

Policy Statement

We will provide an environment that is clean, and hygienic for children, Educators, families and visitors. Children and parents will be encouraged to maintain hygiene practices by following our Policies and Procedures. Educators will model hygiene procedures as advised by NSW Health Authorities and NSW Food Authority. Educators will engage children in experiences, conversations, routines, and responsibilities that promote their understanding of the importance of hygiene for the wellbeing of themselves and others.

Procedures – OOSH & LDC

- ✓ Hygiene practices will be highlighted to families, and where appropriate information sheets or posters will be used to support these practices.
- ✓ Educators will model and encourage children to adopt our practices, through spontaneous and planned learning opportunities.
- ✓ Hand washing will be practiced by all Educators, visitors and children:
 - before preparing or eating food
 - after all dirty tasks such as toileting
 - after cleaning up any items
 - after wiping a nose
 - after administering first aid
 - after handling an animal.
- ✓ Nasal Discharge
 When cleaning children's noses, Educators will:
 - after wiping child's nose, dispose of tissue immediately.
 - wash hands or use an alcohol base sanitiser after every nose wipe. If wearing gloves, Educators will do this after removing gloves.
- ✓ Disposable gloves are to be worn by Educators when:
 - cleaning as per manufacturer's instructions of cleaning products
 - handling food (See Food Safety Policy)
 - in contact with bodily fluids and open sores. (See First Aid Policy – Management of Injury, Illness and Trauma).
- ✓ Hands must be washed after removing gloves. Used gloves should be disposed of in rubbish bin.
- ✓ All toilets will have access to a sink with running water, hand wash and drying facilities. Educators are responsible for monitoring the availability of hand wash and drying facilities.
- ✓ Contracted cleaners are hired by Schools to clean and sanitise toilets and other shared facilities (e.g., School Hall and Library). If these areas are not being cleaned appropriately and effectively, Educators are to inform the School Principal. These areas are to be checked regularly to ensure appropriate hygiene standards are being maintained. If Staff are required to clean these shared areas, procedures outlined in this policy must be followed.
- ✓ Women and girls will have access to proper feminine hygiene disposal.
- ✓ Buckets and tubs of water must be supervised in line with our Water Safety Policy.
- ✓ Coordinators are to ensure Educators are aware of cleaning procedures outlined below and that tasks are completed in line with the Cleaning Checklist and outlined schedule, made available in SIM's (Service Instruction Manuals).

Procedures – LDC

- ✓ Educators will be required to:
 - clean and sanitise Nappy Change area as outlined below and, in our Toileting and Nappy Change Policy.
 - sterilise baby bottles as outlined below and in our Nutrition Policy.
 - sterilise baby dummies as outlined below.
 - clean and sanitise cots, stretchers and linen as outlined below.
- ✓ Educators will wear gloves for any of the following stages in the toileting procedure:
 - assist child to remove clothing if needed.
 - assist child onto toilet if needed.
 - assist 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 and then to leave the bathroom.

Hygiene and Cleaning Policy

✓ If a child has soiled or wet their clothing:

- remove any wet/soiled clothing and double bag and place in "Soiled Clothing" container, and given to families, as per Laundry Policy for washing.
- 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.

✓ 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
- separate cupcake with candle for the birthday child and a large cake that can be cut and shared.

✓ Playdough

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.

ACI procedures to clean and sanitise the Service daily and as required, are as follows:

Area/Tasks	Equipment Needed	Method
<u>Food Preparation Areas</u> <ul style="list-style-type: none"> • Kitchen benches • Kitchen sink • Breakfast table • Afternoon tea table • High chairs • Any surface used to prepare, serve and consume food • Refrigerator • Kitchen cupboards 	<ul style="list-style-type: none"> • Yellow cloth • Floor and Surface Cleaner • Food Surface Sanitiser • Paper towel • Food Prep/Kitchen Bucket • Disposable gloves • Disinfectant Wipes 	<p><u>This method is to be followed both before and after food is prepared and served</u></p> <p><u>If area to be cleaned is very dirty e.g after craft, painting, school use - use disinfectant wipes to remove dirt before starting cleaning process</u></p> <ul style="list-style-type: none"> • Wear disposable gloves. • Yellow cloths - to clean and sanitise food preparation areas. • Fill a bucket (designated for food preparation) with warm water. • Pour Floor and Surface Cleaner directly onto damp yellow cloth or directly onto surface to clean. • Rinse yellow cloth in warm water. Wipe over surface again with wet cloth to remove soapy residue. • Pour Food Surface Sanitiser directly (mixed as per manufacturer's instruction) on the surface and wipe over with clean paper towel and allow to air dry for the recommended time. • Clean and sanitise bucket after use.
<u>Washing Dishes</u>	<ul style="list-style-type: none"> • Yellow cloth • Floor and Surface Cleaner • Disinfectant • Dishwashing liquid • Paper towel • Disposable gloves • Dishwashing gloves • Food Surface Sanitiser 	<ul style="list-style-type: none"> • Kitchen sink must be cleaned and sanitised prior to washing dishes. As outlined in Food Preparation Areas. • Scrape all food from dishes/utensils into the bin, then pre rinse. • Pour dishwashing liquid into sink and fill with hot water. • Water MUST be hot and clean – change water regularly as needed. • Dishwashing gloves must be worn to prevent scalding. • Disposable gloves are to be worn underneath dishwashing gloves. • Thoroughly wash items with <u>clean</u> Yellow cloth and rinse in clean water. • Ensure sink is clean prior to use of Sanitiser.

Hygiene and Cleaning Policy

		<ul style="list-style-type: none"> Dishes/utensils/cutlery must then be sanitised using an approved sanitiser for food service operations. Manufacturer's instructions must be followed to effectively sanitise dishes/utensil/cutlery. It is recommended that dishes be left to air dry whenever possible. If dishes must be towel dried, a clean fresh tea towel must be used for each session.
<u>Indoor Areas/Surfaces</u> <ul style="list-style-type: none"> Main rooms Indoor play spaces Administration areas Sign in/out desk etc Shared spaces if needed Chairs 	<ul style="list-style-type: none"> Pink or Blue Cloth Floor and Surface Cleaner Disinfectant Paper towel Gumption General cleaning bucket Disposable gloves Vacuum Disinfectant wipes 	<ul style="list-style-type: none"> Wear disposable gloves. Pink or Blue Cloths are to be used to clean surfaces in indoor areas, this includes (but not limited to) windows, tables, parent sign in area, and chairs. Fill cleaning bucket with warm water (designated for general cleaning). Pour Floor and Surface Cleaner directly onto damp cloth or directly onto surface to clean. Rinse cloth in warm water. Wipe over surfaces again with damp cloth to remove soapy residue. Gumption may be used to remove stubborn stains – should be applied with Chux and cleaned off with damp Chux and disposed of. Pour disinfectant (mixed as per manufacturer's instructions) directly onto surface, wipe over with clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry to ensure disinfectant has had time to work. Phone, computer keyboards and other office equipment should be sanitised with the use of Disinfectant Wipes. Computer vents should be vacuumed at least once a week. Clean and sanitise bucket after use.
<u>Toilets</u>	<ul style="list-style-type: none"> Disposable Chux Disposable gloves Toilet cleaner Floor and Surface Cleaner Disinfectant Paper Towel Toilet Brush Bucket for toilet use only Mop for toilet use only 	<p><u>Toilets</u> – usually contracted School cleaners do this but if ACI Staff are required to clean them during school holidays or for any reason:</p> <ul style="list-style-type: none"> Wear disposable gloves. Fill bucket with warm water (designated for toilet cleaning). Flush toilet if needed – add toilet cleaner and leave for 5 minutes. Pour Floor and Surface Cleaner directly onto damp Chux or directly onto surface. Wipe all surfaces (hand basins, taps, doorknobs, soap dispenser and splash back). Rinse Chux in warm water. Wipe over surfaces again to remove soapy residue. After 5 minutes, use toilet brush to clean toilet bowl and flush toilet. Then pour Floor and Surface Cleaner onto Chux and clean toilet, starting at cistern, seat, outside the pan, pipes, bend and top of bowl. Once toilet has been cleaned dispose of Chux. A new Chux is to be used for each toilet. Repeat the above steps for ALL above-mentioned surfaces with disinfectant. - Pour disinfectant (mixed as per manufacturer's instructions) directly onto surface, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry. Pour full strength disinfectant in urinals and on floors around the toilets. Use either mop and bucket or School hose to clean toilet floors – allow to air dry.
<u>Floors</u>	<ul style="list-style-type: none"> Broom Vacuum 	<p><u>Carpet</u></p> <ul style="list-style-type: none"> Pick up any large bits of rubbish, toys etc so they do not block vacuum cleaner.

Hygiene and Cleaning Policy

	<ul style="list-style-type: none"> Floor and Surface Cleaner Mop and bucket 	<ul style="list-style-type: none"> Vacuum, ensure the edges, under bins and mats and behind doors etc are all done – items and furniture may need to be moved. Refer to ACI's WHS Policy & Manual Handling Risk Assessment. This should be done at least once a day. <p><u>Hard Floors</u></p> <ul style="list-style-type: none"> Vacuum or sweep - ensure the edges, under bins and mats and behind doors etc are all done – items may need to be moved. This should be done as needed throughout the day. At least once a day ensure hard floors are mopped. <ul style="list-style-type: none"> Add ¼ cup of Floor and Surface Cleaner to ½ bucket of warm water. Mop all areas of the floor – you may need to move items and furniture. Empty bucket and tip upside down and hang mop outside to dry.
<u>Bins</u> <u>Craft Cleaning</u>	<ul style="list-style-type: none"> Disposable Chux Disposable gloves Floor and Surface Cleaner Disinfectant Bucket Paper towel Gumption Broom 	<p><u>Bins will be cleaned and sanitised at least once a week –</u></p> <ul style="list-style-type: none"> Wear disposable gloves. Dispose of rubbish. Fill bucket with warm water (designated for general cleaning). Pour Floor and Surface Cleaner directly onto damp Chux. Wipe down bins both inside and out. Rinse Chux in warm water. Wipe over surfaces again to remove soapy residue. Pour disinfectant (mixed as per manufacturer's instructions) directly onto and into bin, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry. Dispose of paper towel after use. Clean and sanitise bucket after use. <p><u>Craft areas will be cleaned as needed, following the above (disinfectant can be used as needed).</u></p> <p><u>Additional cleaning may be required –</u></p> <ul style="list-style-type: none"> Gumption may be used to clean stubborn stains. Should be applied with Chux and cleaned off with damp Chux. Dispose of Chux once area has been cleaned. Sweep/vacuum floor around craft area.
<u>Toys/Equipment</u>	<ul style="list-style-type: none"> Disposable Chux Disposable gloves Floor and Surface Cleaner Disinfectant Sink or bucket Disinfectant wipes 	<ul style="list-style-type: none"> Kitchen sink or bucket must be cleaned and sanitised prior to washing toys/equipment. Wear disposable gloves. Fill sink/bucket with warm water. Pour Floor and Surface Cleaner directly into sink/bucket. Wash items with disposable Chux and rinse in clean water. Toys need to be disinfected by either – <ul style="list-style-type: none"> Pouring disinfectant directly onto toys/equipment (as per manufacturer's instructions) OR Using a spray disinfectant (to be done outside the room, and not around children or asthmatics) OR Using a disinfectant wipe. Allow to air dry.
<u>Cleaning Bodily fluids</u>	<ul style="list-style-type: none"> Disposable Chux Paper towels Disposable gloves 	<ul style="list-style-type: none"> Wear disposable gloves. If area is outside: <ul style="list-style-type: none"> Rinse off using hose or pouring warm water.

Hygiene and Cleaning Policy

	<ul style="list-style-type: none"> Floor and Surface Cleaner Disinfectant Bucket for toilet use only Broom 	<ul style="list-style-type: none"> Apply Floor and Surface Cleaner and scrub with broom, then apply full strength disinfectant and scrub. Clean and disinfect broom after use. If area is indoors: <ul style="list-style-type: none"> Place paper towel over spill to allow it to soak in. Remove paper towel and any solid matter, placing it inside a double plastic bag. Fill bucket with warm water (designated for toilet cleaning). Pour Floor and Surface Cleaner directly on to Chux. Clean area, rinsing the cloth into bucket as needed. You will need to empty and refill the bucket with clean water as needed. Pour full strength disinfectant directly onto surface, wipe over with a clean Chux, and ensure the entire surface is damp with disinfectant. Allow surface to air dry. Clean and sanitise bucket after use. Once area has been cleaned all used paper towels, gloves, Chux etc are to be double bagged and disposed of in School skip bin. Any Service linen, pillows and blankets shall be double bagged and if salvageable, washed as per Laundry Policy. (If unsalvageable disposed of in School skip bin). Child's clothing that is soiled, is to be double bagged and placed in "Soiled Clothing" container, and given to families, as per Laundry Policy. If any items are unsalvageable, Educators are to speak with family about disposing of items. If families agree, double bagged items are to be disposed of in School skip bin).
<p><u>Cleaning Blood Spills</u> Spot (e.g. drop of blood less than the size of a 50-cent coin)</p>	<ul style="list-style-type: none"> Disposable Chux Paper towel Disposable gloves Floor and Surface Cleaner Plastic bags Disinfectant Bucket for general cleaning 	<ul style="list-style-type: none"> Wear disposable gloves. Wipe up blood immediately with a damp cloth, tissue or paper towel. Place the cloth, tissue or paper towel in double plastic bags. Remove gloves and put them in the double bag. Put on clean disposable gloves. Wash surface with Floor and Surface Cleaner, Chux and warm water. Remove gloves and place in the double bag and wash your hands with soap and water. Seal double bags and put in Skip Bin. Clean and sanitise buckets used.
<p>Small - up to the size of your hand</p>	<ul style="list-style-type: none"> Disposable Chux Paper towel Disposable gloves Floor and Surface Cleaner Plastic bags Hospital Grade Disinfectant Bucket for general cleaning 	<ul style="list-style-type: none"> Wear disposable gloves. Place paper towel over the spill and allow the blood to soak in. Carefully lift the paper towel and place it in double plastic bags. Remove gloves and put them in the double bag. Put on clean disposable gloves. Clean the area using warm water, Floor and Surface Cleaner and Chux, place the Chux in the double bag. Pour on undiluted Hospital Grade Disinfectant onto the area of the spill and let soak for 10 minutes. Wipe area with Chux. Remove gloves and place in double bag and wash your hands with soap and water. Seal double bags and put in Skip Bin. Clean and sanitise buckets used.
<p>Large - more than the size of your hand</p>	<ul style="list-style-type: none"> Disposable Chux Paper towel Disposable gloves Absorbent agent 	<ul style="list-style-type: none"> Wear disposable gloves. Cover the area with an absorbent agent (e.g. kitty litter or 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.

Hygiene and Cleaning Policy

	<ul style="list-style-type: none"> • Disposable scraper and pan • Plastic bags • Floor and Surface Cleaner • Hospital Grade Disinfectant • Bucket for general cleaning • Mop and bucket for general cleaning 	<ul style="list-style-type: none"> • Place the absorbent agent, the scraper and the pan into double plastic bags. • Remove gloves and put them in the double bags. • Mop/clean the area with warm water and Floor and Surface Cleaner • Pour on undiluted Hospital Grade Disinfectant onto the area of the spill and let soak for 10minutes. Wipe area with Chux. • Remove gloves and place in double bag and wash your hands with soap and water. • Seal double bags and put in Skip Bin. • Clean and sanitise mop and buckets used.
<u>Nappy Change Room</u>	<ul style="list-style-type: none"> • Disposable Chux • Disposable gloves • Floor and Surface Cleaner • Disinfectant • Bucket or sink • Mop for toilet use only 	<ul style="list-style-type: none"> • Wear disposable gloves. • Pour Floor and Surface Cleaner directly onto damp Chux or directly onto surface. Wipe all surfaces – starting with nappy mat, bench tops, hand basin, taps and walls. • Rinse Chux in warm water. Wipe over surfaces again to remove soapy residue. • Repeat the above steps for ALL above-mentioned surfaces with disinfectant. – Pour disinfectant (mixed as per manufacturer's instructions) directly onto surface, wipe over with a clean paper towel, and ensure the entire surface is damp with disinfectant. Allow surface to air dry. • Sweep or vacuum floor. • Fill bucket with hot water and Floor and Surface Cleaner (as per manufacturer's instructions) and mop floor – allow to air dry.
<u>Cots</u> <u>Stretchers</u> <u>Linen</u>	<ul style="list-style-type: none"> • Disposable Chux • Disposable gloves • Floor and Surface Cleaner • Disinfectant • Bucket for toilet use only 	<ul style="list-style-type: none"> • Linen when not in use will be stored in each child's cubby (with their name on it). • Linen laundered at least once per week or as needed. • Cots and stretchers to be cleaned after use. • If cot or stretcher has been contaminated with bodily fluids refer to 'How to clean bodily fluids' (in this table).
<u>Sterilising & Storing Bottles</u>	<ul style="list-style-type: none"> • Microwave sterilising unit • Disposable gloves 	<p>Sterilising bottles</p> <ul style="list-style-type: none"> • Use Microwave steriliser – as per Manufacturer's instructions. • Educators are to use disposable gloves when handling the bottles. • Store all of them in a sealed container in the fridge. • The container must be washed every day in hot soapy water and rinsed in very hot running water. • Use all items within 24hours of sterilising. <p>Storing Sterilised Bottles - If not using sterilised bottles immediately, care needs to be taken to store them correctly to avoid them coming into contact with bacteria. Educators will ensure:</p> <ul style="list-style-type: none"> • their hands and the work bench are clean. • they use gloves, place the teat 'upside-down' in the bottle, and place the sterilised cap (if bottle has one) and lid on the bottle. • bottles for individual children are stored in a clean separate area and in individual containers.

Hygiene and Cleaning Policy

		<ul style="list-style-type: none"> if not used within 24 hours sterilised bottles should be sterilised again before use. bottles have been rinsed after each use and handed back to the family at the end of the day to be taken home and sterilised. if a child has used a bottle provided by the Service, it will be washed and sterilised.
<u>Sterilising Dummies</u>	<ul style="list-style-type: none"> Microwave sterilising unit Disposable gloves 	<ul style="list-style-type: none"> Use Microwave steriliser – as per Manufacturer's instructions. Educators are to use disposable gloves when handling the dummies. Air-dry the dummy and store in a clean, sealed container if not being used immediately. For children over 12 months, their dummy can be washed in warm soapy water and rinsed well. Educators will advise parents to discard dummies if they show signs of wear. Educators will advise parents to discard dummy if child has an infection.

Considerations

Education and Care Services National Law

167	Offence relating to protection of children from harm and hazards
301	National regulations

Education and Care Services National Regulations

77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
81	Sleep and rest
88	Infectious diseases
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
112	Nappy change facilities
168	Education and Care Service must have Policies and Procedure
170	Policies and Procedures to be followed

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and Safety	2.1 Health 2.2 Safety	2.1.2 Health Practices and Procedures 2.2.1 Supervision
QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management Systems

Activity Centres Inc. Policies and Procedures

Child Safe Environment	Physical Environment
First Aid Policy – Management of Incident, Injury, Illness and Trauma	Supervision
Infectious Diseases	Toilet and Nappy Change
Laundry	Water Safety
Nutrition	Work health and safety

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children develop their autonomy, interdependence, resilience and sense of agency
---	--

Hygiene and Cleaning Policy

<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing
--	---

Early Learning Years Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children develop their emerging autonomy, interdependence, resilience and sense of agency
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing

Legislation

NSW Health	Food Authority
------------	----------------

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the Management Committee

Endorsed by the Management Committee on 30 May 2023
 Hygiene and Cleaning Policy is to be reviewed by 30 May 2025