



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.

Sutherland Presbyterian Church Preschool prioritises the safety, wellbeing and welfare of our enrolled children over all others. The aim of this policy is to allow us to support positive outcomes for all children through our approaches.

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, 6th 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.

Policy:

At all times staff are to prioritise the safety and wellbeing of the children within the service. This includes ensuring a safe and hygienic preschool environment is available to the children and other stakeholders present within the premises.

Key ways that educators can contribute to children's health and hygiene needs include:

- Following all policies and procedures at all times
- Avoid coming to work when unwell so that they are not contaminating other stakeholders
- Regularly monitoring the environment outside of set cleaning times to ensure that any cleaning needs are addressed appropriately.
- Reminding children of the need to look after their own health and hygiene such as catching coughs and sneezes in their elbow, wiping noses or teaching children to blow noses, encouraging children to wash hands, etc.
- Supervising other adults on the premises and ensuring that they are not creating health risks through their actions or own illness needs.
- Following all cleaning rosters/roles and responsibilities to contribute to the overall hygiene of the preschool.
- Alerting management to any concerns or issues regarding hygiene practices within the preschool.
- Giving feedback to each other about the quality of hygiene practices to ensure that there is a consistent standard being met that supports positive outcomes.



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This policy relates to the following procedures –

General hand hygiene and care

Hand washing

Glove wearing

Nappy Changes

Toileting and Toilet Training

Toileting accidents

Bed usage and storage

General cleaning

Toy wash

Dishwasher

Hand towels

Kitchen Tea and Hand Towels

Kitchen Sponges & Scrubber

Brooms and Mops

Cleaning Charts

Soft Materials Washing Routine

Soft Materials Washing Checklists

Daily Washing Checklist

Toy Cleaning Checklist

Mop Head Replacement

Washing Machine Instructions

Cleaners Checklists

Daily Cleaning Checklist

Ice bricks

Dishwasher

Hand sanitiser

Hand towels for visitors



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
- 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.28):

Who	Before	After
Educators and other staff	<ul style="list-style-type: none"> ● Starting work, so harmful germs are not introduced into the service ● Eating or handling food ● Giving medication ● Putting on gloves ● Applying sunscreen or other lotions to children ● Going home, so harmful germs are not taken home with you 	<ul style="list-style-type: none"> ● Eating or handling food ● Using the toilet ● Helping children use the toilet ● Taking off gloves ● Changing a nappy (see section 2.5 Nappy changing and toileting) ● Cleaning the nappy change area ● Wiping a child's nose or your own nose ● Cleaning up body fluids such as faeces, urine, vomit or blood ● Handling garbage ● Coming in from outside play ● Applying sunscreen or other lotions to children ● Touching animals
Children	<ul style="list-style-type: none"> ● Starting the day at the service; parents and carers can help with this ● Eating or handling food ● Going home, so harmful germs are not taken home with them 	<ul style="list-style-type: none"> ● Eating or handling food ● Using the toilet ● Touching mucus (snot) ● Coming in from outside play ● Touching animals



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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 20 seconds (About as long as singing happy birthday song twice)	<p>How to Handrub? <small>RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED</small> <small>Duration of the entire procedure: 20-30 seconds</small></p> <p>1a Apply a small amount of the product in a support hand, covering all surfaces. 1b Rub hands palm to palm. 2 Rub hands palm to palm. 3 Right palm over left forearm with interlaced fingers and vice versa. 4 Palm to palm with fingers interlaced. 5 Backs of fingers to opposite palm with fingers interlaced. 6 Rotational rubbing of left thumb clasped in right palm and vice versa. 7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa. 8 Once dry, your hands are safe.</p> <p>World Health Organization Patient Safety SAVE LIVES <small>Check Your Steps</small></p>
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.

When using hand sanitiser apply a small amount to palms of hands (follow manufacturer’s instructions), rub hands together and cover all areas between fingers, around thumbs, and under nails. Rub until sanitiser dries – should take around 20 seconds – do not rub with towel.

NOTE – Hand sanitiser is best for when hands are not visibly dirty as it does not remove dirt, only bacteria. Hand sanitiser does NOT remove food allergens so should not be used as protective measure for cross contamination for children with food allergies and sensitivities.



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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
- Gloves do not replace the need to clean hands and hand hygiene should be followed before putting on and after taking off gloves.
- It is particularly important to wash hands after wearing gloves especially if the glove had a tear in it or you touched the outside of the glove when removing the gloves.
- It is important to note that wearing gloves does not stop cross contamination if the gloves have become contaminated with bacteria they should not touch other surfaces and should be removed or replaced.
- The following table is a guideline as to when gloves should be worn (from Staying Healthy p.34)

Type of gloves	When to wear them	How to maintain them	Examples
Disposable gloves	<ul style="list-style-type: none">• When there is a chance you may come in contact with body fluids, including faeces, urine, vomit or blood	<ul style="list-style-type: none">• No maintenance – use them once and throw them away; do not reuse	<ul style="list-style-type: none">• Changing nappies• Managing cuts and abrasions• Cleaning spills of body fluids
Utility (reusable) gloves	<ul style="list-style-type: none">• When cleaning the education and care service• When preparing bleach solutions	<ul style="list-style-type: none">• Clean according to the manufacturer’s instructions• Hang up to dry after use, preferably outside• Store dry between uses• Replace when showing signs of wear	<ul style="list-style-type: none">• General cleaning duties



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- 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



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Nappy Change Procedure

For child safety reasons, another educator will be within sight or sound during nappy changes.

- 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
- All nappy change surfaces should be waterproof, in good condition, smooth and easily cleaned, and cleaned after every nappy change.
- The nappy change area should be well stocked, positioned away from food prep areas, be closer to warm running water and paper towel, and be prepared before each nappy change so you do not need to leave the area to avoid cross contamination and safety issues.
- The nappy change area should also be visible for monitoring educator movements to support child protection and safety needs.
- 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. 36-37). Version 6.

Preparation

1. Bring your supplies to the changing area. This includes a clean nappy, wipes, baby cream labelled with the child's name (if applicable), gloves, a plastic or waterproof bag for soiled clothing, and extra clothes.

2. Do hand hygiene. It is very important to wash your hands or use hand sanitiser when changing a nappy, even if you are going to use gloves. This is so that when you have finished changing the child, you can remove the dirty gloves and dress the child without needing to interrupt the nappy changing procedure to clean your hands before dressing the child.

3. Put on disposable gloves. This is recommended because educators and other staff are likely to come into contact with body fluids including urine and faeces during nappy changes. Follow your service's policies and procedures.

4. Place paper towel on the change table to reduce mess.

5. If the child can walk, walk with them to the changing area. If the child cannot walk, pick them up and carry them to the changing area. If there are faeces on the child's body or clothes, hold the child away from your body if you need to carry them. A step ladder is available and can be used to allow a child to walk up to change mat (under educator supervision at all times). The step ladder should be put away whenever not in use or under direct supervision.



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Changing

6. Place the child on the change table and unfasten the nappy.
7. Clean the child's bottom with disposable nappy wipes. Always wipe front to back.
8. For disposable nappies, place dirty wipes in the nappy, remove the nappy from the child and put it in a plastic bag. Place the bag in the designated bin. The bin should have a self opening lid so it does not need to be touched, thereby reducing the opportunity for cross contamination. If this is not available, open the bin lid before you start and close when finished.
9. Remove the paper from the change table and put it in the designated bin.
10. Remove your gloves and dispose of them so you will not touch the clean child with dirty gloves. For details on how to remove gloves properly, see *Using disposable gloves*.
11. If a child requires nappy cream, clean your hands (if safe to do so, for example, using accessible hand sanitiser), put on new disposable gloves and apply the cream. Remove the gloves and dispose of them.
12. Place a clean nappy under the child and fasten the nappy.
13. Dress the child.
14. Wash your hands and the child's hands before placing the child back into a supervised area. (The standard recommendation is to clean hands after removing gloves. But when changing a nappy, it is more important to keep the child safe from falling and finish the nappy change before cleaning your hands.)

Cleaning

15. After every nappy change, clean the nappy change surface (see *Nappy change area* for details on the best methods of cleaning for this area). If body fluids have got on the surface, clean then disinfect the surface.
16. Wear gloves for the cleaning. Do hand hygiene using soap and water or hand sanitiser. If your hands are visibly dirty or you have just removed gloves, wash your hands with soap and warm water.

Disposing of used nappies – (From *Staying Healthy* pg39)

For disposable nappies:

1. Remove the nappy.
2. Put the dirty nappy in a plastic bag and tie the bag.
3. Put the bag in a designated bin that is used only for used nappies. The bin should have a lid and be lined with a plastic bag.



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Waste management for disposable nappies:

- *Have double lined bins in the nappy changing areas ie two bin liners.*
- *Do not overfill bins – when they are three-quarters full, tie the lining bag up and put it into the main waste bin.*
- *Have a schedule for emptying the bins during the day and at the end of the day.*
- *Clean all bins according to the specified cleaning schedule.*
- *Wear disposable gloves when collecting waste and emptying bins.*
- *When you are finished, remove gloves and do hand hygiene.*

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
- 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

Toilet "Training"

Children who are developing their interest in toilet training but are still wearing nappies may have their nappies changed in the bathroom to enable them to practice sitting on the toilet.

Pullups or nappies for these children will be kept on the bench in the foyer at the bathroom entrance for easy access. Pull-ups/ nappies are kept in labelled bags on the bench next to the children's bathroom.



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Preparation

1- Wash and dry your hands .Put on disposable gloves, make sure child's wipes and clean nappy is ready on the bench in the foyer (near the children's bathroom) .

2: Have a plastic bag ready for use

Undressing

3- Check Child's nappy to see if it is wet or soiled? If soiled pls take the child to the nappy area to follow nappy change procedure.

3a Assist the child to remove their clothing i.e. shorts, pants or skirt (to practice self help skills)

4a- Place the child's clean clothing on the bench in the foyer, near the child's clean nappy and their baby wipes.

4B- Have the child sit on the toilet, lower the child's pull up. Allow the child time to practice or attempt toileting, provide support and reassurance as needed.

Disposal of Wet Nappy

Remove wet nappy, place it immediately into the plastic bag

Cleaning the child

5.Clean the child thoroughly by using their baby wipes (front to back). Dispose of wipes and gloves in plastic bag. Reglove if applying creams or ointments. Teaching the child to wipe themselves can also be a part of this process.

Dressing the child

6.Place a clean pull-up onto the child. Assist the child to dress, encourage independence by allowing the child to pull up their pull up and clothing and put their shoes on where possible (support self help skills).

Document on the Toileting and Nappy Change Table Chart - Complete the table every time a child's nappy is changed, when toileting children and when children who have experienced a toileting accident and need changing. For children who require creams etc. ensure that their cream has a dispensing label on it with their name and instructions and that the cream is in date. To maintain a child safe environment a second person should be in sight and/ or sound during the change.



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Hygiene Practice

Encourage the children to flush the toilet and wash their hands, with soap and water. Also drying their hands with their hand towel or paper towel if needed.

Once the child has left the bathroom, take the nappy in the tied plastic bag and place it in the nappy bin - labelled "nappy bin" - in the nappy change area.

Disposal and cleaning

Wash your hands with warm soapy water. - washing hands should be for 20 seconds, washing both the front and back of your hands throughout the nappy changing 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. Wet (wee) only can be single bagged and place in the child's wet bag if they have one. Wet bags can go directly into the child's bag.
 - Clean and dry the child.
 - Remove your gloves and wash hands, do not touch the child's clean clothing.
 - 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.57).
 - Remove and dispose of gloves, wash and dry your hands.
 - Document on the Toileting and Nappy Change Chart and attach the reminder sign for parents (See Appendix)

When a spill occurs

When a spill occurs, clean it up as soon as possible. Place a safety sign around the spill to keep people away until it can be cleaned.

1. Put on disposable gloves.
2. Wipe up the spill immediately with a tissue or paper towel. If the spill is larger, cover it with absorbing agent (kept in bottom of locked chemical cupboard. Follow instructions for use.
3. Put the cloth, tissue, paper towel, absorbing agent and scraper into a plastic bag. Seal the bag and put it in the rubbish bin.
4. Remove disposable gloves and put them in the rubbish bin. This is because they may have become contaminated when you wiped up the spill.
5. Wash your hands with soap and water.



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6. Put on clean gloves, wash the surface with detergent and warm water (see Basic steps) and dry with paper towels.

7. Wipe the area with disinfectant and allow to dry.

8. Remove gloves and wash your hands with soap and water.

The process is the same for spills on hard or soft surfaces.

Avoid direct contact with body fluids when you are cleaning the spill. Cover any cuts or abrasions on your hands with waterproof dressings, and wear gloves. You do not need to use face shields.

Bed usage and storage procedure

- Children will be provided with 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.
- Children will be placed in a top/tail, or head/toe placement so that children's faces are not near each other to avoid cross contamination. If children have a cold or are unwell they will be placed in an isolated part of the room away from other children yet still well supervised.
- 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. A specific spray bottle is kept in the kitchen for this purpose. Beds must be sprayed in the church or outside. The spray bottle is not to be used in the room or near the children.
- 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.
- Where children are unwell or there is an outbreak, or potential outbreak, of an infectious disease sheets and beds will be washed between uses.



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General cleaning procedure:

As per Staying Healthy p.53-56

Clean these types of areas frequently:

- *Horizontal surfaces and frequently touched surfaces – Particles produced by coughing and sneezing contain germs and fall towards the ground, landing on horizontal surfaces. Hands also transfer germs onto surfaces that children and all staff frequently touch (for example, door handles, light switches, toys).*
- *Clean horizontal and frequently touched surfaces at least once a day. Clean them again if they become visibly dirty or contaminated with blood or other body fluids.*
- *Wet areas – The kitchen/food preparation area, toilets and nappy changing areas are wet areas. Many germs thrive in wet or damp conditions, so wet areas are likely to become contaminated with germs and be sources of germs that spread to other areas. For this reason, keeping kitchens and bathrooms clean and dry is a most important step to break the chain of infection. Clean these areas at least once a day. Clean them again if they become visibly dirty or contaminated with blood or other body fluids.*
- *The soap mixture should be made up fresh daily to stop germs from growing in the container. **Label the container with the time and date of mixing and the type of detergent** (stick a masking tape label on and remove at end of day).*
- *Empty out any mixture at the end of the day, rinse the container and dry upside down overnight.*
- *Do not top up the container with water during the day because this dilutes the mixture, making it less effective.*
- *Start the cleaning process in the cleanest areas and finish in the dirtier areas. This helps to prevent cross-infection because it decreases the risk of contaminating a clean room with germs from a dirty room.*



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Surface or area	Wash daily and when visibly dirty	Wash weekly and when visibly dirty	Wash regularly and when visibly dirty or obviously contaminated
Bathrooms – wash tap handles, toilets and doorknobs; check the bathroom during the day and clean if visibly dirty	✓		
Toys and objects children put in the mouth (for example, building blocks)	✓		
Surfaces that children touch frequently (for example, benchtops, taps, cots and tables)	✓		
Doorknobs	✓		
Floors		✓	

Surface or area	Wash daily and when visibly dirty	Wash weekly and when visibly dirty	Wash regularly and when visibly dirty or obviously contaminated
Beds, stretchers, linen and mattress covers	✓ If children do not use the same items every day	✓ If children do use the same items every day	
Sofas, soft chairs, beanbags, cushions			✓
Low shelves			✓
Other surfaces not often touched by children			✓



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Cleaning of Hard Surfaces - Basic steps for routine cleaning of hard surfaces - red cloth/ food, blue cloth/ art, paper towel for outdoor tables.

Detergent will be mixed in the dispenser bottle (aka, the sauce bottle) in the morning as per manufacturers instructions. A mark on each bottle indicated the correct measurement. One bottle for indoors, one bottle for outdoors.

1. *Put on gloves.*
2. *Wet the table surface with the detergent mixture.*
3. *Vigorously rub the surface with the cloth or paper towel to physically remove germs. If repeat scrubbing is needed, first rinse the cloth, or get a new paper towel and wet it with the mixture.*
4. *Once the surface appears clean, rinse the cloth and air or discard any paper towel.*
9. *Dry the surface with a clean paper towel.*

How to clean soft materials

- *'Soft' materials can absorb water and other liquids, and are usually made of cloth.*
- *Common soft materials used in education and care services include **sheets, towels, tea towels and cushions** . These should be washed daily or weekly, as per the cleaning schedules (see Appendixes).*
- *Wherever possible, other soft materials in the service should be removeable to allow laundering. For example, items such as sofas, soft chairs, beanbags and cushions should either be made of impermeable materials or have removable cloth covers that are laundered regularly.*

Effective laundering involves:

- *use of appropriate laundry sanitiser or washing with detergent in a machine on a hot setting (≥ 60 °C). Washing at 60 degrees C is not possible in the preschool due to water temperature settings so sanitiser will be used.*
- *drying in sunlight OR drying in a tumble dryer on a hot setting (≥ 40 °C)*
- *drying items completely before storing them or using them again.*



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Guidelines for use of laundry sanitiser:

Items likely to be contaminated - use detergent + laundry sanitiser:

- Hand towels
- Items in contact with urine or faeces
- When a person has been ill

Items that can go in the general wash (together) with just detergent (unless they meet the criteria above):

- Red dish cloths
- Blue Art cloths
- Tea towels
- Sheets

Daily example - Run two loads:

- Sanitised wash X 1
- Detergent wash X 1

If only one load is run, then add sanitiser to the load.

Toy Wash Procedure:

Toys are washed during the afternoon sessions - the majority of the toys will be washed in the laundry bags (left hand sink, kitchen Art sink or tub) - Soak the bags of toys in warm soapy water (detergent) in the sink, then rinse the bags under running water - lay out on a towel to dry - in the sun where possible. If doing a batch of toys, wash all first, then rinse all under running water.

Sanitising with boiling water is only required if there has been an illness outbreak - follow cleaning procedure first.

Wooden toys are wiped over with warm sudsy water and rung out cloths (barely get wet) or vinegar, then aired in the sun.

Dishwasher

The dishwasher will be run every afternoon - instructions for running the dishwasher in the Appendix.

Items to be washed in the dishwasher include: preschool owned utensils and utensil cup (return to outdoor table when washed, cups, drink bottles, staff lunch items (check items are dishwasher safe).

Plastic toys can also be washed in the dishwasher to fill the load. Do a colour check to ensure colour doesn't leak out of the plastic.



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Hand towels

For sustainability, both children and staff use personal hand towels supplied from home. Children's hand towels will be washed **daily** at preschool and either dried in the sunshine or dryer. Staff will be responsible for the changing over and washing of their own hand towels on a daily basis.

During disease outbreaks a decision may be made to return to paper towel use for a short period to reduce the chances of cross contamination.

Hand towels for visitors and the church:

Reusable handtowels (blue face washers) are supplied in the adult bathroom zone. A clean basket of towels along with a basket to collect dirty handtowels is located in the main bathroom foyer and the disabled bathroom. Hand towels will be washed by the preschool as required.

Kitchen Tea and Hand towels

Tea towels - for drying dishes

Handtowels - for drying hands

See the Cleaning Chart for guidance.

Wash both daily

Fridges

Fridges will be cleaned out and washed over inside once a term. See Nutrition and Beverage Policy for more information and checklist.

Kitchen Scrubbers

Sanitise the black scrubber once once a week in boiling water and air dry.

Run the coloured scrubbers through the dishwasher or washing machine once a week and air dry.

Brooms and Mops

The brooms and mops are colour coded according to WHS recommendations.

Red = Bathrooms

Blue = Classroom.

Outdoors - as per photos

Mop heads are purchased from Bunnings and will be replaced at the commencement of each term. Spare mop heads are stored at the bottom of the locked cleaning cupboard in the kitchen.



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Source

Staying healthy (6th 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 (2025) 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

Review Dates

Date of current review: May 2026

Date of last review: March 2026, Sept 2025


Date of next review: May 2027

Appendix A - Cleaning Charts - next page



Cleaning Charts - Last updated May 2026

KITCHEN

	<p>Kitchen scrubber - for dishes hand washed in sink.</p> <p>Clean and sanitise with boiling water and air in sun on Fridays.</p> <p>Sourced from Koh</p>
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	<p>Kitchen scrubber - for dishes hand washed in sink and wiping benches in kitchen.</p> <p>Can be washed in the washing machine or dishwasher on Fridays.</p> <p>Scrubbers are NOT coloured coded - but must only be used in the kitchen.</p> <p>Sourced from Koh.</p>
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	<p>Kitchen Caddy</p> <p>Keep next to the sink throughout the week. These are preschool owned items.</p> <p>On Fridays put our tub and items away and put the church sponges out for the weekend.</p> <p>Return the tub to the left hand side of the sink on a Monday morning.</p>
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KITCHEN



Left - Tea towel

Right - Hand towel (charcoal grey)

Wash daily

Spare tea towels are kept in the kitchen drawer.

Spare hand towels are kept in the locked chemical cupboard above the bin bags.





MEAL ZONES



Main meal zone

No cover for these tables - ensure they are wiped before use, regularly throughout the day and at the end of day to stay clean and hygienic.

Sweep under the table regularly throughout the day.



Little meal zones - indoors

Example only, as these could be in any position in the room, as suitable at the time.

No cover for these tables - ensure they are wiped before use, regularly throughout the day and at the end of day to stay clean and hygienic.

Sweep under the table regularly throughout the day.



MEAL ZONES

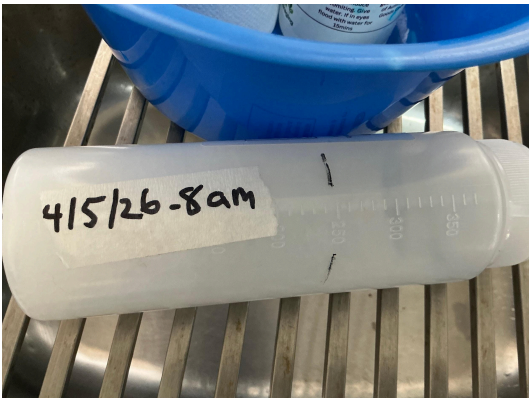
	<p>For used utensils - place at meal tables for children to put utensils in when they are finished with them.</p>
	<p>Wash utensils and cup at end of day or earlier if required.</p>
	<p>Wash in dishwasher.</p>

	<p>Red Chux = Food</p>
	<p>To be used for food on the children's tables or benches. Only use when they are able to be rinsed after use (otherwise use paper towel and throw out).</p>
	<p>Unscrunch and air over side of tub in between use.</p>
	<p>Wash at the end of the day or when dirty/ contaminated.</p>
	<p>Clean red cloths are kept in the nappy change drawers.</p>



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MEAL ZONES - Where cloths cannot be rinsed immediately or children with allergies are present.



250ml water + 1 pump of detergent.

Label with date and time made.

Empty, wash out and dry upside down overnight.

One kit outside and one kit inside.



.MEAL MATS (IF DESIRED BY CHILDREN)



Morning Tea/ Lunch Mats (as shown)

The children may use the mat to sit on for morning tea and lunch.



CHILDREN'S ART TABLES



Blue Chux - Art Equipment

To be used for art, paint and craft on easels, tables and plastic table covers.

Rinse, unscrunch and air over blue tub between uses.

Wash weekly.

Clean blue cloths are kept in the nappy change drawers.





HAND TOWELS



Hand Towels/ Face Washes

Each child and staff use their own hand towels to wipe their hands after washing their hands.

Hand towels are washed daily using the Preschool washing machine and laundry sanitiser.

The children put their hand towels in the basket as they toilet in the afternoon prior to afternoon movement group. Place the basket in position for them to do so. After this the children will be supplied with a paper towel to dry their hands during the late afternoon session.



Staff Hand towels:

Staff are responsible for taking their personal hand towels home to wash or throwing in to preschool wash. These should be washed daily.



Paper Towel

To be used on the floor to wipe up paints or art glue.

Paper towels will also be used to clean the tables when a child with anaphylaxis is present or if the cloth is unable to be rinsed immediately.

Throw in bin when used.



INDOORS



Indoor Broom, Indoor Dustpan and Broom - Labelled as Indoor Use only.

To be used for Indoor use only to sweep the floor and pick up rubbish.



Bathroom Broom, Bathroom Dustpan and Brush

To be used to pick up rubbish off the floor.

(Red in Colour)



OUTDOORS



Outdoor Dustpan & Brush (Green) and outdoor brooms.

To be used to pick up rubbish, leaves, sand off the ground

Big brooms (as shown)

Use to sweep large areas and push sand back into sandpit.



Outdoor Rake

To be used to rake the sandpit, dirt pit and the leaves outdoors.



MOP & BUCKET



Bathroom Mop and Bucket

To be used in the bathrooms, foyer only to mop the floors, clean up wet areas in the bathroom.

Kept in adult bathroom foyer.



Kitchen/Room Mop and Bucket

To be used in the kitchen and Preschool room only to mop the floors, clean up wet areas.

Kept in adult bathroom foyer.

ICE BRICKS



Ice bricks used to keep water bottles cool in the esky.

Wipe over with diluted detergent and wipe dry with a CLEAN teatowel.

Also applies to icepacks used for injuries (wash fabric cover).



SINKS



Sink 1: (On the left of the bench)

This sink is to be used for:
Hand washing hands.

Washing up art materials and toy washing.

Please fill drink bottles at the kitchen tap only.



Sink 2: (On the right of the bench, next to the nappy change table)

This sink is to be used for bathing children **ONLY**.

It can be used to hold the drying rack to dry art supplies. Remove dry art materials each morning.

Rinse out this sink with **detergent and warm water** before you bathe a child.



SINKS



Sink 3: (In the Craft area)

Back up craft sink for washing up Art materials.

The drying rack can be placed here to dry items.

This is also where the white toy wash bags are aired and kept.

Keep the area around sink free.

Items on the floor must be put away by Friday each week.

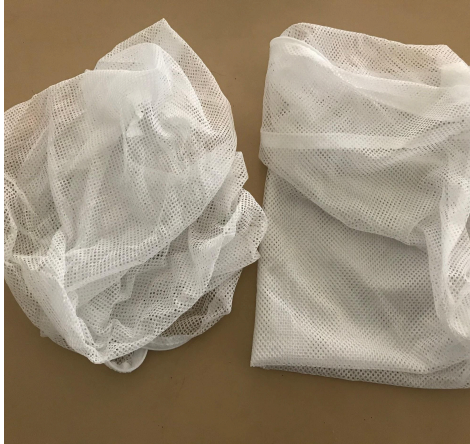
TOY WASHING



Blue Tub

To be used for toy washing ONLY. Use to hold washed toy/ bags between wash/ rinse and to transfer toys to where they will be placed in the sun to dry.

DO NOT REMOVE THIS TUB AND USE FOR ANYTHING ELSE.



White wash bags

To be used to wash the toys/
equipment in.

Dry and air bags on the kitchen art
sink (as shown left)

Wash bags are kept at the kitchen art
sink.





This washing is DIRTY.

Please put a load on.

Remember to refer to washing guidelines in the Hygiene Policy to ensure an hygienic wash.

This washing is DIRTY.

Please put a load on.

Remember to refer to washing guidelines in the Hygiene Policy to ensure an hygienic wash.



CLEANING GUIDELINES - Quick list

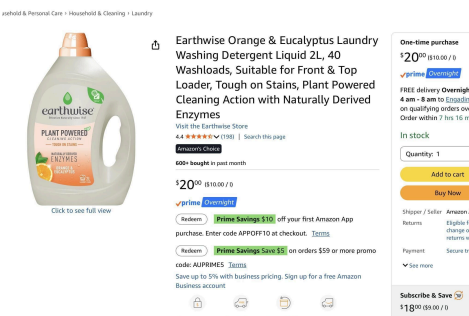
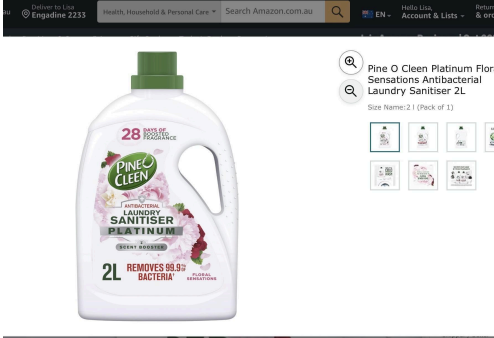
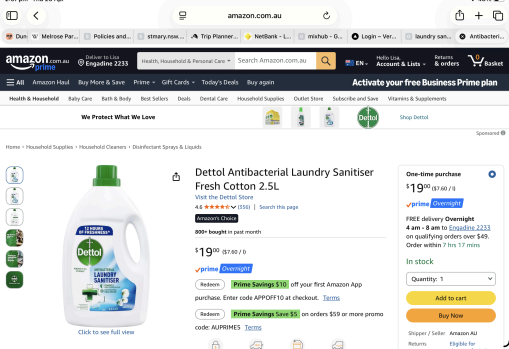
Soft Materials Washing Routine - Items to go in the washing machine

Item	Location	How often cleaned	Day to be washed	Wash group - items in the same wash group CAN be washed together unless heavily soiled
Cushion covers	Quiet zone	Weekly	Wednesdays	Laundry detergent only
Dollies clothes + other soft materials in HC	Home corner	Weekly	Wednesdays	Laundry detergent only
Sheets	Store clean sheets in top corner cupboard in kitchen art prep zone	At the end of the child's attendance for that week.	As required	Laundry detergent only
Towels	Used in various locations	Daily	As required	Laundry detergent only
Red (Food) cloths	Kitchen/ food tables	Daily	Daily	Laundry detergent only
Blue (Art) cloths	Art activities - tables, easels	Weekly	Tuesdays or when dirty	Laundry detergent only
Tea towels	Kitchen	Daily	Daily	Laundry detergent only
Hand towels	Kitchen	Daily	Daily	Laundry Sanitiser + Laundry detergent
Items in contact with urine or faeces, or if the person is ill.	Various	As required.	As required	Laundry Sanitiser + Laundry detergent



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Possible laundry detergent & sanitisers to purchase (purchase when on special):

 <p>Earthwise Orange & Eucalyptus Laundry Washing Detergent Liquid 2L, 40 Washloads, Suitable for Front & Top Loader, Tough on Stains, Plant Powered Cleaning Action with Naturally Derived Enzymes</p> <p>One-time purchase \$20.00 (\$10.00 / l)</p> <p>FREE delivery Overnight 4 am - 8 am to Engadine on qualifying orders over \$49. Order within 7 hrs 16 m.</p> <p>In stock</p> <p>Quantity: 1</p> <p>Add to cart</p> <p>Buy Now</p>	<p>Laundry detergent</p> <p>Earth wise brand - several options for scent: Orange & Eucalyptus, Floral Fields and Sensitive.</p> <p>Sourced from Amazon</p> <p>SDS - 1 X SDS covers all 3 products</p>
 <p>Pine O Clean Platinum Floral Sensations Antibacterial Laundry Sanitiser 2L</p> <p>Size Name: 2L (Pack of 1)</p>	<p>Laundry Sanitiser</p> <p>Pine O'Clean brand - several options for scent: Platinum Floral Sensations, Fresh Cotton & Fresh Breeze.</p> <p>Sourced from Amazon or Woolworths</p> <p>SDS - SDS - for all 3 ✓</p>
 <p>Dettol Antibacterial Laundry Sanitiser Fresh Cotton 2.5L</p> <p>One-time purchase \$19.00 (\$7.60 / l)</p> <p>FREE delivery Overnight 4 am - 8 am to Engadine 2233 on qualifying orders over \$49. Order within 7 hrs 17 mins.</p> <p>In stock</p> <p>Quantity: 1</p> <p>Add to cart</p> <p>Buy Now</p>	<p>Laundry Sanitiser</p> <p>Dettol brand - Fresh Cotton scent only</p> <p>Sourced from Amazon</p> <p>SDS ✓</p>
<p>SDSs - stored under "Laundry Supplies"</p>	



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Other items

Item	Location	How often cleaned	Day to be washed	Wash group - items in the same wash group CAN be washed together unless heavily soiled.
Kitchen Scrubber - Black	Kitchen	Weekly	Fridays	Soak in boiling water and then air dry. Change scrubber end at beginning of new term.
Kitchen Scrubber - Coloured	Kitchen	Weekly	Fridays	Wash in washing machine or dishwasher.
Wooden blocks and other wooden toys	Classroom	On cleaning rotation	Prior to being put away during change over.	Detergent and water mix (as per instructions) or vinegar. Damp cloth/ wipe down/ dry in sun.
Nappy change mat	Classroom	Whenever used.	Daily	Wipe over with diluted detergent and water. DRY IN SUN AT END OF EACH DAY.



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Daily Washing Checklist - must be initialled, not ticked

Week	Wk/ C			Term	
Item	Mon	Tue	Wed	Thur	Fri
Sheets					
Towels					
Red food cloths					
Tea towels/ hand towels					
Items in contact with urine or faeces, or if the person is ill.					
Nappy change mat					

Daily Washing Checklist - must be initialled, not ticked

Week	Wk/ C			Term	
Item	Mon	Tue	Wed	Thur	Fri
Sheets					
Towels					
Red food cloths					
Tea towels					
Hand towels					
Items in contact with urine or faeces, or if the person is ill.					
Nappy change mat					



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Weekly Washing Checklist - must be initialled, not ticked

Term											
Item	Day	1	2	3	4	5	6	7	8	9	10
Washing machine filter	Tue										
	Thur										
Blue art cloths	Tue										
Cushion covers	Wed										
Dollies clothes + other soft materials in HC	Wed										
Kitchen Scrubber - black	Fri										
Kitchen Scrubber - Coloured	Fri										

Weekly Washing Checklist - must be initialled, not ticked

Term											
Item	Day	1	2	3	4	5	6	7	8	9	10
Washing machine filter	Tue										
	Thur										
Blue art cloths	Tue										
Cushion covers	Wed										
Dollies clothes + other soft materials in HC	Wed										
Kitchen Scrubber - black	Fri										
Kitchen Scrubber - Coloured	Fri										



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Toy Cleaning Checklist -

Signing off indicates the toys have been cleaned according to the cleaning guidelines.
Initial not tick.

Wk/C:			Term	Wk
Monday	Tuesday	Wednesday	Thursday	Friday

Wk/C:			Term	Wk
Monday	Tuesday	Wednesday	Thursday	Friday



Washing Machine Instructions

Daily example - Run two loads:

- Sanitised wash X 1
- Detergent wash X 1



Load washing into machine - following wash group guidelines.

Pull out the wash drawer and place **1 cap** of washing liquid (stored in locked cleaning cupboard in kitchen) into the **LEFT** compartment.

Add **2 caps** laundry sanitiser if required - $\frac{1}{2}$ cap to the **RIGHT** compartment and the rest into the main wash with the clothes.



Shut the lid, turn on “power button” (top left of machine).

Turn the grey nob (top right of machine) to “express 30”. Make sure machine is set to cold water.

Press “start/ pause” button. Wash will go for 36 - 45 minutes (machine will calculate itself).

For extremely dirty items set machine to “cotton” wash (goes for 1 hour).



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This washing is DIRTY.

Please put a load on.

Remember to refer to washing guidelines in the Hygiene Policy to ensure an hygienic wash.

Please use this sign to indicate that the washing in the basket is DIRTY.

The CLEAN sign will be used to indicate a load of washing that has been washed and is ready for use/ put away.



Clean out washing machine filter twice a week - Tuesdays & Thursdays. Plus any other times necessary.

Cleaning out the Lint Filter

There are two lint filters in the washing machine, these need to be cleaned once a week.

To remove the filter - push down on the button and pull the filter out.



Open the filter

Remove the lint and place it into the bin

Pop the filter back in and it will make a click noise when it is back where it belongs.



Run a machine clean on weeks 5 & 10 each term.



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Washing Machine Drum Clean - Twice per Term - Date & initial

Year:

Term 1		Term 2		Term 3		Term 4	
Wk 5	Wk 10	Wk 5	Wk 10	Wk 5	Wk 10	Wk 5	Wk 10



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Cleaner's Weekly Checklist - Weekly

Term/ Week:

Dilute cleaning liquids are per manufacturers instructions.

Specific Zones	Task	Colour codes	Tuesday Date:	Friday Date:	Comments
Classroom	Vacuum/sweep & mop floor	Vacuum cleaner/ Blue broom/ blue mop			
	Wipe over sinks	Diluted detergent /cloths as per guidelines			
	Wipe over tables	Diluted detergent/ cloths as per guidelines			
	Wipe out children's lockers (Tue)	Paper towel/ diluted detergent			
	Wipe over benches - weekly	Red cloth/ diluted detergent			
	Wipe over window sills	Paper towel/ diluted detergent			
Children's bathroom & foyer	Wipe over taps & sinks	Paper towel/ disinfectant			
	Clean toilets	Spray diluted disinfectant/ wipe over with paper towel/ Scrub toilet with toilet bowl cleaner/ toilet brush			
	Sweep floor	Red broom			
	Mop floor	Red mop/ disinfectant			
	Empty bins & replace bin liners	Bin liners kept in locked cleaning cupboard.			
Kitchen	Vacuum/ sweep & mop floors	Vacuum / Blue broom/ Blue mop			



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	Wipe over Kitchen benches	Coloured Koh scrubber/ detergent			
	Wipe over sinks	Coloured scrubber/ diluted detergent			
	Wipe around inside if microwave and over stovetop.	Coloured scrubber/ diluted detergent. Throw into wash afterwards.			
Adult bathrooms and bathroom foyer	Sweep & mop - both days	Red mop/ disinfectant			
	Wipe over taps & sinks	Paper towel/ diluted disinfectant			
	Clean toilets	Spray diluted disinfectant/ wipe over with paper towel/ Scrub toilet with toilet bowl cleaner/ toilet brush			
Foyer	Wipe over surfaces				
Office	Vacuum office				
Bins	Wash bins & sit upside down outside to dry - as per cleaner determination (weekly)				
Throughout space	Wipe over door handles.				



Cleaners checklist - quarterly (during school holiday breaks)

Task	Specific areas	Colour codes	Prep by staff	Date completed	Comments
Vacuum and mop where furniture normally sits	Classroom		Staff will prep by moving furniture out of the way		
Remove cobwebs with cobweb brush or broom.	Inside classroom		Look up to see cobwebs		
Wipe over window sills, all round window edges (inside) and over screens (inside) to remove dust. Ensure dust free and clean		Paper towel and diluted detergent	Photos for example.		
Wash over lower walls					
Wipe over door jambs ie door surrounds			Photo in email 30/1/26, main acc.		
Wipe over white shelf	Classroom		Add photo		
Wipe over shelves in room			Staff to prep by removing items		
Wipe over fan in children's bathroom					



Daily cleaning checklist (educators)

Zone	Task	Colour codes	Monday	Tuesday	Wednesd ay	Thursday	Friday
Classroom	Vacuum or sweep floors	Vacuum cleaner/ Blue broom		X			X
	Wipe over sinks	Diluted detergent /cloths as per guidelines		X			X
	Wipe over tables	Diluted detergent / cloths as per guidelines		X			X
Children's bathroom & foyer	Wipe over taps, sinks & sill above (Noah's Ark window)	Paper towel/ disinfectant		X			X
	Clean toilets	Spray diluted disinfectant/ wipe over with paper towel/ Scrub toilet with toilet brush		X			X
	Sweep floor	Red broom		X			X
	Hang out next day's hand towels	Stored in cupboard above toilets					



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	Mop floor	Red mop/ disinfectant		X			X
	Put out wet floor sign	Kept near sink		X			X
Kitchen	Vacuum or sweep floors	Vacuum / Blue broom		X			X
	Wipe over Kitchen benches & lunch table	Koh clothes (see photos)		X			Z



Mop Head Replacement - quarterly

Year:

Mark date mop head is replaced and initial.

Mop Colour	Term 1	Term 2	Term 3	Term 4
Red - bathroom				
Blue - classroom				

Fridge clean out and wipe over

	Term 1	Term 2	Term 3	Term 4
Staff fridge				
Children's Fridge				

Black dish scrubber replace head:

	Term 1	Term 2	Term 3	Term 4
Black scrubber				



Dishwasher instructions



Our Bosch series 4 dishwasher is in the Pre school kitchen (it was installed by Tim from Jetson Plumbing on 18/3/26).



Switch the dishwasher on by using the circle button on the left - red lights will start flashing it's on

RINSE AID



If this red star button is flashing, the dishwasher needs rinse aid, which is kept in our locked chemical cupboard.

Never leave the chemical cupboard unlocked.



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This is where the rinse aid needs to be filled up.



Open the rinse aide clip, flip it open, then fill the rinse aide until FULL.



If rinse aid spills out, remove it from the tub spilled rinse can cause excess frothing during the washed cycle-wipe out with a paper towel.

Close the lid of the dispenser for the rinse aid the lid clicks into position



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DISHWASHER TABLET



Open the tablet dispenser by clicking on the dark grey small square button.

Add the dishwasher tablet- they are also kept in the locked chemicals cupboard. **You do not need to unwrap the plastic.** They go in there as a whole tablet into the dishwasher tablet dispenser.

Push down gently to close the tablet dispenser - when you hear a **CLICK**, IT IS CLOSED.



SET THE WASH



Close the dishwasher and press the start button on the right side, circle button.




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Press on the "quick 1h " button - meaning quick wash that sets at 65 degrees.

To meet hygiene standards for sanitation, the wash **MUST** be run at 65 degrees.

When the dishwasher finishes, it will automatically turn off by itself. **WARNING**  the dishwasher will be very hot, if open immediately - **DO NOT OPEN UNTIL** the dishwasher has cooled down.

CLEANING AND SERVICING - To keep the dishwasher working efficiently for a long time, it's important to clean and maintain the dishwasher regularly and carefully.

CLEANING THE FILTER



Cleaning out the filter system - turn the coarse filter anticlockwise and remove the filter.



Pull gently down on the micro filter to remove it

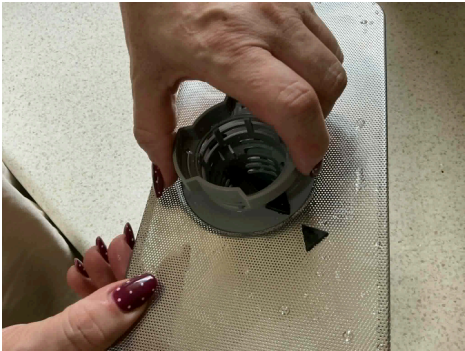


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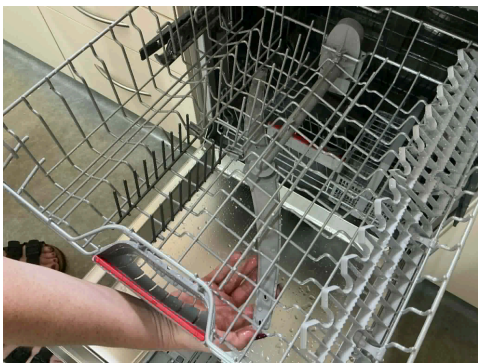


Gently wash it out and clean it.

Reassemble the filter system make sure that the locking catches on the course to click into position



Insert the filter system into the appliance and turn the cap anti clockwise. Make sure that the arrow markings match up.



Cleaning arm - unscrew the upper spray arm and pull down to remove.



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Rinse under water to remove anything blocking the nozzles - clean every two weeks.

Clean out the lower spray arm as well - pull up the lower spray arm to remove and clean out as above



Place the lowest spray back into the dishwasher so the spray arm clicks into position.



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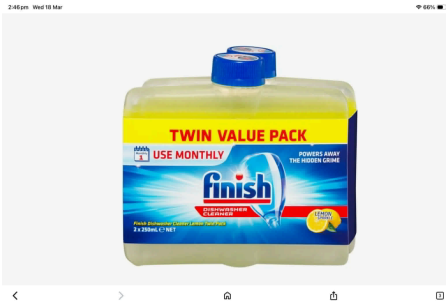
DISHWASHER CARE



To maintain the dishwasher it is recommended to put the dishwasher through a cleaning cycle on a regular basis.

Run the Machine care program without any dishware in the dishwasher.

Only use machine care products and machine cleaner specially designed for dishwashers.





It's recommended to use the machine cleaner **monthly**.

Follow instructions on the packaging.

TO LOCK THE DISHWASHER



If you want to LOCK  the dishwasher press this button for 3 seconds, to unlock do the same hold the button with the key on it for 3 seconds. 



Dishwasher signs

Clean

Please cool and unload into sink drainer to dry.

Dirty

Please run a load this afternoon -
it takes 1 hour.



Dishwasher Checklists

Clean dishwasher filter

J	F	M	A	M	J	J	A	S	O	N	D

Run Dishwasher Clean with Machine Care Program: Monthly. Date & initial

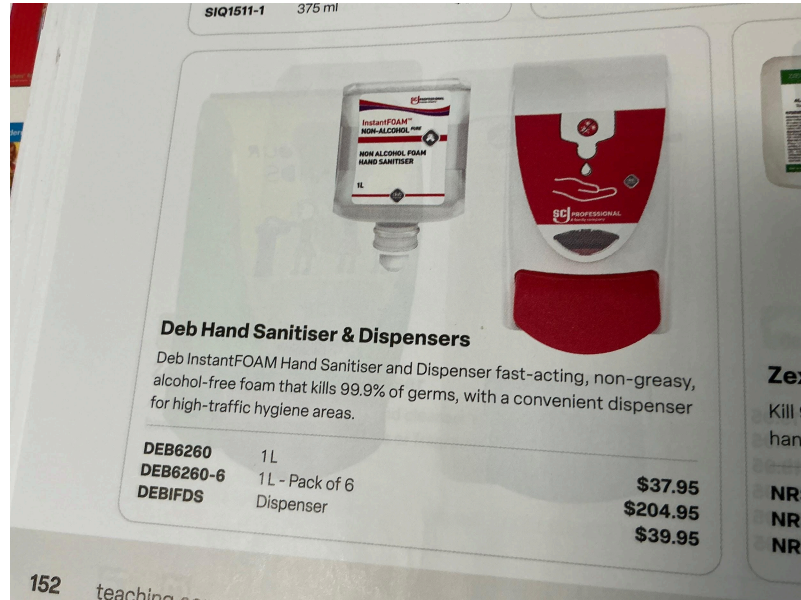
Year:

J	F	M	A	M	J	J	A	S	O	N	D



Hand Sanitiser

Hand sanitiser is sourced through Modern Teaching Aids (Donna)





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Hand Sanitiser Locations:

 A white hand sanitiser dispenser is mounted on a yellow wall. To the left, there is a broom and a mop leaning against a wooden bench. A window with a black frame is visible to the right. A sign with the text 'KEY WORD SIGN ALPHABET' is partially visible on the wall.	<p>Outside - near children's bathroom</p> <p>Exp: Nov 2026</p>
 A white hand sanitiser dispenser is mounted on a yellow wall. To its left is a box of 'ECO BLEND GLOVES'. Below the dispenser, a sign reads 'BE SUNSMART at school'. A wooden bench is visible below the wall.	<p>Outside - near Story zone and meal area</p> <p>Exp: Nov 2026</p>
 A white hand sanitiser dispenser is mounted on a white wall. To its left is a sign that says 'Wash your hands are safe hands. Hygenex THE HYGIENE SPECIALIST'. Below the dispenser is a grey nappy change station.	<p>Inside - near nappy change area</p> <p>Exp: Nov 2026</p>



Hand towels for visitors (weekdays) and church (Sundays)

	<p>Hand towels (face washers) for visitors (weekdays) and the church to use (on Sundays)</p>
--	--

	<p>2 baskets - 1 for clean hand towels, 1 for dirty hand towels.</p> <p>Use labels below.</p>
--	---



Clean
handtowels

Dirty
handtowels



Hand towel signs

Staff Hand Towels

Preschool staff use ONLY - each staff member has their own hand towel.

Visitor & Church Hand Towels

Please use a clean hand towel then drop into the basket below for washing.



Soiled items

Wash separately from other items

Soiled items

Wash separately from other items



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Appendix - Toileting & Nappy Change Record

Details	Change 1	Change 2	Change 3	Change 4
Child's name: Date:	Time:	Time:	Time:	Time:
	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose
	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No
Changed by:				
Supervised by:				
Child's name: Date:	Time:	Time:	Time:	Time:
	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose
	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No
Changed by:				
Supervised by:				
Child's name: Date:	Time:	Time:	Time:	Time:
	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident	<input type="checkbox"/> Nappy change <input type="checkbox"/> Toilet training <input type="checkbox"/> Toileting Accident
	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Soiled <input type="checkbox"/> Loose
	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No	Cream Applied <input type="checkbox"/> Yes <input type="checkbox"/> No
Changed by:				
Supervised by:				



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Appendix - Notice for parents to collect wet/ soiled clothing items.

Your child has wet or soiled clothing to take home today.

If you have supplied a wet bag, the clothing has been placed in the wet bag and can be found in your child's bag.

If you do not supply a wet bag, you can collect your child's clothing from the bucket in the bathroom.

It will be labelled with your child's name.

Please see an Educator if you need assistance.

Your child has wet or soiled clothing to take home today.

If you have supplied a wet bag, the clothing has been placed in the wet bag and can be found in your child's bag.

If you do not supply a wet bag, you can collect your child's clothing from the bucket in the bathroom.

It will be labelled with your child's name.

Please see an Educator if you need assistance.



Appendix - Bucket label

Bucket for wet/ soiled clothing.