

---

## Policy Statement

Activity Centres Incorporated aims to maintain a high standard of hygiene within our Organisation. The laundering of all linen will be carried out on a regular basis to maintain proper hygiene, reduce cross infection and to ensure the cleanliness of each Service is maintained.

## Considerations

- ✓ Regulation 106 of the Education and Care Services National Regulations 2010
- ✓ National Quality Standards - Quality Area 2 Children's health and safety
- ✓ National Quality Standards- Quality Area 3 Physical environment
- ✓ Children (Education and Care Services) Supplementary Provisions Regulation 2012-  
Part 3 Facilities and equipment requirements- Clause 29 Laundry part 2 safe storage of soiled clothes

## Procedures

- ✓ Wherever possible the laundering of all items will be done by the commercial laundry approved by the Management :
  - Coordinators will need to ensure that all items for laundering are transported to Head Office each week, in baskets or bags provided, so they can be collected for laundering by commercial laundry company.
  - The approved laundry service will collect the laundry from Head Office, wash, dry and fold all items and return to Head Office or a nominated Staff member will transport laundry to and from commercial laundry to Head Office.
- ✓ If the commercial laundry is unavailable, Coordinators will ensure the laundering is done following the procedures set out below.
  - Kitchen items shall be washed separate to general washing.
  - Laundering shall be done in an automatic washing machine with a rinse cycle, manufactures instructions will be followed when adding washing detergent. Items should be dried immediately after washing in the full sun or a tumble dryer on the hot setting.
- ✓ Children who have clothing soiled with bodily fluid will be changed and their soiled clothing will be double bagged and sent home for laundering
  - Soiled clothing is to be placed directly into a plastic bag and sealed. Then that plastic bag needs to be placed into a second bag and sealed. Soiled clothes will be stored in a container labelled 'soiled clothing' (as per Regulations) and placed in an inaccessible location away from children to be given to parent at the end of the day.
- ✓ Families should ensure there is a clean change of clothing in their child's bag if the child is known to have regular 'accidents' and needs clean clothing whilst at the Service. Service only has a limited supply of certain clothing items and sizes, therefore can not be relied on.
- ✓ Blankets, pillows or other linen contaminated with bodily fluids should be double bagged and sent home with the child's family for laundering. On return they will be added to the soiled washing to ensure they are washed using our Service procedures. In the case that the family is unable to launder the item, Educators shall ensure the item is bagged so it can be laundered separately to the regular washing.
- ✓ All dirty/soiled items belonging to the Service will be dried then added to the appropriate soiled basket for laundering.
- ✓ Coordinators will ensure soiled items are sent to Head office each week for laundering.
- ✓ Dress up clothes and soft toys will be washed on a regular basis to maintain cleanliness.
- ✓ Vacation care excursion shirts will be washed, dried and folded by the commercial laundry and returned the following day to ensure they are available for the next excursion.

# Laundry Policy

- Children with sensitive skin will be required to purchase a vacation care shirt that can be taken home for laundering to ensure the child's needs are being met.
  - Vacation Care shirts belonging to the Organisation that are soiled with bodily fluids will be sent home to the family for laundering, on return they will be added to the soiled washing to ensure they are then washed using our services procedures.
- ✓ Heavily soiled items should be washed separately to avoid cross contamination.

## **Checklist for Educators**

- ☑ Make sure all tea towels, cushion covers etc are dry before placing in soiled items basket for washing, if they can't be dried it must be washed that day.
- ☑ If children have clothing soiled with bodily fluids, make sure it is double bagged then stored in soiled clothing container to be handed to parent and taken home to be washed.
- ☑ Make sure the child has access to clean and dry clothing (if available)
- ☑ Coordinators must ensure soiled items are transported to head office each week.

\_\_\_\_\_ end of policy \_\_\_\_\_

\_\_\_\_\_

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

**Endorsed by the Management Committee on the 30<sup>th</sup> April 2018**

**Laundry Policy is to be reviewed by the 30<sup>th</sup> April 2021**



# Laundry Policy

---