

D-2 Hygiene

Epping Heights OSHC.

NQS

QA. 1.1.1	Approved learning framework.
QA. 1.1.3	Program learning opportunities.
QA. 2.1	Health.
QA. 2.1.2	Health practices and procedures.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 3.1.2	Upkeep.
QA. 4.2.2	Professional standards.
QA. 5.1.1	Positive educator to child interactions.
QA. 5.2.1	Collaborative learning.
QA. 6.1	Supportive relationships with families.
QA. 6.1.1	Engagement with the service.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities

National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

LO. 1	Children have a strong sense of identity Children develop knowledgeable and confident self-identities
LO. 3	Children have a strong sense of wellbeing Children become strong in their social and emotional wellbeing Children take increasing responsibility for their own health and physical wellbeing
LO. 4	Children are confident and involved learners Children transfer and adapt what they have learned from one context to another
LO. 5	Children are effective communicators

POLICY STATEMENT

We aim to provide a healthy and hygienic environment that will promote the health of the children, staff and parents. All people in the Centre will follow preventative measures in infection control. Staff will ensure that they maintain and model appropriate hygiene practices.

RELATED POLICIES

- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy D-4: Food Safety and Handling
- Epping Heights OSHC Policy D-10: First Aid
- Epping Heights OSHC Policy D-13: Illness and Infectious Diseases
- Epping Heights OSHC Policy D-15: Allergies
- Epping Heights OSHC Policy D-32: COVID-19
- Epping Heights OSHC Policy E-1: Daily Routines

PROCEDURE

Under Regulation 77, the Approved Provider and Nominated Supervisor of an education and care service must implement, and ensure that all Educators of, and volunteers at, the service implement adequate health and hygiene practices. This includes safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service (Centre).

Educators will maintain and model appropriate hygiene practices and encourage children to adopt the same. As part of children taking increasing responsibility for their own health and physical wellbeing, educators should acknowledge children who are modeling good hygiene practices and use these examples to provide opportunities for children who have not developed the same level of awareness.

Informal education in proper hygiene practices will be conducted on a regular basis, individually or through group conversations, planned experiences, inclusion in service routines and reminders. Health and hygiene practices will be highlighted to parents, and where appropriate, information sheets or posters will be used by Educators to support these practices.

Educators will aim to provide a non-judgmental approach to differences in hygiene practices and standards between families in order to support children's developing sense of identity. Where practices differ to standards expected within the Centre, Educators will remind children that these are practices to be followed in the Centre, but they may be different for them at home.

All kitchen facilities should have access to a sink with running hot and cold water.

Soap and paper towel will be available in the kitchen area.

Staff will be responsible for monitoring the kitchen and bathroom areas for availability of soap and paper towel to ensure they do not run out.

Toilets, hand basins and kitchen facilities will be cleaned and disinfected regularly. It is the responsibility of staff to ensure the cleaning of the kitchen and bathroom is carried out regularly and the responsibility of the school to ensure the cleaning of the school toilets is completed during term time.

Hand washing should be practised by staff and children before preparing or eating food and after all dirty tasks such as toileting, cleaning up any items, wiping a nose, before and after administering first aid, playing outside or handling an animal.

Staff should maintain and model appropriate behaviour and encourage the children to adopt hygiene practices.

All staff must wear disposable gloves when in contact with blood, open sores or other bodily substance, clothes contaminated with bodily fluids or cleaning up a contaminated area. Staff must wash hands with soap and water after removing the gloves (see Illness and Infectious Diseases Policy and HIV/AIDS/Hep B or C Policy)

Staff with cuts, open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely.

All food preparation surfaces will be cleaned with appropriate cleaner at the beginning of each shift.

All contaminated surfaces will be cleaned.

All toys should be washed and cleaned on a regular basis.

All material items such as towels, dress ups and cushion covers will be laundered regularly.

Children should not share hats.

Each child will be provided with their own drinking and eating facilities (see Food Safety and Handling policy)

Children will be reminded not to share drinks, utensils or use items that have been dropped on the floor. This could be achieved through verbal reminders and posters.

All cups, plates and utensils will be washed in hot, soapy water and rinsed in water above 77 °C to ensure they are sanitised appropriately.

All rubbish or left over food is to be disposed of promptly.

Lids must remain on general waste bins and should be emptied daily.

Bins will be cleaned regularly.

Toileting

Ample clean toileting facilities are always available to children at the service in centre and on excursions.

All toilet facilities should have access to a basin or sink with running water and be easily accessible to children.

All toilet facilities will have soap and paper towel or air-dryers for washing and drying hands and be easily accessible to children.

Women and girls will have access to proper feminine hygiene disposal.

It is assumed that all enrolled children can toilet themselves and OSHC staff should not need to assist children with regular toilet routines.

If any child has medical/developmental needs that results in toileting issues, parents/guardians must inform the service on enrolment or if/when the issue arises, and a toileting management plan will be put in place for the child.

Should a child have a toileting accident at OSHC:

In all situations where a child has had a toileting accident (urine or faeces), parents should be notified by phone immediately and it is requested that the child is collected as soon as possible.

URINE: The child will be assisted in a discrete, sensitive and respectful manner and taken to the toilets. An educator will assist the child with the provision of a change of clothes as well as a plastic bag for any soiled items and will help in the form of verbal instructions from outside the door if needed, to allow the child privacy to change. Educators reserve the right not to physically assist any child with changing or toileting. If the child does require physical help/assistance with changing educators may assist:

- If there is more than one willing and able educator on duty available to assist without adversely impacting staff to child ratios. (2 educators must assist a child in a situation where a child is getting changed and needs to be physically assisted.)
- If they are wearing applicable personal protective clothing such as gloves and disposable apron.

Changes of clothes offered to families should be washed and returned to the centre, underwear cannot be returned.

FAECES: The child will be assisted in a discrete, sensitive and respectful manner and taken to the toilets. Parents will be contacted immediately to collect their child and asked to attend the Centre as soon as possible to manage the situation. If a parent cannot attend the centre within a reasonable timeframe (what is considered a reasonable timeframe will be assessed and concluded by the responsible person on duty considering all circumstances surrounding the incident) an educator will assist the child with the provision of a change of clothes as well as a plastic bag for any soiled items and will help in the form of verbal instructions from outside the door if needed, to allow the child privacy to change. Educators reserve the right not to

physically assist any child with changing or toileting. If the child does require physical help/assistance with changing educators may assist:

- If there is more than one willing and able educator on duty available to assist without adversely impacting staff to child ratios. (2 educators must assist a child in a situation where a child is getting changed and needs to be physically assisted.)
- If they are wearing applicable personal protective clothing such as gloves, a mask and disposable apron.

Changes of clothes offered to families should be washed and returned to the centre, underwear cannot be returned.

EHOSHC educators are not permitted to clean up or handle any faeces contamination and professional cleaners will be contacted to do this cleaning. Photographs of any faeces contaminated areas should be taken by the educators on duty. Parents will be invoiced for the cost of this cleaning service. Parents/Caregivers/Children are not permitted to clean faeces contaminated areas such as floors, sinks, toilet seats, walls etc.

The school should be contacted that there is a faeces contamination and appropriate alternative toilet arrangements should be made.

Centre Closure Response Plan

Due to any serious circumstances that render the service unable to operate (serious disease outbreak, natural disaster or damage), the service has in place a Centre closure response plan (created March 2020). Referral to these plans is recommended in such events.

Any decision for the service to close and to initiate the Centre Closure Response Plan will be made in alignment with current service policies and official recommendations through Management Committee/Director consultation. The Centre Closure Response Plan is not absolute and may be altered to suit and accommodate specific circumstances in relation to the closure and should be adjusted accordingly.

SOURCES

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia

- NSW Public Health Act 2010
- NSW Department of Health Guidelines
- Food Standards Australia New Zealand
- Nhmrc.gov.au – Staying healthy. Preventing infectious diseases

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