:

- vinyl mats should be cleaned after use with neutral detergent and water
- store mats so that the clean surfaces are not contaminated with unclean surfaces

Toys:

- if secondhand toys are given to the centre, clean and air-dry hard toys prior to being used by the children, wash soft toys at a temperature exceeding 60°C and hang out to dry in the sun or dry in a hot air clothes dryer

Resources, References and Legislations

How to change a Nappy chart

How to use Alcohol based Hand Rub Chart

How to Wash your Hands Chart

Role of hands in the spread of infection Chart

Centre's - CoVid Plan – Personal and Sanitising checklist

Centre's - Epidemic and Pandemic Policy Plan

Centre's – Daily Cleaning and Sanitising Checklist (indoor and Outdoor)

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD on 22/05/2020

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