HYGIENE AND INFECTION CONTROL POLICY

<table>
<thead>
<tr>
<th>Document Title</th>
<th>NQS 2 Hygiene &amp; Infection Control Policy</th>
<th>Document Number</th>
<th>NQS2.10</th>
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</thead>
<tbody>
<tr>
<td>Version</td>
<td>2</td>
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<td>Dental Hygiene 2014 Hygiene &amp; Infection Control Policy 2014</td>
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Warning - Ensure you are using the latest version of this policy. You can find it and the location listed

Document location in network

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<thead>
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<td>\DCC-NETWORK\Deniliquin_Childrens_Centre\DCC Policies\Quality Area 2- Childrens Health &amp; Safety\Current policy</td>
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This policy is to be implemented in conjunction with Staying Healthy (Preventing infectious diseases in early childhood education and care services) 5th Edition 2012

Staying healthy- Preventing infectious diseases in early childhood education and care services is a best practice tool that provides simple and effective ways for educators and other staff to help limit the spread of illness and infectious diseases in education and care settings.

POLICY STATEMENT – The Deniliquen Children’s Centre aims to promote and protect the health, safety and wellbeing of all of children, educators and families using procedures and policies to maintain high standards of hygiene and provide safe food to children. We also aim to reduce the risk of infectious diseases and illnesses spreading and following appropriate WHS standards. A holistic and consistent approach by all individuals including educators, staff, children, families, visitors or other persons attending the Centre to health, hygiene and safe food across the service will help to effectively meet this aim.

RATIONALE – Maintaining an effective level of hygiene is one of the most important and regularly implemented practices in our services. Effective hygiene strategies and practices assist services to protect all persons from, and minimise the potential risk of, disease and illness.

Many of the hygiene habits developed during childhood will continue throughout life. Services should demonstrate to children the hygiene practices which reduce the likelihood of cross infection and explain the reasons for them. Experiences that promote basic hygiene awareness assist children to become competent and independent, and develop valuable life skills.

Our services should be committed to protecting its stakeholders through the implementation and monitoring of simple hygiene and infection control strategies.

HAND WASHING PROCEDURE

How to wash hands with water (preferred method in all services)
1. Wet hands with running water
2. Apply soap to hands
3. Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails.
4. Rub hands together for at least 15 seconds (This should take about as long as singing “Happy Birthday” twice)
5. Rinse thoroughly under running water
6. Dry thoroughly with paper towel

**How to wash hands with alcohol based hand rub (if necessary on Mobile service and family hygiene stations stations)**

1. Apply the amount of hand rub recommended by the manufacture to palms of dry hands
2. Rub hands together, making sure you cover in between fingers, around thumbs and under nails
3. Rub until hands are dry

Only use alcohol-based hand rub if your hands are not visibly dirty. The hand rub should contain 60-80% alcohol

Refer to how to wash hands poster (QA2 Attachment)

- Infants need their hands washed as often and as thoroughly as older children. If the infant can stand at an appropriate sized hand basin, you need to wash and dry their hands just as you would for yourself.
- If the infant is unable to stand at a hand basin, wash their hands with wet disposable wipes. Then dry thoroughly.

**When to wash hands- Educator, families, visitors and children**

**Mobile educators may use Alcohol based hand rub in place of running water in these circumstances**

<table>
<thead>
<tr>
<th>Before</th>
<th>After</th>
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<tbody>
<tr>
<td>-Starting work, so germs are not introduced into the service</td>
<td>-Taking off gloves</td>
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<tr>
<td>-Eating or handling food</td>
<td>-Changing a nappy</td>
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<tr>
<td>-Giving medication</td>
<td>-Cleaning the nappy change area</td>
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<tr>
<td>-Putting on gloves</td>
<td>-Using the toilet</td>
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<tr>
<td>-Applying sunscreen or other lotions to one or more children</td>
<td>-Helping children use the toilet</td>
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<tr>
<td>-Going home, so germs are not taken home with you</td>
<td>-Coming in from outside play</td>
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<tr>
<td>- Administering medication to children</td>
<td>-Wiping a child’s nose or your own nose</td>
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<tr>
<td></td>
<td>-Eating or handling food Handling garbage</td>
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<td></td>
<td>-Cleaning up faeces, vomit or blood</td>
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<tr>
<td></td>
<td>-Applying sunscreen or other lotions to one or more children</td>
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<td></td>
<td>-Touching animals</td>
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<tr>
<td></td>
<td>-Giving First Aid</td>
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<td>- Giving medication to each child</td>
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<table>
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<th>Before</th>
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<tbody>
<tr>
<td>-Starting the day at the service; parents can help with this</td>
<td>-Eating or handling food</td>
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<tr>
<td>-Eating or handling food</td>
<td>-Touching nose secretions</td>
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<tr>
<td>-Going home, so germs are not taken home with you</td>
<td>-Using the toilet</td>
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<tr>
<td></td>
<td>-Having their nappy changed—their hands will become contaminated while they are on the change mat</td>
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<td></td>
<td>-Touching animals</td>
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Hygiene & Infection Control- Quality Area 2
Posters to remind children and staff, educator and visitors of the procedure on hand washing are displayed in all places that hand washing occurs.

WEARING GLOVES
Wearing gloves does not replace the need for hand washing as gloves may have very small holes or be torn during use. Hands may also become contaminated during removal of gloves. To remove gloves hygienically, peel the back from your wrists, turning them inside out as you go. Do not let your skin touch the outer contaminated surface of the glove.

Staff will use disposable gloves:
- When administering first aid,
- When cleaning up body fluid, including saliva, vomit, urine, faeces or blood.
- When changing nappies
- When toileting children

NAPPY CHANGING/TOILETING
Please refer to Deniliquin Children’s Centre Nappy change and Toileting Policy or to changing a nappy without spreading germs staying health 5th edition 2013 p45

HYGIENIC CLEANING OF SPILLS
Educators and staff will use a spill kit to immediately clean up spills of blood, urine, vomit and faeces.

Spill kits will contain:
- disposable gloves
- paper towel
- disposable cloths or sponge
- detergent
- disposable scraper and pan to scoop

Blood
To clean up a spot/ small amount of blood educators and staff will:
- wear gloves
- wipe up blood immediately with a damp cloth, tissue or paper towel
- place the cloth, tissue or paper towel in a plastic bag, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- wash surface with detergent and warm water
- disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious
- wash hands with soap and water

To clean up a large blood spill educators will:
- wear gloves
- cover the area with an absorbent agent (eg sand) and allow the blood to soak in
- use a disposable scraper and pan to scoop up the absorbent material and any unabsorbed blood or body fluids
- place the absorbent agent, the scraper and the pan into a plastic bag or alternative, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- clean the area with warm water and detergent and dispose of cloth/wash the mop after use
- wipe the area with diluted bleach and allow to dry
- wash hands with soap and water
Faeces, vomit and urine
To clean up faeces, vomit and urine, educators and staff will:

- wear gloves
- place paper towel over the spill and allow the spill to soak in
- carefully remove the paper towel and any solid matter, place in a plastic bag, seal and put in the rubbish bin
- clean the surface with warm water and detergent, and allow to dry
- disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious (e.g., diarrhoea or vomit from a child with gastroenteritis)
- wash hands thoroughly with soap and warm running water.

Nasal discharge
When cleaning children’s noses, educators and staff will:

- wash hands after every nose wipe or use an alcohol base hand sanitiser to clean hands.
  - If wearing gloves, educators and staff will do this after removing gloves
- dispose of dirty tissues immediately.

HYGEINIC CLEANING OF A CHILD
Pre-moistened disposable wipes will be used to clean children.

HYGEINIC CLEANING OF THE ENVIRONMENT

Cleaning the Nappy Change Table
After each change and at the end of the day, thoroughly wash the table (mat) well with detergent and paper towel OR red cloth and warm water.

Laundering
Wash linen in detergent and hot water. Carry used linen in a basket, plastic bag or alternative. Where linen is washed at the service soak to remove bulk of contamination, wash separately in warm to hot water and detergent and dried either in the sun or hot cycle in clothes dryer. Where linen is laundered away from the service, store soiled laundry is hygienically in a container away from children until such a time as it is removed from the premises. Items returned to a child’s home for laundering will be doubled bagged and placed in the child’s bag or designated area.

Procedure for effective routine cleaning
- Use squeeze bottles or spray bottles containing Assist detergent mixed with water for cleaning detergent and warm water. Follow the manufacturer’s instructions on how much detergent to use.
  - Run the cloth under warm water before cleaning
  - Vigorously rub the surface to physically remove germs.
  - Use colour coded sponges in each area and keep them separate or use paper towel in the Mobile service
    - Red for bathrooms and nappy change areas - single use only before laundering
    - Green for Kitchen and areas used for eating
    - Blue for General cleaning
    - Paper towel for infectious/isolated areas
  - Coloured coded cleaning cloths are to be rinsed in warm water and detergent and left to air dry overnight or laundered if possible. If visibly soiled these are to be replaced on a daily basis.
  - Display waterproof charts explaining this code system for staff, visitors, family and volunteers.

The following items/areas must be washed **daily plus when visibly soiled**:
• Bathrooms. Wash tap handles, toilet seats, toilet handles and door knobs. Check the bathroom during the day and clean if obviously soiled.
• Surfaces the children have frequent contact with, for example, bench tops, taps and tables.
• Mattress covers and linen, if each child does not use the same mattress cover every day.
• Door knobs.
• Floors will be swept after all meals
• Floor in babies and toddlers room
• The outdoor area will be kept clean and swept
• Nappy change mats after each use
• Bins will be emptied daily and the nappy bin emptied daily or during the day when required.
• Preschool and Childcare sand play area will be covered securely when not in use. It will be raked daily.
• All floor surfaces to be washed or vacuumed.
• Mouthed toys will be washed daily using warm water and soap, and dry in the sun. For Mobile service mouthed toys will be kept away from children until they can be washed and dried at next base day.

The following items/areas must be washed weekly plus when visibly soiled as applicable:

• Low shelves
• Other surfaces often touched by children
• Linen, such as towels, tea towels, Coloured cloths used for cleaning must be washed separately in the washing machine using hot water
• Other surfaces such as window and ledges, door frames and low shelves will be cleaned on a weekly basis.
• Children's bed linen will be stored in a hygienic manner and washed using hot water after each child
• Toys will be washed in a solution of assist and warm water then left to air dry on clean towels preferably outside in the sun.
• Dress-up and dolls clothes will be washed in the washing machine using hot water
• Cots/sleeping mats are wiped with a solution of assist and warm water either before/after use by a child or weekly.
• Mattress protectors are washed weekly or when required
• Microwaves should be wiped out with detergent and warm water
• Each child will have their own bedding, when used by one child is washed before it is used by another child.

ADDITIONAL HYGIENE PRACTISES:

• Carpets are steam cleaned regularly, or as required.
• In Preschool and Mobile services each child will supply their own drinking and eating utensils at each mealtime. Disposable utensils will be provided if needed, and will be thrown away after each use. In childcare eating utensils are provided and are washed after use.
• Educators will ensure that children do not eat food that has been handled by another child or that has been dropped on the floor.
• Food will be kept in the refrigerator and served hygienically from the children's containers (see DCC Nutrition, food, beverage, dietary requirements policy)
• Responsibilities around effective hygiene will be included in the child's daily educational program and educators will initiate discussion about these subjects with groups and individual children at appropriate times.
• Children will be supervised when around animals, and assisted with hand washing after touching.

**Dummies/Pacifiers**
Families will be asked to provide a clean dummy if required. For children over 12 months old dummies can be cleaned by washing with warm, soapy water and rising well. Educators will advise families that dummies should be discarded if the child has an infection. Store dummies out of reach and do not let the dummies come in to contact with another dummy or toy.

Refer to Staying Healthy in childcare for more detailed information for cleaning of specific items around the service.

**Bottles**
see DCC Nutrition, food, beverage, dietary requirements policy

**Cots**
If a child soils a cot
- Wash hands & put on gloves
- Clean the child
- Remove gloves
- Dress child and wash child’s hands
- Put on gloves
- Clean the cot- remove the bulk of the soiling/ spill with paper towel
- Place soiled linen in laundry bin
- Remove all visible soiling of the cot or mattress by cleaning thoroughly with detergent and water
- Remove gloves and wash hands
- Provide clean linen for cot.

**DENTAL HYGIENE AND CARE**
- The service will arrange for dental health professionals to attend the service to discuss good dental health practices and guidelines with educators, children and family members.
- Educators should actively seek to be positive role models for children and families in attendance at the service.
- Educators form positive relationships with family members and children to discuss and encourage good dental health practices and ensure the continuity of care of each child. Information should be made available to family members and educators in their home language.
- The service integrates educative information and guidelines on good dental health practices into the daily routine. This should include information on tooth brushing, tooth friend snacks and drinks and going to the dentist and/or dental health professionals.
- The service will actively encourage good dental health practices including eating and drinking habits, tooth brushing and going to the dentist and/or dental health professionals.
- Children will be encouraged to drink water to quench their thirst and remain hydrated.
- Children will be encouraged to rinse their mouths with water to remove food debris after every meal or snack.

Hygiene & Infection Control- Quality Area 2
• Family members should be informed without undue delay any incident or suspected injury or issue with their child’s dental health which may include teeth and gums, gum swelling, infection in the mouth, or problems, pain or discomfort the child has with chewing, eating or swallowing food or drink.

• Educators will be aware of dental first aid and receive appropriate professional development opportunities where appropriate.

Dental Accidents
If a dental accident occurs at the service, the following will occur:

• The accident will be managed as an emergency. Incident, injury, illness & trauma forms will be completed.

• The tooth will not be reinserted into the socket, but gently rinsed in clean water or clean milk to remove any blood and will be placed in a clean container or wrapped in cling wrap to give to the child’s parent or dentist.

• Seek dental advice as soon as possible and ensure staff or the parent takes the tooth/tooth fragment to the dentist with the child.

FOOD PREPARATION AND FOOD HYGIENE

• Ensure gloves are worn or food tongs are used by all staff handling ‘ready to eat’ foods.

• Children and staff wash and dry their hands (using soap, warm running water and single use or disposable towels) before handling food or eating meals and snacks.

Including preparation of bottles, storage of food, cooking with children, playdough, birthday cakes
See DCC Nutrition, food, beverage, dietary requirements policy

Nominated Supervisors will ensure that the following laminated information poster is on display:

• Colour coding of cleaning equipment – located at all sinks

• How to wash hands poster- all sinks

• How to use alcohol-based hand rub – hygiene stations

• Please refer to changing a nappy without spreading germs staying health 5th edition 2013 - located in all bathrooms/nappy change areas

• Recommended minimum exclusion periods- displayed on noticeboards and in parent handbook

• The role of hands in the spread of infection- educator areas

• The chain of infection – educator areas

SOURCES
Children’s Services Amendment Regulation 2010 Reg 77
NHMRC Staying Healthy in Child Care Preventing Infectious Diseases in Early Childhood Education & Care Services 2012 (5th Edition).
Centre Support Health, Hygiene and Safe food Sample Policy
Community Childcare Coperative Hygiene and infection control sample policy
DCC Dental Hygiene policy
National Quality Framework Standard
Element 2.1 Each child’s health is promoted
Element 2.1.3 Effective hygiene practises are promoted and implemmented.

Hygiene & Infection Control- Quality Area 2
Element 2.1.4  Steps are taken to control the spread of infectious disease and to manage injuries and illness, in accordance with recognised guidelines.

Element 3.1.2  Premises, furniture and equipment are safe, clean and well maintained.

LEGISLATIVE LINKS
Children’s Services Amendment Regulation 2010
Staying healthy in Child Care 5th Edn (2005)
Website: http://www.nhmrc.gov.au

ATTACHMENTS
NQS 2.10 A1 Colour coding of cleaning equipment
NQS 2.10 A2 Toileting and nappy change procedures
NQS 2.10 A3 Refer to how to wash hands poster, staying healthy 5th edition 2013
NQS 2.10 A4 How to use alcohol-based hand rub staying healthy 5th edition 2013
NQS 2.10 A5 Changing a nappy without spreading germs staying health 5th edition 2013
NQS 2.10 A6 Recommended minimum exclusion periods - displayed on noticeboards and in parent handbook
NQS 2.10 A7 The role of hands in the spread of infection
NQS 2.10 A8 The chain of infection