

Policy Name:	Hygiene Policy
Date Created:	July 2012
Date Last Reviewed	September 2018
Created By:	The Committee of Management and Staff
Authorised By:	Committee of Management
Review Responsibility:	The Committee of Management and Staff
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Best Practice – Quality Area 2

Purpose

To ensure that high levels of hygiene are practiced and encouraged at Sherbourne Preschool to keep children and adults free from communicable disease.

Scope

The Sherbourne Preschool recognises that children are not naturally hygienic in their daily actions and that mouthing of toys, saliva and other bodily fluids are a normal part of childhood and may leave toys and equipment unhygienic. Sherbourne Preschool staff have a responsibility to ensure that equipment is regularly cleaned, that they model good hygienic practice themselves and that children are encouraged and helped to be hygienic themselves.

Application

All staff, students, volunteers, children and families in the Sherbourne Preschool

Policy statement

- The Sherbourne Preschool provides a safe and hygienic environment for all children and staff.
- A high level of hygiene is practiced at the centre at all times to keep cross infection to a minimum.
- Children are encouraged and supported to follow hygienic practices at the centre and at home.

Our responsibilities

General hygiene

- Toys shared among children are cleaned and disinfected either on an annual basis or as required.
- The preschool is thoroughly cleaned on a daily basis.
- Bathroom fixtures are disinfected and rubbish is removed on a regular basis.
- Used tissues are disposed of immediately.

Personal hygiene of children

- Children are introduced to hygiene practices through modelling and discussion.
- All children will wash their hands with soap and water after using the toilet, handling animals, wiping noses and after other unhygienic practices and before meal times. Depending on the on the individual needs of the group ie. A child with anaphylaxis, there may be a need to wash hands after eating as well.
- Children are provided with disposable paper towels or individual hand towels to dry their hands.
- Children are encouraged to flush the toilet after use.

Personal hygiene of staff

Staff will:

- Provide positive modelling for children in relation to personal hygiene practices;
- Wash hands with soap before and after assisting with toileting or nappy changing;
- Wash hands with soap before and after handling food;
- Wash hands with soap after blowing a child's nose;
- Wash hands with soap after using the toilet;
- Wash hands with soap before and after performing first aid.

Laundry

- Sheets and blankets are provided to each child for sleep time and are kept in a named bedding bag.
- Sheets are washed weekly or more frequently as required.
- Face washers, tea towels and other linen used for individual children are laundered

References

- *National Quality Standard 2011*
- *Education and Care Services National Regulations 2011*
- *Early Years Learning Framework*
- *Victorian Early Years Learning and Development Framework*
- *National Health and Medical Research Council,*
- *Staying Healthy in Childcare 2006, 2007 Edition*

Relevant Legislation and Regulations

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulations 77, 106, 109, 112, 168*
- *Food Act 1990*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
 - Standard 2.1: Each child's health is promoted

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- Element 2.1.3: Effective hygiene practices are promoted and implemented
 - Element 2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines
 - *Occupational Health and Safety Act 2004*
 - *Public Health and Wellbeing Act 2008*