



HYGIENE, CLEANING AND INFECTION CONTROL POLICY

Policy Statement:

Cleaning is an important part of infection control in the Centre. Cleaning in itself is a form of disinfecting as it removes all surface dirt. Thorough cleaning reduces contamination to such a degree that it significantly lowers the threat of contracting diseases. It is therefore important that the centre is clean at all times. Colour coded cloths should be adhered to help prevent any risk of cross contamination i.e. toilet cloth not used in the kitchen.

The Service promotes hygienic practices and prevents the spread of infections by implementing the following strategies:

- effective handwashing;
- hygienic cleaning techniques;
- handling, storage and disposal of body fluids;
- maintenance of a hygienic environment;
- knowledge of infectious diseases and exclusion guidelines;
- identifying and excluding sick children and staff; and
- promoting and maintaining records of children's and staff's immunisation.

The Service has a duty of care to ensure that all people are provided with a high level of protection during the hours of the service's operation.

Protection can include:

- notifying children, families, staff, local community or the relevant health authorities of a diagnosed infectious illness or disease;
- ensuring staff have adequate equipment or products, such as disposable gloves, detergents and soaps;
- maintaining procedures, such as correct handling of body fluids;
- maintaining staff/carers awareness of hygienic human contact and physical interaction with others;
- increasing staff/carers awareness and knowledge of cross infection; and
- maintaining a hygienic and healthy environment, such as cleaning the service daily and ensuring that the service is well ventilated.

In meeting the service's duty of care, it is a requirement under the *Workplace Health & Safety Act* to ensure that the service's stakeholders are protected from harm.

It is understood by staff, children and families that there is a shared responsibility between the service and other stakeholders to accept and implement the Hygiene, Cleaning and Infection Control Policy as a high priority.

Aim:

- To maintain the Service in a clean and sanitary condition, by regular and efficient cleaning of toys and equipment, washrooms, floors and surfaces, clothing, linen and sand pit.
- To provide staff with proper hygiene procedures to minimise risk of infection, cross infection and transmission of disease.
- To ensure a safe and hygienic environment for staff, parents and children.

Rationale:

The Service employs a cleaning company to thoroughly the Centre every night, however this policy describes the cleaning that must occur during the day and is the responsibility of staff. The cleaners will clean: all bathrooms – toilets and hand basins, all floors – vacuuming and mopping, windows, and general dust and dirt.

Maintaining an effective level of hygiene is one of the most important and regularly implemented practices at the Service. Effective hygiene strategies and practices assist services to protect all persons from, and minimise the potential risk of, disease and illness.

Many of the hygiene habits developed during childhood will continue throughout life. Services should demonstrate to children the hygiene practices which reduce the likelihood of cross infection and explain the reasons for them. Experiences that promote basic hygiene awareness assist children to become competent and independent, and develop valuable life skills.

A service should be committed to protecting its stakeholders through the implementation and monitoring of simple hygiene and infection control strategies.

Strategies/Practices/Procedures:

Hand washing

Hands will always be washed thoroughly as required and at the following times. This applies to staff, parents and any adult who is spending time at the Service. On arrival at the service and before going home, before preparation of food, before eating, after toileting and nappy change, after wiping noses, after cleaning faeces or vomit before, before and after giving first aid, after cleaning, after disposing of waste items. Toddlers/infants need their hands washed as often and as thoroughly as older children. Staff and children will dry hands using the paper towels. Soap and running water is only required if there is visible dirt, for general hand washing, 'hand sanitizer' will suffice.

Wearing Gloves:

Staff need to have disposable gloves on when toileting children, giving first aid, having direct contact with body fluids, cleaning and cooking some foods.

Bathrooms:

Bathrooms are to be cleaned each lunch period (rest time). Bathrooms should also be spot checked regularly throughout the day by staff.

When cleaning bathrooms:

Wear gloves.

Squirt toilets with soapy water; wipe over sinks then clean each toilet. Use separate piece of paper towelling to clean each sink and each toilet, including seats, buttons, base etc. Ensuring that all toilets have been flushed. Rinse the soapy water away using the water squirt bottle.

Once a week scrub each footstool with warm soapy water and place outside to dry.

Wash all doorknobs and handles. Mop the floor using a fresh bucket of pre-mixed soapy water.

Dispose of paper towel in the rubbish bin. Dispose of gloves into the rubbish bin.

Wash your hands.

Cleaning the Nappy Change Area:

Follow the nappy change procedure and clean the mat with soapy water after each nappy change.

At Rest Time:

Clean both the mat and table with paper towelling using soapy water and dispose into bin. Put the change mat outdoors to dry in the sun and swap to the other mat for the second half of the day.

Ensure all items on change bench are moved to allow for thorough cleaning e.g. lift and clean under the nappy wipes, containers, baskets etc. This will ensure all germs are removed as well as dirt and sand.

Wash your hands well with warm water and soap.

Use soapy water on nappy bins daily.

Nappy Change Mats need to be smooth and in good condition because germs can survive in cracks, holes, creases, pleats, folds or seams.

Cleaning the Kitchen and Staff Room:

The kitchen should be cleaned everyday with soapy water and paper towel - benches, sink, microwave, splashback, tap etc.

All dishes and utensils are to be washed in hot water in the Kitchen or Staff Room and staff are responsible for their own room's dishes as well as their own. Dishes and utensils are not to be washed in 'prep' areas, with the babies room being the exception. However the babies art equipment must be washed in the toddler room sink and not in the food prep area.

Cupboards are to be cleaned and wiped over with soapy water monthly.

Storage:

Food is to be stored in airtight containers after opening. Drink is to be stored in plastic jugs with lids.

Storage bins and containers are to have closed lids (airtight) to be non-absorbent, moisture proof, vermin proof and be easy to clean. Storerooms are to be kept tidy and areas for storage clearly marked.

Playdough:

Although play dough has a high salt content which discourages germs from living and multiplying the following steps need to be taken. Hand washing before and after using play dough, store the play dough in a sealed container in the refrigerator between use; make a new batch of play dough each week; if there is an outbreak of vomiting and or/diarrhea discard play dough at the end of the day and make a new batch each day during the outbreak.

Birthday Cakes:

Parents should be encouraged to provide individual cupcakes with a single candle on the birthday child's cake as one of the ways to minimise the spread of droplet infection.

Table Tops:

To be cleaned before and after each play and food experience with soapy water.

Before mixed age grouping at 3pm daily, tables are to be cleaned with soapy water and activities placed on tables. Every month, table tops are to be scrubbed using Gumption and a scourer to remove any accumulated grime.

Chairs:

Chairs will be cleaned after each meal with soapy water and scrubbed monthly. Every month, chairs are to be scrubbed using Gumption and a scourer to remove any accumulated grime.

Beds:

Beds and cot mattresses are to be cleaned with soapy water after each use daily. Fill a container with soapy water and use to soak yellow chux cloths. Squeeze out and wipe down beds with cloth. Fill a second container with water and fresh yellow chux cloths. Squeeze out and wipe away soapy water. Wash all cloths every day.

If soiled, use soapy water to remove the soiled items and place outside in the sun to dry.

Sheets are to be stored in sheet bags so they do not touch each other.

Soiled bedding will be placed in a plastic bag and placed in the soiled items container for collection by the parent. Please follow the soiled clothing procedure.

Floors:

To be swept after meals and mopped after lunch time. The bathroom floor will be mopped at least once a day after lunch and as necessary.

Bins:

Will be cleaned with soapy water once a week. Bin liners will be placed in bin for use each day. All disposable items (paper towels, gloves etc) must be disposed of immediately after use.

Lockers:

Cleaned with soapy water weekly and as required.

All clutter to be removed daily and the tops wiped down.

Every month, lockers are to be scrubbed using Gumption and a scourer to remove any accumulated grim.

Outdoor Areas:

To be tidied and/or swept after each play session, after morning/afternoon teas/ lunch or as often as required.

Cleaning Cloths

Ensure cleaning equipment is cleaned and stored so it can dry between uses. It should be well maintained and designed to reduce dust during use. Appropriate equipment includes mops with detachable heads (to allow for laundering in washing machine using hot water) or cloths that are disposable or can be laundered. Clothes are colour coded for use on tables, floors, art and craft etc. Cloths used in the bathrooms are only used once and then washed. Mops are coded for bathroom, eating area and kitchen area use. Each evening, mop heads are soaked in bleach. Opening staff will hang mop heads to dry.

Cleaning Toys and Equipment

Play equipment: Washing germs down the drain is easier than trying to kill germs with disinfectants. Warm soapy water is used to loosen the germs so that they can be washed away. Babies' toys need to be washed and furniture in rooms wiped with soapy water daily. Should a baby or toddler put a toy into their mouths, it should be removed and washed once the child has finished using it. All other rooms, need to wash their toys on a weekly basis. Once washed and rinsed all toys must be left to drip dry and ideally in the sun. Cushions must always have covers on them and are to be washed weekly. Toys that may be damaged if they were washed, need to be cleaned with soapy water. Stuffed toys and dress up clothes are to be washed weekly. Each room must develop a system to store children's hats separately. Spare hats are to be washed after each use.

Cleaning of the Outdoor Areas

Sheds:

Sheds are to be kept tidy; everything put in its original marked place and locked at night times.

Sandpits:

The sandpit area will be swept every evening at the conclusion of use. The cover will be placed on top of the sand pit overnight to prevent animals contaminating the sand as well as leaves, sticks etc. from entering. The sandpit will be raked free of leaves and debris every morning. The sand will be topped up when required and sand changed annually.

Cleaning Outdoor Yard:

The playground is to be swept daily. Paths are to be regularly swept during the day to remove any sand covering the surface and leaves on pavement areas. The facilities team will blow all playgrounds to remove leave and other debris.

Cleaning of Blood And Other Secretions

REMEMBER: Avoid direct contact with blood and other body fluids by wearing gloves; cover any cuts, abrasions, small open wounds etc. with a Band-Aid; always wash hands after contact with blood.

Spill kits are located in the chemical cupboards which are to be used to clean up blood, vomit or other body fluids. The kit contains: gloves, disposable bucket, bleach, scoop and brush, and paper towel. All items are to be disposed of after use.

Measuring Tools:

- Follow and implement all guidelines provided by:
 1. Gymbusters Early Childhood
 2. Happy Teeth
 3. Staying Healthy
- Staff to complete Cleaning Checklists.
- Workplace Health and Safety Checklist.
- Monthly audit with cleaning company.

Sources & Further Reading:

- National Health and Medical Research Council – Staying Healthy
- Workplace Health and Safety Act 1995
- Gymbusters Early Childhood (Queensland Health) <http://www.health.qld.gov.au/gymbusters/>
- Happy Teeth (Queensland Health) http://www.health.qld.gov.au/oralhealth/promo_programs/happy_teeth.asp
- Education and Care Services National Regulations 2012
- Education and Care Services National Law 2011
- National Quality Standard
- Early Years Learning Framework
- My Time Our Place
- Queensland Kindergarten Learning Guidelines

Links to Other Policies:

- Medical Conditions Policy
- Nappy Changing and Soiled Item Procedure
- Handwashing Procedure
- Toileting Procedure
- Nose Wiping Procedure