



## Health and Hygiene Safety Policy

### NQS

QA2	2.1	Each child's health is promoted.
	2.1.1	Each child's health needs are supported.
	2.1.3	Effective hygiene practices are promoted and implemented.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.2.1	Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.

QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
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### National Regulations

Regs	77	Health, hygiene and safe food practices
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### EYLF

LO3	Actively support children to learn hygiene practices.
	Promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community.
	Discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all.
	Model and reinforce health, nutrition and personal hygiene practices with children.

### Aim

Seaford District Community 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 a safe environment to children. We also aim to reduce the risk of infectious diseases and illnesses spreading and following appropriate Work Health Safety standards. A holistic and consistent approach to health, hygiene and safety across the service will help to effectively meet this aim.

## Related Policies

Additional Needs Policy  
Enrolment Policy  
Food Policy: Nutrition and Food Handling  
Immunisation and Disease Prevention Policy  
Incident, Injury, Trauma, Illness Policy  
Medical Conditions Policy  
Physical Activity Promotion Policy  
Relationships with Children Policy

## Implementation

The Director is responsible for ensuring all staff members, educators and students implement adequate health and hygiene practices. This policy, and related policies and procedures at the Seaford District Community Children's Centre will be followed by all staff members and students at Seaford District Community Children's Centre in relation to -

**(a) Hygiene practices.**

**(b) Safe and hygienic storage, handling and preparation of all food and drinks, including foods and drinks provided by the child's home.**

**(c) Working with children to support the promotion of hygiene practices, including hand washing, coughing, dental hygiene and ear care.**

**(d) Toileting, nappy changing and cleaning of equipment.**

**(e) The provision of fresh linen and sheeting for cots and mattresses.**

Children will be grouped in a way that allows educators to maintain a hygienic environment for individual at the service.

In any instances where children display any signs of illness or injury, educators will refer to the Incident, Injury, Trauma and Illness Policy and Incident, Injury, Trauma and Illness Record.

Importantly, we will work with each child to promote health and safety issues, encourage effective hygiene, food safety and dental care, and maintain a healthy environment that is safe for each child. Regular discussions between educators and children will be integrated throughout the program at appropriate intervals.

Information on health, hygiene, safe food and dental care principles and practices will be displayed in the reception area and drawn to the attention of all parents on a regular basis.

To uphold the general health and safety of all children using the service, all educators and visitors will follow the Tobacco, Drug and Alcohol Policy.

## **Equipment and Environment**

The service will wash mouthed toys daily using warm water and soap, and dry in the sun, rotate toys to allow for washing and use individual toy bags for babies, clean books by wiping with moist cloth and drying, clean storage areas weekly.

Surfaces will be cleaned with detergent after each activity and all surfaces cleaned thoroughly daily. Floor in the babies and toddlers rooms will be washed each day. Areas contaminated with body fluids will be disinfected after washing.

## **Sterilisation of Dummies/Pacifiers**

Parents must supply children under 12 months with two dummies this supports the educators to ensure your baby has a clean spare dummy. Where a baby does not have a clean spare dummy educators will sterilise a dirty dummy before use by simmering it in boiling water for at least 5 minutes. Dummies will not be sterilised using a microwave. Educators will ensure the dummy is cool before use. The dummy will be air-dried and stored in a sealed container if it is not being used immediately. Educators will advise parents to discard the dummy if the baby has an infection.

For children over 12 months old dummies can be cleaned by washing with warm, soapy water and rinsing well.

## **Sterilisation of Bottles**

Parents are responsible for the sterilisation and preparation of formulas for children and delivery of the prepared sterilised bottles daily to the service. Educators will only rinse in warm soapy bottles used during the day and return them to the parents at the end of the day who will be responsible for the cleaning and sterilisation of the infants bottles.

Sterilising dummies in boiling water

Educators will

- Place all dummy in a large pot and cover with tap water
- Put the saucepan lid on and bring to the boil.
- Allow five minutes of rapid boiling.
- Turn off heat and allow to cool.
- Make sure they wash their hands thoroughly with soap and water before handling the equipment.
- Store the sterilised equipment in a clean container dry dummy container

## **Bedding**

Each child will have their own bedding. When used by one child it will be washed before it is used by another child. Bedding will be washed when soiled or dirty. Bedding is washed on allocated washing schedule.

# Hand Washing Procedure

Seaford District Community Children's Centre will provide the appropriate height basins for children to wash their hands in as well as basins height appropriate for adults. Liquid soap will be provided for all individuals to wash their hands and we will ensure any allergies to soap are identified using the Enrolment Form and catered for appropriately. Along with this, the centre provides individual paper towel and automatic hand dryers for people to dry their hands.

## **All individuals should wash their hands:**

- Upon arrival to reduce the introduction of germs.
- Before handling food.
- After handling food.
- After doing any dirty tasks such as cleaning or changing nappies.
- After removing gloves.
- After going to the toilet.
- Before and after nappy change procedures.
- After giving first aid.
- Before and after giving each child medication. If giving medication to more than one child between each child.
- Before going home to prevent taking germs home.

**Below are instructions on how to effectively wash hands. All individuals are to follow this procedure and it should be displayed above every sink.**

- Wash hands using running water and soap.
- Rub hands vigorously.
- Wash hands all over ensuring that the back of the hands, wrists, between fingers and under the fingernails are cleaned.
- Rinse hands thoroughly.
- Turn off the tap using a clean piece of paper towel.
- Dry hands thoroughly with clean towel/paper towel or an automatic dryer.
- This should take about as long as singing "Happy Birthday" twice.

# Hygienic Nappy Change Procedure

Seaford District Community Children's Centre accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs. Children who are in nappies will have this detail recorded in the register kept by the staff. This is located in each of the change rooms for parents to check.

Nappy changing and toileting will only be carried out by educators following the nappy changing procedure. At times it may be necessary for a student to carry out the nappy change procedure as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time. Additionally, the service will follow hygienic nappy change practices at all times using the following procedure -

- Nappy changing will be done only in the nappy change area which will be properly stocked with paper towels or towels, plastic bags, fresh nappies, clean clothes, rubbish bin with sealed lid lined with plastic. Always prepare change area first: put on gloves, place paper towel, wipes and bag to dispose of nappy.
- Nappy changes occur frequently and as needed throughout the day. At all times one hand must be kept on the child to prevent them falling from the change table.
- Assist the child up to the nappy change table.
- Remove the dirty nappy: remove excess faeces with paper towel and place in toilet. Flush toilet. Clean and dry the child's bottom using wipes, wiping from front to back. Remove paper towel from the change table.
- Seal the soiled nappy, paper towel and wipes into plastic bag (use two if soiled) and place into lined bin. Place any soiled clothing into a bag and seal for washing. Remove gloves before touching any clean clothing or the clean nappy. Remove gloves by peeling them back from your wrists, turning them inside out as you go. Place gloves in bin.
- Dress the child and wash and dry the child's hands, take the child away from change area. Wash your hands.
- Clean the nappy change surface after each use. Put on clean gloves and clean surface with neutral detergent and warm water. Wipe dry with paper towel. Dispose of gloves and paper towel in bin. Wash your hands. Disinfect after the last nappy change in a series of nappy changes.
- After each nappy change the child's and educator's hands will be washed and the change table cleaned.
- At the end of each day the nappy change area will be disinfected.
- The procedure for nappy changing will be displayed in the nappy change area.
- The service only uses disposable nappies.
- The laundering of soiled cloths, linen and nappies is laundered away from the service; soiled laundry is hygienically stored in a sealed container, until such a time as it is removed from the premises. Items returned to a child's home for laundering will have excess soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

# Hygienic Toileting Procedure

The service accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.

At times it may be necessary for a student to assist children in the area of toileting as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time.

**Additionally, the service will follow hygienic toileting practices at all times using the following procedure -**

- Staff will at all times encourage the child to be independent in their toileting habits and provide assistance as and when needed.
- It is better to use the toilet when toilet training for effective hygiene and infection control factors.
- The service will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use.

**Disposable gloves should be used for any of these stages in the toileting procedure:**

- Help child to remove clothing if needed.
- Help child onto toilet if needed.
- Help the child to wipe themselves, encouraging them to wipe front to back.
- Encourage the child to flush the toilet themselves.
- Encourage the child to wash and dry hands on single sheet of paper towel, and then to leave the bathroom.

**If the child has soiled or wet their clothing:**

- Remove any wet/soiled clothing and seal in a bag for washing. It must be double-bagged.
  - Clean and dry the child.
  - Remove your gloves and wash hands, do not touch the child's clean clothing.
  - Put on new gloves and dress the child, wash and dry the child's hands. Have them leave the bathroom.
  - Clean any spills following procedure for cleaning spills of body fluids.
  - Remove and dispose of gloves, wash and dry your hands.
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- The procedure for toileting will be displayed in the toileting area.
  - The laundering of soiled cloths is laundered away from the service; soiled laundry is hygienically stored in a sealed container, until such a time as it is removed from the premises. Items returned to a child's home for laundering will have excess soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

# 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
- tri natures hospital grade sphagnum moss (instead of bleach) solutions which will be prepared to manufacturer's instructions daily.

## Blood

To clean up a spot 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 small blood spill educators and staff will:

- wear gloves
- place paper towel over the spill and allow the blood to soak in
- carefully lift the paper towel and place it in a plastic bag, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- clean the area with warm water and detergent using a disposable cloth or sponge and place the cloth in the rubbish bin
- wipe the area with tri natures hospital grade sphagnum moss (instead of bleach) and allow to dry
- 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

- mop the area with warm water and detergent and wash the mop after use
- wipe the area with tri natures hospital grade sphagnum moss (instead of 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 (eg 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.

## **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 staff 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. Staff members will supervise such practices. For babies, their gums should be cleaned gently with a damp cloth to remove plaque and milk.



- 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:

For younger children:

- The accident will be managed as an emergency. Injury 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.

For older children or adults:

- The accident will be managed as an emergency. Injury forms will be completed.
- Gently rinse the tooth fragments in clean milk or clean water for a few seconds to remove excess dirt and blood.
- Handle the tooth by its crown (the white enamel top part of the tooth), not its root and be careful not to rub off the endothelial fragments on the root of the tooth as these are needed for the tooth to take if replaced by the dentist.
- In an adult or older child who can be relied on not to swallow their tooth, it is preferable to replace the tooth back into the socket. (Be certain that the tooth is placed into the socket the correct way round, in its original position, using the other teeth next to it as a guide).
- Hold the tooth in place by gently biting on a clean handkerchief or gauze pad.
- If unable to reinsert the tooth, get the casualty to hold the tooth inside the mouth next to the cheek or place the tooth in clean milk, sterile saline, or clean water. Place a firm pad of gauze over the socket and have the casualty bite gently on the gauze.
- Seek dental advice as soon as possible and ensure you or the family takes the child to the dentist with the tooth/tooth fragments within 30 minutes, as the root endothelial layer begins to deteriorate after 30 minutes.
- If the tooth has been in contact with dirt or soil, advise the family that tetanus prophylaxis may be required and advise them to consult with both their dentist and doctor.

# Cooking with Children

We sometimes include cooking experiences in our service's programming for the children. When these experiences are carried out, educators that are supervising will be vigilant to ensure food preparation remains a hygienic and safe experience. The relevant points from the Food Policy: Nutrition and Food Handling will be followed during the children's cooking experiences.

Example of the type of activities children will participate in during cooking experiences include:

- Helping choose what to cook.
- Measuring and weighing ingredients.
- Stirring or mixing ingredients.
- Washing salad, vegetables or fruit.
- Setting the tables.

## Birthday Cakes

To prevent germs spreading when a child blows out their candles on their celebratory watermelon or rockmelon birthday fruit 'cake' it must be:

- covered in cling film or
- a piece of fruit with candles for the birthday child separated for the child to blow out

## Play Dough

To reduce the risk of spreading infections, educators will:

- make a new batch of play dough each day or make a new batch each week and take out enough play dough for each day
- store the remaining play dough in an airtight container away from children
- ensure children and educators wash their hands before and after using play dough
- play dough will not be made or available when the community is experiencing high levels of gastroenteritis

***Please read Food Policy: Nutrition and Food Handling for procedures relating to Food Preparation and Food Hygiene Food Safety, Temperature Control and Transport***

## **Sources**

**Education and Care Services National Regulations 2011**  
**Early Years Learning Framework**  
**National Quality Standard**  
**Food Standards Australia New Zealand**  
**Safe Food Australia, 2nd Edition. January 2001**  
**Caring for Children- Food, Nutrition and Learning Experiences 2014**  
**Australian Guide to Healthy Eating**  
**Australian Dietary Guidelines 2013**  
**Infant Feeding Guidelines 2012**  
**Staying Healthy Preventing Infectious Diseases in ECEC services (5th Edition) NHMRC**  
**Food Safety Standards for Australia 2001**  
**Food Standards Australia and New Zealand Act 1991**  
**Food Standards Australia New Zealand Regulations 1994**  
**Food Act 2001**  
**Food Regulation 2002**  
**SA Health: Food Safety**  
**Work Health and Safety Act 2012**  
**Work Health and Safety Regulations 2012**  
**Dental Association Australia**  
**Use and care of dummies (pacifiers) SESI Health Service NSW**  
**Sterilising bottles, teats and dummies Qld Health**  
**Bottle feeding with formula: Better Health Vic Govt**  
**Bottle Feeding (cleaning and sterilising bottles and equipment): HealthDirect Australia**