



Health & Hygiene Policy

Aim

To ensure that everyone engaged with SPCP is protected by our hygiene practices, and to ensure the optimum health outcomes for all stakeholders.

Explanation

Employees and volunteers/students at the preschool will be expected to follow all procedures regarding the hygiene of the environment and the health of the stakeholders.

To support our practices we refer to the guidelines provided by the Australian Government through the Staying Healthy document, 5th edition.

If unsure of any procedures employees are to clarify with the Responsible Person on duty. Volunteers and students are only to engage in hygiene and health practices if explicitly asked to do so and even then, only under the supervision of an employee.

This policy relates to the following procedures –

General hand hygiene and care

Hand washing

Glove wearing

Nappy Changes

Toileting

Toileting accidents

Bed usage and storage

Procedures

General hand hygiene and care procedure

- Tips to avoid poor hand care:
 - Use a moisturiser after washing hands to prevent skin irritations caused by soaps, detergents and paper towels
 - Dry hands thoroughly after washing
 - Avoid putting on gloves when hands are wet
 - Ensure hands are wet before applying soap
- Children should be closely monitored when washing hands and provided support where necessary



Sutherland Presbyterian Church Preschool

- Any open cuts or wounds on the hands should be covered with a waterproof dressing to ensure hand hygiene is maintained and an appropriate barrier is provided for germs entering the body.
- Appropriate hand hygiene can minimise the spread of infectious diseases and illnesses within the preschool
- When to employ hand hygiene practices (from Staying Healthy p.42):

	Before	After
Educators and other staff	Starting work, so germs are not introduced into the service Eating or handling food Giving medication Putting on gloves Applying sunscreen or other lotions to one or more children Going home, so germs are not taken home with you	Taking off gloves Changing a nappy Cleaning the nappy change area Using the toilet Helping children use the toilet Coming in from outside play Wiping a child's nose or your own nose Eating or handling food Handling garbage Cleaning up faeces, vomit or blood Applying sunscreen or other lotions to one or more children Touching animals
Children	Starting the day at the service; parents can help with this Eating or handling food Going home, so germs are not taken home with them	Eating or handling food Touching nose secretions Using the toilet Having their nappy changed—their hands will become contaminated while they are on the change mat Coming in from outside play Touching animals



Sutherland Presbyterian Church Preschool

Hand Washing Procedure

- Soap and water is to be used as a preference when washing hands – Not antibacterial soap
- If soap and water is not available alcohol based hand rubs, or hand sanitiser, are acceptable. When using hand sanitiser follow step 3 of the table below.
- The following steps should be followed when washing hands (adapted from Staying Healthy)

Step	Instructions	Notes
1 – Wet hands	Place hands under running water to ensure they are wet	Warm water is preferable
2 – Apply soap	Apply soap provided by each sink to hands	If soap is getting low please refill or advice on stock levels
3 – Lather	Rub hands together thoroughly to ensure all areas of hands and wrists are covered in soapy lather for at least 15 seconds	
4 - Rinse	Rinse soap off hands under running water	Ensure thoroughly rinsed to remove all soap
5 - Dry	Hands should be dried thoroughly using paper or hand towel to remove all water	If using cloth towels should be 1 per person and washed daily.

Glove wearing procedure

- Gloves should be worn as a protective barrier between yourself and a potentially contaminated surface.
- Disposable gloves should be removed and replaced every time they come into a new potential contaminate (e.g. picking up dropped food off the floor when serving meals) to avoid cross contamination
- The following table is a guideline as to when gloves should be worn (from Staying Healthy p.43)



Sutherland Presbyterian Church Preschool

Type of gloves	When to wear them	How to maintain them	Examples
Disposable gloves	When there is a chance you may come in contact with body fluids, including faeces, urine, saliva, vomit or blood	No maintenance—use them once and throw them away; do not reuse	Changing nappies Managing cuts and abrasions Cleaning spills of body fluids
Reusable gloves	When cleaning the education and care service When preparing bleach solutions for use after cleaning a surface	Clean according to the manufacturer's instructions Store dry between uses Replace when showing signs of wear	General cleaning duties

- Appropriate usage of disposable gloves should follow the steps below (adapted from Staying Healthy)

Step	Instructions	Notes
1 – Wash hands	Wash hands following the hand washing procedure and dry thoroughly	This creates a hygienic base should a glove become damaged
2 – Put on gloves	Always wear gloves on both hands, never just 1 glove	You do not know when you may need to use your other hand so it should be protected and ready just in case. This also helps with hygienic removal
3 – Maintain good glove hygiene	Avoid touching the inside of a glove with the outside of another glove as this can cause contamination of the skin	
4 – Remove gloves	Pinch the outside of one glove near the wrist and peel up so inside out Place removed glove in gloved hand in a ball in the palm Place fingers of ungloved hand inside wrist of other glove and pull up to remove inside out, wrapping around the removed glove that was in the palm Place gloves into bin	<p>Fig 2. Removing gloves</p> <p>2a. Hold the glove at the wrist and peel away from the hand</p> <p>2b. Turn the second glove inside out, with the first glove inside</p> <p>2c. Dispose of the gloves</p>
5 – Wash hands	Wash hands following the hand washing procedure	This removes any potential contaminants on the hands



Sutherland Presbyterian Church Preschool

Nappy Change Procedure

- During nappy change children should be made to feel safe and secure, engaging with them and encouraging the strengthening of relationships
- Any items used during the nappy change to engage with the child should be washed afterwards in detergent and warm water
- Encourage the child to keep their hands away from their genitals and bottom to avoid them cross contaminating any areas of the nappy change room or people involved in the nappy change
- Follow the Nappy Change Procedure below (from Staying Healthy p. 45)

PREPARATION	CHANGING	CLEANING
1. Wash your hands	4. Remove the child's nappy and put any disposable nappy in a hands-free lidded bin. Place any soiled clothes (including any cloth nappy) in a plastic bag	12. After each nappy change, clean the change table with detergent and warm water, then rinse and dry
2. Place paper on the change table	5. Clean the child's bottom	13. Wash your hands
3. Put disposable gloves on both hands	6. Remove the paper and put it in a hands-free lidded bin	
	7. Remove your gloves and put them in the bin	
	8. Place a clean nappy on the child	
	9. Dress the child	
	10. Take the child away from the change table	
	11. Wash your hands and the child's hands	

Toileting procedure

- Children should be made to feel safe and secure when toilet training or using the toilet
- Children who are toilet training will be encouraged to wear easy access clothing with minimal buttons and fasteners that may create a barrier to accessing the toilet in time
- Toilets and handwashing facilities will be made available at all times, including during excursions and emergency evacuations
- Children will be encouraged to independently use the bathroom and seek assistance where required from an educator
- Children will be encouraged to wipe front to back. This is particularly important for girls as this avoids the likelihood of a urinary tract infection due to cross contamination of faecal matter.
- Children should never be made to feel embarrassed or ashamed for toileting mishaps
- There should be supervision of the bathroom whenever children are using it to ensure that appropriate hygiene practices are being followed, and any unhygienic practices can be addressed immediately. Supervision should consider the individual child's rights to privacy and dignity.
- Children will always be encouraged to flush the toilet and wash their hands after using the bathroom



Sutherland Presbyterian Church Preschool

- If assisting a child with going to the toilet (e.g. wiping bottom) gloves are to be worn and the glove procedure followed.
- After helping a child in the toilet ensure the child and educator wash their hands thoroughly using the hand washing procedure

Toileting accidents procedure

- When a child has a toileting accident and has soiled their clothes the following steps will be followed:
 - Remove any wet/soiled clothing and seal in a bag for washing. It must be double-bagged.
 - 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 the procedure for cleaning spills of body fluids below (from Staying Healthy p.51).
 - Remove and dispose of gloves, wash and dry your hands.

When cleaning up spills of faeces, vomit or urine, the following procedures should be used:

- Wear gloves.
- Place paper towel over the spill and allow the spill to soak in. Carefully remove the paper towel and any solid matter. Place it in a plastic bag or alternative, seal the bag and put it in the rubbish bin.
- Clean the surface with warm water and detergent, and allow to dry.
- If the spill came from a person who is known or suspected to have an infectious disease (e.g. diarrhoea or vomit from a child with gastroenteritis), use a disinfectant on the surface after cleaning it with detergent and warm water.
- Wash hands thoroughly with soap and running water (preferably warm water).

Bed usage and storage procedure

- Children will be provided a clean and safe bed to rest or sleep on, should they wish to do so - this bed will be well made, in good condition, and support the service's sleep and rest risk assessment.
- Sheets will remain on the beds during the child's attendance week, with the ends lifted to prevent contact between sheets. Sheets will be washed on the premises at the end of the attendance week, unless parents request they be sent home. After washing, sheets will be dried in the sunshine where possible, folded into their attached storage bag when dry and stored in the sheets cupboard.
- After sheets have been removed the beds will be wiped down using detergent and warm water, allowed to dry thoroughly and then stacked.
- If a child has had a toileting accident on a bed this will be responded to using the toileting accident procedure.
- Any beds that are damaged will be removed from use and either repaired or replaced



Sutherland Presbyterian Church Preschool

Source

Staying healthy (5th edition)

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

Learn How to Protect yourself from COVID-19

<http://www.times.nsw.edu.au/uncategorized/protect-yourself-from-covid-19/>

Infection control 3: use of disposable gloves and aprons

<https://www.nursingtimes.net/clinical-archive/infection-control/infection-control-3-use-of-disposable-gloves-and-aprons-24-06-2019/>

Compliance evidence

Education and Care Services National Regulations (2023) 77, 81,84A-C, 88, 109, 112,

National Quality Standard 1.1, 2.1, 2.2, 3.1, 4.1, 4.2, 5.1, 7.1

Supports Child Safe Standards: 1, 5, 8, 10 - New in the 2024 version.

Review Dates

Date of last review: Sept 2020

Date of current review: Apr 2024

Date of next review: Apr 2026

Approved by: Lisa Collins (Director)/ Barbara Black (Preschool Committee/ Treasurer)