

HYGIENE GUIDELINES



Kindergarten Programs

1. Purpose and Intent

The City of Casey is committed to ensuring all children attending a City of Casey managed kindergarten service are provided with a safe and secure environment that supports their health and wellbeing and adheres to National Regulations. This guideline outlines the responsibilities of the service when using good hygiene practices to minimise the risk of infection or illness.

2. Scope

This guideline will apply to the Approved Provider, Nominated Supervisor, Responsible Person in Day-to-Day Charge, educators, staff, students on placement, volunteers, parents, children and others attending the programs, activities and services managed by the City of Casey.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge, and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.

4. Background

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the most effective methods of infection control are:

- Effective hand washing.
- Exclusion of children, staff and visitors with infectious illnesses.
- Immunisation.
- Cough etiquette.
- Appropriate use of gloves.
- Effective cleaning of the service environment.

The NHMRC suggests that if these strategies are not implemented, all other procedures described in the service's Hygiene Guidelines will have reduced effectiveness in preventing the spread of infection and illness.

5. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	• Providing strong leadership that supports a culture of child safety in the everyday practice of City of Casey employees. • Ensure all educators are provided with a copy of these guidelines and have a clear understanding of the procedures and practices. • Educators at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food (Regulation 77(1)). • Implementing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in these guidelines are followed. • Ensuring the service has arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering (Regulation 106(1)). • Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, are always available. • Ensuring the premises, furniture and equipment are safe, clean and in good repair.
Educators and Teachers	• Ensuring the Approved Provider is informed of any issues that impact on the implementation of these guidelines. • Modeling a high level of personal hygiene skills. • Promoting correct hand washing and hygiene practices. • Displaying hand washing procedures at each hand wash location throughout the service. • Encouraging effective hygiene practices and basic rules of handwashing for both children and adults. • Ensuring gloves are worn when cleaning (disposable gloves or general-purpose gloves that can be washed and dried). • Developing effective hygienic systems for cleaning, such as using colour-coded sponges/cloths and ensuring sponges are cleaned, rinsed, stored separately, and replaced regularly. • Ensuring chemicals and cleaning agents are non-toxic, stored out of reach of children and recorded on Safety Data Record Sheet.

	- Ensuring the service is maintained in a clean and hygienic manner throughout the day. - Ensuring daily inspections are conducted of the outdoor areas, in particular sand and soft-fall areas, to ensure they are maintained in a safe and hygienic manner. - Covering the sandpit (where a cover is provided at the service) when not in use to prevent contamination. - Emptying water containers, such as water trays, each day (refer also to Water Safety Guidelines). - Disposing of any dead animals/insects found on the premises in an appropriate manner. - Washing equipment regularly according to manufacturer's instructions to reduce the spread of disease. - Develop an appropriate cleaning and sanitising routine for washable toys and equipment. - Removing contaminated toys and placing in the 'toys-to-be-cleaned' box. - Washing and disinfecting cushion covers, and linen as required. - Storing and using items such as sunhats, in such a way that will prevent cross-contamination. - Cleaning toilets/sinks as required during the kindergarten session and using separate cleaning cloths/sponges used for each task. - Ensuring that the service follows adequate health and hygiene practices, and safe practices for preparing, handling and storing food to minimise risks to children (Regulation 77(2)) in accordance with the Nutrition and Food Safety Guidelines. Children's contact with each other - Actively encouraging parents to keep children who are unwell at home to prevent the spread of infection to other children and educators. - Ensuring children not to share items related to personal care. - Encouraging children to dispose of used tissues hygienically. - Teaching children not to touch one another if they are cut or bleeding. - Teaching children only touch the food they are going to eat, and not to eat food or use utensils which have been dropped on the floor. - Encouraging children to follow personal hygiene practices through modelling, education and discussion. Safe handling of spills and bodily fluids - Ensuring disposable gloves are worn when dealing with open wounds or other body fluids and disposed of in a sealed container or plastic bag. - Avoiding direct contact with blood or other fluids. - Ensuring they are not at eye level when cleaning/treating a child's face that has blood on it. - Promptly remove blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures. - Covering any cuts/abrasions on their own hands with waterproof dressing.
Parents/Families and service	Keeping children home who are unwell or have an infectious disease that requires their exclusion from the service.

users	• Informing the service if their child has an infectious disease. • Supporting these guidelines by complying with the hygiene practices when attending the service or when assisting with a service program or activity. • Encouraging their child to develop and follow effective hygiene practices, including hand washing on arrival at the service.
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6. Cleaning and Environment

The City of Casey is committed to protecting people from disease and illness by minimising the potential for infection by:

- Implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff and any other persons in attendance at the service.
- Fulfilling the service's duty of care requirement under the Occupational Health and Safety Act 2004, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 and ensuring that those involved with the service are protected from harm.
- Ensuring educators, staff, volunteers, children and families adhere to the Hygiene Guidelines to maintain a safe environment for all users.

7. Disposal of sharps and syringes

Prior to the commencement of play outdoors, or other areas where there is a potential of syringes/sharps being located, educators will assess their work area to establish that the area is free from syringes/sharps. If a syringe is found within the workplace, or a needle stick injury occurs, follow the procedure outlined in *Attachment 2 – Management and Disposal of Sharps and Syringes*.

8. Associated documents and attachments

This guideline should be read in conjunction with guidelines for:

- Nappy Change and Toileting guidelines
- Medication guidelines
- Dealing with Medical Conditions guidelines
- Incident, Injury, Trauma and Illness guidelines
- Child Safe Environment guidelines
- Attachment 1 – Hand Washing Procedure.
- Attachment 2 – Management and Disposal of Sharps and Syringes.

9. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010.
- Education and Care Services National Regulations 2011: Regulations 77, 106, 109, 112,168.
- Food Act 1990.
- National Quality Standard, Quality Area 2: Children's Health and Safety.
- Occupational Health and Safety Act 2008.
- Public Health and Wellbeing Act 2008.

10. Statement of Commitment to Child Safety

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance of child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

11. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

Reviewed by:	CYF Policy Officer in consultation with the Kindergarten Leadership Team and the Head of Early Years and Partnerships		
Approved by:	Director – Community Life		
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12. Document History

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