

SAFE AND HYGIENIC PRACTICES PROCEDURE

Policy Hierarchy link	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011:77		
Responsible Officer	Vice-President, University Services		
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Superseded Documents			
File Number	Contact the Records & Archives Office .		
Associated Documents			
Version	Authorised by	Approval Date	Effective Date
2.0	Early Years Management	2 December 2014	2 January 2015

1. Purpose and Scope

This procedure is developed in conjunction with those mentioned below to ensure the safety of children, their families, staff and all other persons visiting the Centres.

*Also see **Infectious Diseases Procedure, Supervision and Water Safety Procedure and Nutrition and Food Safety Procedure.***

2. Definitions

3. Procedure

3.1 Procedure for minimising the spread of infection

3.1.1 Hand Washing

Frequent hand washing is the most effective method of preventing the spread of infection. Hands should always be washed:

- On arrival at the Centre
- After toilet for both staff and child
- After changing nappies
- After giving first aid
- Before and after giving medication
- After wiping a child's or your own nose
- Before giving a bottle or handling/serving food
- Before eating
- After handling garbage
- After coming in from outdoor play
- Before going home

To effectively wash hands, it is necessary to spend 10 to 15 seconds using soap and running water. All surfaces of hands should be cleaned and thoroughly dried.

The centres provide a water-free hand wash to be used by families upon entering and exiting instead of washing at sinks.

3.1.2 Surfaces

- pH neutral detergent is recommended for all cleaning tasks with the exception of diluted vinegar mix used for sanitizing the kitchen area. All surfaces that are touched frequently, especially taps and doorknobs, will be cleaned daily using neutral detergent and warm water and thoroughly dried.
- Floors are vacuumed and mopped daily by the Centres' cleaner.
- Children's cots and beds will be wiped down with warm water and detergent after use by different children (if beds are shared over the week).

3.1.3 Sinks

All sinks are clearly labelled with a single purpose:

- Hand washing
- Art/craft preparation
- Food preparation

3.1.4 Personal equipment

- Dummies are provided for children by their families in a sealed, labelled container and taken home daily for washing or sterilizing.
- Teethers are provided for children by their families in a sealed, labelled container and taken home daily for washing or sterilizing.
- Bottles are provided by families and taken home daily for washing or sterilizing. Bottles are heated only once.
- Children will be discouraged from walking around the Centre with dummies and bottles. These will be stored out of reach of children when not in use.
- Children's bed linen will be sent for laundering by their families. It is recommended that families wash linen in hot water to help kill germs.
- If a child is sent home due to illness, their bed linen will be sent home with them for laundering on that day.
- Families must ensure children do not have food or drinks or medicine from home in their bags that may be accessed by children.

3.2 Usage and storage of Hazardous substances

- Each centre's aim is to minimize the use of dangerous substances and chemicals. Where possible natural / harmless substances will be used.
- All containers are clearly labelled with the product name, and description of use. Products are to be re-stored securely immediately after use and not left on bench tops or shelves.
- Any hazardous chemicals or materials will be stored safely and out of the reach of children.

4. Review & History

5. Acknowledgements

Staying Healthy in Child Care: Preventing infectious diseases in Child Care, 5th Ed, 2013

Managing OHS in Children's Services – Sue Tarrant, Lady Gowrie Child Centre Sydney 2002

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	
2.0	Early Years Management	2 December 2014	2 January 2015	