



Hygiene & Infection Control Policy

Aim

CSIROCare is committed to protecting its stakeholders through the implementation and monitoring of simple hygiene and infection control strategies.

Rationale

Maintaining an effective level of hygiene is one of the most important and regularly implemented practices in a 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.

Body

- The service promotes hygienic practices and prevents the spread of infections through the following strategies:
 - effective handwashing
 - hygienic cleaning techniques
 - hygienic handling, storage and disposal of body fluids
 - maintenance of a hygienic environment
 - knowledge of infectious diseases and exclusion guidelines
 - having current identifying and excluding sick children and educators
 - promoting immunisation and maintaining records of children's and educators' immunisation.

- CSIROCare has a duty of care to ensure that all persons are provided with a high level of protection during the hours of the service's operation.

Standard precautions

'Standard precautions' are a set of practices that assist in minimising the risk of cross infection and providing a basic level of infection control. The precautions support the assumption that all body fluids are potentially infectious, therefore all persons are treated equitably when implementing hygiene practices to minimise cross infection and to protect everyone. These practices include:

- Hand washing
- hygienic cleaning techniques

- using protective products and equipment, such as gloves
- safe handling and disposal of body fluids
- safe storage of materials that have come into contact with body fluids; and
- maintaining a hygienic environment.

Handwashing

- Handwashing is one of the most effective ways of preventing the spread of infection. The best way to prevent the transmission of disease is to wash and dry your hands thoroughly. It is crucial that all staff, children and families are educated about effective hand washing practices. Hand washing posters can be found at each sink throughout the centre that outline how and when to wash their hands.
- Effective hand washing practises are as follows:
 - Use liquid soap and running water.
 - Wash your hands thoroughly while counting from 1 to 10.
 - Rinse your hands while slowly counting from 1 to 10.
 - Turn off the tap with paper towel.
 - Dry hands well with new paper towel.
- Staff, children and families are encouraged to wash their hands for a minimum of 10 seconds, or as long as it takes to sing happy birthday twice.
- Staff, children and families should wash their hands:
 - On arrival at the centre.
 - Before handling food, including a baby's bottle.
 - Before and after eating.
 - Before and after changing a nappy.
 - After removing gloves.
 - After going to the toilet.
 - After cleaning up bodily fluids.
 - Prior to administering medication.
 - After handling rubbish.
 - After playing outside.
 - Prior to leaving the centre.

It is the family's responsibility to wash their child/ren's hands upon arrival at the service and prior to leaving the service.
- Children develop at various rates; some children are capable of washing their own hands whilst others are not. Educators will be responsible to wash the hands of those children that are not yet able to do so independently and will oversee all other children's handwashing practices. Educators will educate children about effective handwashing procedures by:
 - Role modelling appropriate practice.
 - Encouragement and reminding children when it is necessary to wash their own hands.

- Assisting children who are unable to wash their own hands. Babies hands will be washed with premoistened towlettes.
 - Incorporating handwashing education into the programs.
- If a child or staff member has abrasions or cracked skin, then sorbolene cream and water will be used. The hands will be gently patted dry and extra sorbolene cream will be applied if necessary.
 - In the event that the service does not have running water, premoistened towlettes will be used.

Personal Protective Equipment (PPE)

Use of gloves

- Wearing gloves does not replace the need for handwashing. All staff must wash their hands after wearing gloves. Gloves will be worn:
 - Prior to coming into contact with any bodily fluids.
 - Throughout nappy change procedures.
 - Whilst preparing food.
 - Note: Gloves are changed for each individual child and disposed of immediately after coming into contact with any bodily fluids or contamination.

Safe handling of body fluids or materials in contact with body fluids

- Staff members are expected to wear gloves at all times when dealing with any bodily fluids. Staff are required to wash their hands with warm water and soap after all items that have come into contact with the bodily fluids have been disposed of.

Blood exposure

- Immediately remove injured child from all other children and ensure all other children are adequately supervised.
- Avoid direct contact with blood. When treating a child who is bleeding from their face, ensure you are not at eye level with the child. In the event that another person's blood enters your eyes, rinse the eyes whilst open for 30 seconds. If another person's blood enters your mouth, spit it out and rinse your mouth with warm water.
- Ensure gloves are placed on both hands and apply pressure to the wound. Dress the wound
- Paper towel is placed over blood spills and collect any items that have blood on them. Place all items into a plastic bag, tie the bag up and dispose of it in a rubbish bin.
- Wash your hands thoroughly with soap and warm water.

Faeces, vomit and urine

- Ensure gloves are on both hands. Place paper towel over the spill and carefully place paper towel, the contents and gloves into a plastic bag. Seal the bag and place it in the rubbish bin.
- Put on new gloves and clean the affected area with warm water and detergent.
- Put on new gloves and place clothing or materials that came into contact with bodily fluids inside a bucket to transfer to a sink. Rinse the clothing or material affected and machine wash materials where possible. Disinfect any affected toys or resources and throw away any affected sand or dirt.
- Remove gloves, place in the rubbish bin and wash hands with warm water and soap.

Dealing with nasal discharge

- Prior to wiping any child's nose, staff will wear gloves.

- After the nose has been wiped, staff will place both the tissue and the gloves in a rubbish bin with a lid.
- Staff will then wash their hands with warm water and soap.

Safe storage of materials in contact with body fluids

- Clothing or linen that is soiled with blood or faeces will be placed in a bucket and transferred to the laundry to be rinsed. Clothing will then be placed in a plastic bag, sealed and placed in the bathroom area of the child's playroom until collection that evening. Linen will be washed separately, in a washing machine at the centre.
- Any soiled item that needs to be disposed of, is placed in a plastic bag, sealed and placed in a rubbish bin with a lid. For further information, please refer to the centre's Occupational health and Safety Policy.

Safe washing of all materials

- Any materials that have come into contact with bodily fluids will be rinsed immediately and washed separately in a washing machine on site. Children's clothing will be rinsed and placed in a plastic bag and sealed, until collection by a family member.
- All materials that have been washed are then dried in the centre's dryer in the laundry.
- Staff fold washing once it is dried. Children choose if they would like to assist staff with folding the washing, where appropriate.
- Cleaning cloths are disposed of once a month and new cloths are provided.
- Dress ups are washed weekly and when necessary e.g. If they are soiled they will be washed immediately.
- Cushion covers are washed weekly and when necessary e.g. If they are soiled they will be washed immediately.
- Face washers and bibs are used once and washed.
- Tea towels are washed daily.
- Linen is washed once a week per child and when necessary e.g. (If they are soiled they are washed immediately.
- Soft toys are washed weekly.

Safe disposal of body fluids or materials in contact with body fluids

- All materials that have come into contact with bodily fluids are placed in a plastic bag, that is sealed and placed in a rubbish bin with a lid. The rubbish bins are disposed of every night by the centre's cleaners and are placed in a dump master.
- All gloves, wipes, nappies, tissues and paper towels are disposed of in a rubbish bin with a lid.
- The staff toilet has a sanitary napkin bin where pads and tampons are disposed of.

Maintaining clean and hygienic environments

- Educators in each playroom are responsible for cleaning the playroom if spills or contamination occur throughout the day. There is a spill kit in the laundry and one in the kitchen cupboard that are to be used in the event that there is a bodily fluid spill. This contains:
 - Gloves
 - Paper towel

- Chlorine based disinfectant
- A bucket
- Plastic bags
- Spray bottles
- Each playroom is swept and mopped after lunch time daily.
- Sponges are colour coded to minimise cross contamination in the playrooms and the kitchen.
- Educators are responsible for cleaning the bathroom areas with chlorine based detergents and warm water daily.
- CSIROCare Clayton has a contract cleaner that cleans the entire centre every night.
- The centre cook is responsible to ensure that all cutlery, bowls, plates and cooking utensils are cleaned daily after use, either by hand or in the dishwasher. The centre cook is responsible for cleaning all reachable kitchen surfaces, cupboards, floors and benches. All areas that have contact with food will be washed with detergent and warm water. All other surfaces are washed with a chlorine based detergent.
- Mouthed toys are washed with warm water and detergent immediately. All other toys in Playroom 1 & 2 are washed in warm water and detergent daily and air dried.
- Dummies are washed when necessary e.g. If they fall on the ground, otherwise dummies are washed weekly in warm water and detergent. Dummies are air dried and rinsed.
- Bottles and teats are washed after every use and are sent home for families to sterilize. Bottles containing breast milk are washed separately from bottles containing formula milk.
- Sand in both sandpits is replaced at regular intervals and immediately following known contamination.
- Used children's dress-ups are laundered weekly.
- Children's beds and cot mattresses are cleaned with detergent and warm water when the sheets are changed once a week per child or as necessary if a child soils the bed or cot. If this occurs educators follow these steps:
 - Put on gloves
 - Clean the child
 - Remove your gloves
 - Dress the child
 - Wash and dry the child hands
 - Wash and dry your hands
 - Put on gloves
 - Clean the cot or bed
 - Place soiled linen in a lined, lidded laundry bin
 - Remove baulk of soil/spill with absorbent paper towel
 - Remove any visible soiling by cleaning thoroughly with detergent and water
 - Remove gloves
 - Wash and dry your hands

Protocol for disposal of discarded sharps/syringes

- The outdoor environment is checked every morning to ensure there are no needles in the outdoor play area
- Children and staff are not to touch an unsafely disposed of needles/syringe or sharp objects
- Any person finding a discarded sharp must stand beside it, and send for a staff member and the safe sharps container located in the laundry
- A staff member will place a portable sharps container on the ground next to the needle/syringe
- Do not attempt to recap any needles
- Ensure you have a clear view of the syringe and remove any rubbish near it
- Wearing non-porous gloves and using long handled tongs, the staff member will place the needle/syringe into the sharps container point down, taking care to avoid the sharp end. IF there is more than one needle, ensure to pick up one at a time
- Securely fasten the lid of the sharps container
- Take sealed container to Director

- Remove gloves and wash hands well with soap and water. Dispose of gloves in a sealed bag
- Director to contact Syringe Disposal Help Line 1800 552 355 for sharps disposal – unless required for analysis
- Repetitive incidents of discarded sharps found on property will be referred to police

Meeting children's individual needs

Each child develops at different rates and has individual needs. At CSIROCare we respect the individual needs of each child and endeavour to ensure that common daily procedures, such as toileting, nappy changing and nose wiping are enjoyed and where appropriate used as an educational experience. Please refer to the centres philosophy.

Communication with different stakeholders

Children

- Children are educated about health and hygiene on a regular basis, both incidentally and intentionally, in a developmentally appropriate manner. Children are educated through discussions, books, posters, songs and dramatic play experiences.

Families

- Families have been provided with a copy of this policy and are aware that it is their responsibility to wash their child's hands upon arrival and prior to leaving the centre.
- Families are provided with regular updates regarding health and hygiene practices and any relevant updates to the centre's policy.

Educators

- The service provides each staff member with a copy of this policy.
- Staff are provided with regular updates to health and hygiene practices.
- Staff review this policy annually and contribute to necessary modifications.
- Handwashing posters are displayed at every basin throughout the centre and nappy change procedures are displayed at each nappy change table.
- The service supports staff to minimise the risk of cross- infection by:
 - Supplying both detergent and chlorine based detergent.
 - Supplying disinfectant.
 - Supplying paper towel, plastic bags and gloves.
 - Supplying bins with lids.
 - Supplying sanitary napkin bins.
 - Where possible ensuring they are always with another staff member or in the vicinity of another staff member.
 - Supplying age appropriate resources in regards to health and hygiene for the staff to use with children.
 - Supplying alcohol based hand washed as an extra precaution to be used after

Management/Coordination unit educators

- The centre promotes hygienic practices by providing handwashing posters at each basin and nappy change procedures at each nappy change table.
- Hygiene practices and infection control are regularly discussed at monthly staff meetings, and any relevant modifications are made to the policy.
- The Centre Director provides up to date information from recognised health authorities such as “Staying Healthy in Childcare”.

Experiences

- Staff role model appropriate hygiene and infection control practices at all times, as outlined by this policy.
- Developmentally appropriate experiences are designed to educate children about hygiene and infection control.
- When developmentally appropriate educators will guide or assist children with toileting and handwashing procedures. Where children are too young to effectively achieve this independently, educators will ensure that children’s hands are effectively washed and their nappies are changed. Please refer to the centre’s nappy change procedure.