D-2 Hygiene

NQS

QA. 1.1.1	Approved learning framework.
QA. 1.1.3	Program learning opportunities.
QA. 2.1	Health.
QA. 2.1.2	Health practices and procedures.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 3.1.2	Upkeep.
QA. 4.2.2	Professional standards.
QA. 5.1.1	Positive educator to child interactions.
QA. 5.2.1	Collaborative learning.
QA. 6.1	Supportive relationships with families.
QA. 6.1.1	Engagement with the service.
QA. 7.1.2	Management systems.

National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

LO. 1	Children have a strong sense of identity
	Children develop knowledgeable and confident self-identities
LO. 3	Children have a strong sense of wellbeing
	Children become strong in their social and emotional wellbeing
	Children take increasing responsibility for their own health and physical wellbeing
LO. 4	Children are confident and involved learners
	Children transfer and adapt what they have learned from one context to another
LO. 5	Children are effective communicators

Policy Statement

Our Centre aims to provide a healthy and hygienic environment which will promote the health of the children, Educators and parents using our service. Children and parents will be encouraged to share ownership to maintain hygienic practices in the service. Educators will ensure they maintain and model current hygiene procedures as advised by the NSW Department of Health. Educators will engage children in experiences, conversations, routines and responsibilities that promote children's

understanding of the importance of hygiene for the wellbeing of themselves and others ("My Time, Our Place" 3.2, 4.2, 4.3).

Related Policies

- ENOSHCP Policy A-3: Philosophy
- ENOSHCP Policy D-4: Food Safety and Handling
- ENOSHCP Policy D-10: First Aid
- ENOSHCP Policy D-13: Illness and Infectious Diseases
- ENOSHCP Policy D-15: Allergies
- ENOSHCP Policy E-1: Daily Routines

Procedure

Under Regulation 77, the Approved Provider and Nominated Supervisor of an education and care service must implement, and ensure that all Educators of, and volunteers at, the service implement adequate health and hygiene practices. This includes safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service (Centre).

Educators will maintain and model appropriate hygiene practices and encourage children to adopt the same. As part of children taking increasing responsibility for their own health and physical wellbeing, educators should acknowledge children who are modeling good hygiene practices and use these examples to provide opportunities for children who have not developed the same level of awareness.

Informal education in proper hygiene practices will be conducted on a regular basis, individually or through group conversations, planned experiences, inclusion in service routines and reminders. Health and hygiene practices will be highlighted to parents, and where appropriate, information sheets or posters will be used by Educators to support these practices.

Educators will aim to provide a non-judgmental approach to differences in hygiene practices and standards between families in order to support children's developing sense of identity. Where practices differ to standards expected within the Centre, Educators will remind children that these are practices to be followed in the Centre but they may be different for them at home.

To reduce the risk of spreading infection, hand washing will be practiced by all Educators and children upon entering the service, before preparing or eating food and after other tasks such as toileting, cleaning up any items, wiping a nose, coughing, sneezing, before and after administering first aid, playing outside or handling an animal.

All Educators must wear disposable gloves when in contact with blood, open sores or other bodily substances, clothes contaminated with bodily fluids or cleaning up a contaminated area. Educators must wash hands with soap and water after removing the gloves. Educators with cuts, open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely.

The Centre will be cleaned daily and cleaning checklists maintained as evidence of the cleaning tasks being undertaken.

All toilet facilities will have access to a basin or sink with running water, soap and paper towel for washing and drying hands. The Responsible Person on duty will ensure these items are available and replenished when necessary.

During school terms, toilet facilities will be cleaned daily by cleaners supplied by the school. During vacation care, the toilet facilities will be cleaned and disinfected daily by Educators.

Women and girls will have access to proper feminine hygiene disposal.

Soap and paper towel will always be available in the kitchen area.

Surfaces will be cleaned and disinfected after each activity. At the beginning and end of each day, all contaminated surfaces will be cleaned and sanitised.

Toys will be washed, cleaned and disinfected on a regular basis with material items such as dress ups and cushion covers laundered as required but a minimum of once per school term.

Children will be encouraged not to share hats.

Food and Hygiene

All food will be handled, prepared, labelled and stored in a hygienic manner.

Kitchen equipment will be cleaned and stored appropriately between uses.

Surfaces will be cleaned and sanitised before and after food preparation.

Children will be encouraged to be involved in food preparation to assist them to have opportunities to learn more about hygienic practices when preparing food. Disposable gloves will be provided to the children. This participation should always be supervised and an explanation provided to children on the reasons why hygienic conditions must be maintained. Children with severe allergies will be redirected to other activities if the food being prepared involves allergens that they could react to.

Children will be encouraged not to share their drinking and eating utensils or utensils that have been dropped on the floor to prevent the spread of bacteria and infection (see D-13 Illness and Infectious Diseases Policy).

Tongs will be used for the serving of food. Where possible, educators will encourage children to self-serve food and drinks, encouraging the development of their food handling skills (see D-4 Food Safety and Handling Policy) as well as acknowledging their growing sense of independence.

All cups, plates and utensils will be washed and sanitised either in the dishwasher or by using hot, soapy water, and an appropriate food grade sanitiser.

Children with severe allergies eg, Anaphylaxis will use different coloured cups, bowls and cutlery to reduce the risk of cross contamination. These will be stored separately, with the alternate allergen free food items eg, Nut free, Gluten free, Egg free etc.

As well as washing hands prior to food preparation, Educators will also wear disposable gloves. Care must be taken to avoid contaminating food by only using gloves for one continuous task and then discarding them. Gloves must be removed, discarded and replaced with a new pair before handling food and before working with ready to eat food and after handling raw food.

Gloves must be removed, discarded and replaced after conducting any non-food preparation task such as using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body, etc.

All rubbish or leftover food is to be disposed of immediately in lidded bins. Educators will ensure bins are emptied daily or more regularly where required. Bins will be washed and disinfected regularly.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- NSW Public Health Act 2010
- NSW Department of Health
- Network of Community Activities 'Hygiene' Policy
- Food Standards Australia New Zealand

Endorsed: 10/07/2019
Review date: 10/07/2021