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PURPOSE

This policy will provide guidelines for procedures to be implemented at Whittlesea Family Day to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic.



POLICY STATEMENT

VALUES

Whittlesea Family Day Care is committed to protecting all persons from disease and illness by minimising the potential for infection through:

- implementing and following effective hygiene practices that reflect advice from recognised health authorities
- implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, educators and any other persons in attendance at the service
- fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved with the service are protected from harm
- informing educators, volunteers, children and families about the importance of adhering to the *Hygiene Policy* to maintain a safe environment for all users and communicating the shared responsibility between all involved in the operation of the service.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, educators, students, volunteers, parents/guardians, children, and others attending the programs and activities of Whittlesea Family Day, including during offsite excursions and activities.

RESPONSIBILITIES

Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Educators	Parents/guardians

Ensuring that all educators and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within	R	✓	✓	
Ensuring the nominated supervisor, educators and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food (Regulation 77(1))	R			
Establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy (National Law: Section 167, Regulation 77)	R	✓		
Developing an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities (National Law: Section 167, Regulation 77)	R	✓	✓	
Cleaning and sanitising the service regularly, including floors and other surfaces, as per the cleaning schedule (National Law: Section 167, Regulation 77)	R	✓	✓	
Reviewing the cleaning schedule on an annual basis	✓	✓	✓	
Contacting the local council's Environmental Health Officer for information about needle/syringe/sharps disposal if necessary	R	✓	✓	
Ensuring the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering (Regulation 106(1))	R	✓	✓	
Ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children (Regulation 106(2))	R	✓	✓	
Ensuring that there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way that prevents unsupervised access by children (Regulations 112(2)&(4))	R	✓	✓	
Ensuring that adequate, developmental and age-appropriate toilet, hand washing, and hand drying facilities are provided for use by children, and that these are safe and accessible (Regulation 109)	R	✓	✓	
Providing a copy of the NHMRC guidelines for the prevention of infectious diseases in child care for the service (refer to Sources)	✓	✓	✓	
Providing hand washing guidelines for display at each hand washing location (refer to Procedures)	✓	✓	✓	✓
Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times.		✓	✓	
Ensuring all educators are aware of products which can cause harm to children and take every measure to ensure these products are used appropriately and stored safely when children are in the service (refer to Procedures)	✓	✓	✓	
Developing effective hygienic systems for cleaning, such as using colour-coded cloths in each area	✓	✓	✓	

Ensuring cloths are cleaned, rinsed and stored separately, and replaced regularly	✓	✓	✓	
Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills	✓	✓	✓	
Ensuring that an inspection of the outdoor areas, in particular where applicable the sand and soft-fall areas, are conducted daily to ensure they are maintained in a safe and hygienic manner	✓	✓	✓	
Informing the approved provider of any issues that impact on the implementation of this policy		✓	✓	
Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators	✓	✓	✓	✓
Storing or presenting items, such as beds, bedding and sunhats, in such a way as to prevent cross-contamination	✓	✓	✓	
Ensuring that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys	✓	✓	✓	
Ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children and in their original packaging	✓	✓	✓	
Ensuring that all educators wear disposable gloves when changing nappies or dealing with open wounds or other body fluids, and dispose of those gloves and soiled materials in a sealed container or plastic bag	✓	✓	✓	
Educators who have or are suspected of having an infectious disease do not attend the service in order to prevent the spread of infection to others attending the service	✓	✓	✓	
Attending to the individual personal hygiene needs of each child as soon as is practicable		✓	✓	
Changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures (<i>refer to Procedures</i>)		✓	✓	
Consult with families around their child/ren's nappy changing/toileting routine at the initial family interview/orientation to promote familiar and effective routines throughout the child's time in care			✓	✓
Regularly checking children's nappies through-out the day based on their individual needs			✓	
Disposing of soiled nappies in a safe and hygienic manner in line with this policy		✓	✓	
Ensuring that current nappy-changing procedures are available (<i>refer to Procedures</i>)	✓	✓	✓	
Ensuring soap and drying facilities are available at all times when children are in attendance at the service	✓	✓	✓	
Ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes	✓	✓	✓	

Encouraging children to flush the toilet after use		✓	✓	
Ensuring that information about correct hand-washing procedures are available (<i>refer to Procedures</i>), including visual aids for children	✓	✓	✓	
Encouraging and assisting (where required) children to wash their hands according to hand washing guidelines (<i>refer to Procedures</i>) after toileting		✓	✓	
Encouraging children to tell an educator if they have had a toileting accident		✓	✓	
Monitoring and maintaining toileting facilities (including potties) in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area		✓	✓	
Respecting diverse styles of toileting children due to cultural or religious practices		✓	✓	
Respecting the possible need to maintain privacy of toileting and dressing		✓	✓	
Removing equipment/resources that a child has sneezed or coughed on (place in a 'equipment-to-be-cleaned' box)		✓	✓	
Wearing gloves when cleaning (general purpose gloves are sufficient; wash and hang outside to dry when finished if reusable)		✓	✓	
Washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun		✓	✓	
Wiping over books with a moist cloth treated with detergent		✓	✓	
Ensuring washable toys and equipment are cleaned term by term or annually, as required		✓	✓	
Washing and disinfecting mattress covers and linen, where applicable		✓	✓	
Educating encouraging children in good personal hygiene practices, such as: <ul style="list-style-type: none"> washing their hands after blowing and wiping their nose not touching one another when they are cut or bleeding disposing of used tissues promptly and appropriately, and not lending them to other children using their own equipment for personal care, such as toothbrushes, hats, brushes and combs only touching food they are going to eat using their own drink bottles or cups. 		✓	✓	
Keeping the indoor and outdoor environments as clean and hygienic as possible at all times		✓	✓	
Promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures		✓	✓	
Covering the sandpit (where applicable) when not in use to prevent contamination		✓	✓	
Emptying water containers, such as water trays, each day (refer to Water Safety Policy)		✓	✓	

Disposing of any dead animals/insects found on the premises in an appropriate manner.		✓	✓	
Avoid direct contact with blood or other fluids		✓	✓	
Not be at eye level when cleaning/treating a child's face that has blood on it, as a child's blood can enter the mouth/nose of a educators when a child cries or coughs		✓	✓	
Wear gloves wherever possible		✓	✓	
Cover any cuts/abrasions on their own hands with a waterproof dressing.		✓	✓	
Clean with detergent and warm water followed by rinsing and drying to remove the bulk of infectious organisms from a surface. Particular attention should be paid to the following: <ul style="list-style-type: none"> • toilets/sinks must be cleaned daily, and separate cleaning cloths/sponges must be used for each task • mouthed toys must be washed immediately or placed in a separate container for washing at a later time • all bench tops must be washed regularly • all floors must be vacuumed washed regularly • children's cups/drink bottles used for water must be washed daily • when washing at the child care premises, educators are to consider washing items separately to minimise cross-contamination, for example, tea towels washed separately from sheets, face washers washed separately to play mats/rugs • nappy change areas/mats must be washed with detergent and warm water after each use 		✓	✓	
All soiled articles such as disposable nappies and tissues must be placed in bags which can be tied or sealed and disposed of in line with local laws		✓	✓	



PROCEDURES

NAPPY CHANGE

Download and attach the poster: Changing a nappy without spreading germs, from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

<https://www.nhmrc.gov.au/file/5131/download?token=M7dUSsl->

HANDWASHING GUIDELINES

Download and attach the poster: *How to wash hands* from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55g-how-wash-hands-poster.pdf>

DANGEROUS PRODUCTS

PRACTICES

- Products such as bleach, detergents, disinfectants and deodorisers expose people to a range of toxins that can irritate the skin, cause coughs and trigger asthma. Educators can reduce the level of exposure of chemicals to children whilst in care by using safer alternatives such as soap and water (removes germs from

household surfaces), bicarbonate of soda (cleans and deodorises), vinegar (removes grease and mildew), lemon juice (deodorises, cleans glass and removes stains).

- All dangerous products including petrol, kerosene, pesticides, chemical cleaners, disinfectants, bleach, chlorine, make-up, deodorisers, detergents, hair and skin products, medicines, matches and any other products that can be dangerous if ingested or inhaled or contact is made with skin, must be stored in original containers (never decanted into other bottles) and kept out of reach of children.

SAFE HANDLING SUGGESTIONS INCLUDE:

1. Keeping all labelling including warning labels and manufacturers' instructions intact and on packaging.
2. Some dangerous goods should always be stored separately according to manufacturers' instructions to prevent a chemical reaction.
3. All ignition sources such as matches should be stored separately from chemicals.
4. Dangerous and/or toxic products must be kept in locked storage or up high and completely inaccessible to children.
5. Educators are expected to have an understanding of poisonous plants and to remove or enclose any plant that may put a child at risk.
6. Chemicals used outdoors including herbicides and pesticides including snail bait can only be used when children are not in care and the recommended time elapsed before children can access the sprayed/treated area.
7. All art materials used for children should not contain any toxic ingredients.



BACKGROUND AND LEGISLATION

BACKGROUND

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

An infection can be spread when an infected person attends the service premises and contamination occurs. A service can contribute to the spread of an infection through poor hygiene practices that allow infectious organisms to survive or thrive in the service environment.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, educators and visitors
- immunisation.

Other strategies to prevent infection include:

- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment.

The NHMRC suggests that if these strategies are not implemented, all other procedures described in the service's *Hygiene Policy* will have reduced effectiveness in preventing the spread of infection and illness.

LEGISLATION AND STANDARDS

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
- Food Act 1990
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy.

Cleaning: A process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. During this process, micro-organisms will be removed but not destroyed

Communicable disease: A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly

Cough etiquette: The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either soap and water or a disinfectant hand rub

Hygiene: The principle of maintaining health and the practices put in place to achieve this.

Infectious disease: A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service (*refer to Dealing with Infectious Diseases Policy*)

Neutral detergent: A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'

Sanitising: A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.



SOURCES AND RELATED POLICIES

SOURCES

- Department of Health, Victoria, Food Safety: www.health.vic.gov.au/public-health/food-safety
- Department of Health, Diseases information and advice, A-Z list of blue book diseases: <https://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice>
- Department of Health: <https://www.health.vic.gov.au/public-health/infectious-diseases>
- National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition): <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing

- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Food Safety
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Privacy and Confidentiality



EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



ATTACHMENTS

- nil



AUTHORISATION

This policy was adopted by the approved provider of Whittlesea Family Day on 30 October 2024

REVIEW DATE: 30 October 2025