

# Hygiene and Infection Control Policy



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<b>Warning - Ensure you are using the latest version of this policy.</b>			
DCC Network/All Organisation Information/DCC Policies/Quality Area 2 – Childrens Health & Safety			

## 1. Policy Statement

River Region Early Education 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 service to health, hygiene and safe food across the service will help to effectively meet this aim.

This policy is to be implemented in conjunction with Staying Healthy (Preventing infectious diseases in early childhood education and care services) 5th Edition 2013

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.

## 2. 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.

## 3. Definitions

Nil

## 4. Procedures

### a) Hand washing

Our service 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

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catered for appropriately. Along with this, the service will provide paper towel 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 assisting children with nappy change, toileting or any cleaning tasks.
- After removing gloves.
- After going to the toilet.
- Before and after nappy change procedures.
- After administering first aid.
- Before and after giving each child medication. If giving medication to more than one child between each child.
- Upon departure to prevent taking germs home.

How to wash hands with water (preferred method in all services)

- Wet hands with running water
- Apply soap to hands
- Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails.
- Rub hands together for at least 15 seconds (This should take about as long as singing “Happy Birthday” twice)
- Rinse thoroughly under running water
- Dry thoroughly with paper towel

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

- Apply the amount of hand rub recommended by the manufacture to palms of dry hands
- Rub hands together, making sure you cover in between fingers, around thumbs and under nails
- 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) – to be located at all handwashing areas.

- 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)

Educators and other staff	
Before	After
Starting work, so germs are not introduced into the service Eating or handling food Giving medication Putting on gloves Applying sunscreen or other lotions to one or more children Going home, so germs are not taken home with you Administering medication to children	Taking off gloves Changing a nappy Cleaning the nappy change area Using the toilet Helping children use the toilet Coming in from outside play Wiping a child's nose or your own nose Eating or handling food Handling garbage Cleaning up faeces, vomit or blood Applying sunscreen or other lotions to one or more children Touching animals Giving First Aid Giving medication to each child
Children	
Before	After
Starting the day at the service (parents can help with this) Eating or handling food Going home, so germs are not taken home with them	Eating or handling food Touching nose secretions Using the toilet Having their nappy changed — their hands will become contaminated while they are on the change mat Touching animals

### b) 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.

Staff will use disposable gloves:

- When administering first aid,
- When cleaning up body fluid, including saliva, vomit, urine, faeces or blood, including when on clothes
- When changing nappies
- When toileting children

Always wash hands before and after wearing disposable gloves

How to remove disposable gloves

- Pinch the outside of one glove near the wrist and peel the glove off so it ends up inside out.

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- Keep hold of the peeled-off glove in your gloved hand while you take off the other glove—put one or two fingers of your ungloved hand inside the wrist of the other glove. Peel off the second glove from the inside, and over the first glove, so you end up with the two gloves inside out, one inside the other.
- Put the gloves in a plastic-lined, hands-free lidded rubbish bin, and wash your hands. If a hands-free lidded rubbish bin is not available, put the gloves in a bucket or container lined with a plastic bag, then tie up the bag and take it to the outside garbage bin

### **c) Nappy changing/toileting**

Please refer to NQS2.13 Nappy Change and Toileting Policy or to changing a nappy without spreading germs staying health 5<sup>th</sup> edition 2013 p45

### **d) Hygienic cleaning of spills**

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

Spill Kit contents:

- Disposable gloves
- Paper towel
- Disposable cloths (red)
- Detergent- Microclean Lemongrass
- Disposable scraper & pan to scoop
- Bleach (sodium hypochlorite) disinfectant (to be used after any bodily fluid). This must be diluted. See instructions below.
- Disposable apron
- Safety goggles

The surface must be clean first with detergent (Microclean Lemongrass) and water before applying disinfectant.

### **Cleaning up blood using spill kit**

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 (Microclean Lemongrass) and warm water and allow to dry
- wipe the area with diluted bleach and allow to dry
- wash hands with soap and water

To clean up a large blood spill (larger than palm size); 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

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- clean the area with warm water and detergent (Microclean Lemongrass) and dispose of paper towel cloth/ wash the mop after use
- wipe the area with diluted bleach and allow to dry using paper towel
- wash hands with soap and water

### **Cleaning up faeces, vomit and urine using spill kit**

To clean up faeces, vomit and urine, educators and staff will:

- wear gloves and protective apron
- 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 Microclean Lemongrass, and allow to dry
- disinfect the surface after cleaning with diluted bleach and allow to dry
- wash hands thoroughly with soap and water.

### **Cleaning a cot if soiled by a child**

- 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 sanitising cleaner (Quat sanitising cleaner) and water
- Remove gloves and wash hands
- Provide clean linen for cot.

### **e) Safe use of bleach**

Always:

- Read and follow the safety and handling instructions on the label.
- Dilute bleach according to directions.
- Wear gloves when handling and preparing bleach.
- Check the use-by date before using bleach, because it can lose effectiveness during storage.
- Make up a new batch of bleach each time you disinfect—it loses its effectiveness quickly once it has been diluted.

Never:

- Use bleach in a spray bottle.
- Use hot water to dilute bleach.
- Mix bleach with any other chemicals.
- Use bleach on metals other than stainless steel—bleach is corrosive

### **f) Hygienic cleaning of a child**

Pre-moistened disposable wipes may be used to clean children, however soap and running water is the preferred method.

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### 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.

### g) Hygienic cleaning of the environment

To ensure that cleaning is carried out regularly and thoroughly and the environment, resources and equipment are hygienic, the Nominated Supervisor will ensure educators and other staff:

- implement structured cleaning schedules (see attachments) to ensure that all cleaning is carried out regularly and thoroughly so that the service environment, resources and equipment are hygienic .
- use the least dangerous cleaning substance possible
- Use colour coded sponges in each area and keep them separate or use paper towel in the Mobile service
  - Red for toilets, 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
- use different rubber gloves in each room which are then hung out to dry and air
- wash and dry hands after cleaning before returning to the children
- clean and dry-cleaning equipment between uses so germs can't multiply on the equipment.
- store cleaning equipment securely
- clean the service at the end of each day and throughout the day as the need arises
- clean up accidents and spills as quickly as possible (using spill kits if appropriate).

### h) Procedure for effective routine cleaning

See NQS2.10 A2 Cleaning Product Guide

#### Use of cleaning products

River Region Early Education uses a range of cleaning products. These can be found in NQS 2.10 A 2 Cleaning product guide.

Ordinary detergents will be used to help remove dirt from surfaces. Proper cleaning with detergent and warm water, followed by rinsing then drying and airing time, kills most germs as they are unable to multiply in a clean environment.

Our service uses four different checklists to ensure we have a hygiene environment, and all areas are cleaned regularly and sufficiently.

The checklists may be service specific. They include:

- 2.10 A 4 Indoor environment safety checklist template
- 2.10 A 5 Outdoor environment safety checklist template
- 2.10 A 6 Hygiene schedule indoor template
- 2.10 A7 Hygiene schedule outdoor template

To clean:

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- Use squeeze bottles or spray bottles containing **Quat 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 with warm water and detergent and left to air dry overnight or launder 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.

### **Mouthed toys**

Mouthed toys will be washed daily using warm water and **Quat detergent** 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

### **Cleaning the Nappy Change Table**

After each change and at the end of the day, thoroughly wash the table (mat) well with Microclean Lemongrass and paper towel.

### **Laundering**

Wash linen in laundry 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 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 double bagged and placed in the child's bag or designated area.

### **Cleaning schedule**

The following items/areas must be washed **daily plus when visibly soiled** as per the daily checklist (Refer to hygiene checklist).

- 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.

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Each service has a hygiene schedule. The following items/areas must be washed **weekly plus when visibly soiled** as applicable:

- 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
- Windows and ledges, door frames and low shelves.
- Children's bed linen will be stored in a hygienic manner and washed using hot water after each child
- Toys will be washed using Quat 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 and laundry detergent.
- Cots/sleeping and yoga mats are wiped using Quat and warm water before/after use by a child (weekly if they haven't been used).
- Cushions, including large floor cushions (have removable cushion covers) should be changed and washed weekly, as well as when visibly dirty
- Mattress protectors and as required
- Microwaves should be wiped out with Quat and warm water
- Each child will have their own bedding, when used by one child is washed before it is used by another child.

### i) Additional hygiene practices

- Carpets are steam cleaned regularly (at least every six months), or as required.
- In Preschool and Mobile services each child will supply their own drinking and eating utensils at each mealtime. Preschool 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 *Nutrition 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. 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.

For children over 12 months old dummies can be cleaned by washing with warm, soapy water and rinsing well. Educators will advise families that dummies should be discarded if the child has an infection. When not in use, store dummies out of reach, in individual plastic containers labelled with the child's name. Do not let the dummies come in to contact with another dummy or toy.



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### **Bottles**

For policy and procedure on preparation of bottles, refer to NQS2.14 Nutrition Policy.

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

### **j) Food preparation and food hygiene**

- Ensure gloves are worn or food tongs are used by all staff handling or preparing food.
- 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

### **Birthday Cakes**

To prevent germs spreading when a child blows out birthday candles, birthday cakes must be:

- separate cupcakes for all children including one with candles for the birthday child or
- a separate cupcake with candles for the birthday child and a large cake that can be cut and shared

### **Play Dough**

To reduce the risk of spreading infections, educators will:

- get children to wash their hands with soap and water before and after using play dough
- store play dough in an airtight container in the refrigerator
- make a new batch of play dough each week
- discard playdough if it has been in contact with a child's face
- discard play dough at the end of each day if there is an outbreak of vomiting and/or diarrhoea.

For policy and procedure on Food Safety, please refer to River Region Early Education, *Food Safety Plan, Version 1*.

### **k) 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 friendly 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.
- 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,

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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 the parent takes the tooth/tooth fragment to the dentist with the child.

### l) Infectious disease outbreak

During an outbreak (e.g. hand foot and mouth, covid 19, gastroenteritis., the following additional measures will be implemented:

Common areas / High touch points should be cleaned at least twice daily with a disinfectant cleaner (Microclean Lemongrass).

- Once by educators during the middle of the day, and once by the cleaner
- Attention should be paid to areas that are frequently touched by children and educators

Common areas include:

- Bathroom- toilet seats, flush handles, hand basin taps, toilet door handles, handrails, soap dispenser
- Kitchen- door handles, draw handles and door
- All door handles and light points
- iPads (including Kiosk)
- Hand sanitiser stations
- ½ door locks
- Tables and chairs

Items that cannot be cleaned between use and play should not be made available for communal use during an outbreak (for example soft toys and 'play dough').

- Staff clothing, or over-clothing, should be washed daily. Another option is for staff to have a change of clothing available for 'accidents' or after dealing with potentially infectious situations.
- Do not share eating utensils or drinking containers. All eating utensils or drinking containers are to be washed and stored dry between uses
- The common areas /high touch points will be also disinfected oncer per day (at the end of the day by the cleaner).
- Ensure all windows, doors are open when cleaning to improve ventilation
- It is also helpful to increase ventilation by opening doors and windows and also spending more time outside.

### m) Cleaning checklist- Items and product required

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 5<sup>th</sup> 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
- NQS2.10 A2 Cleaning Product Guide is on display in all staff areas and where cleaning chemicals are stored.

## 5. Resources

- 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

### Available resources

- Colour coding of cleaning equipment
- Toileting and nappy change procedures
- Refer to how to wash hands poster, staying healthy 5<sup>th</sup> edition 2013
- How to use alcohol-based hand rub staying healthy 5<sup>th</sup> edition 2013
- Changing a nappy without spreading germs staying health 5<sup>th</sup> edition 2013
- Recommended minimum exclusion periods- displayed on noticeboards and in parent handbook
- The role of hands in the spread of infection
- The chain of infection

### Legislative links

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

## 6. Relevant Legislation, Regulations and Standards

Legislation	
Education and Care Services National Regulation	
77	Health, hygiene and safe food practices
88	Infectious diseases

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National Quality Standards	
2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
3.1.2	Premises, furniture and equipment are safe, clean and well maintained.

## 7. Related Documents

Doc #	Attachments
NQS2.10 A1	Infectious Disease Outbreak Procedure
NQS2.10 A2	Cleaning Product Guide
NQS2.10 A4	Indoor Environment Safety Checklist Template
NQS2.10 A5	Outdoor Environment Safety Checklist Template
NQS2.10 A6	Indoor Hygiene Schedule Template
NQS2.10 A7	Outdoor Hygiene Schedule Template

Doc #	Intersections with other key documents

## 8. Document Control

Doc #	Doc Title	Version	Approved	Next Review
	Hygiene and Infection Control Policy	1	June 2017	June 2019
NQS2.10	Hygiene and Infection Control Policy	2	June 2019	June 2021
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