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		EASTWOOD HEIGHTS OOSH POLICY		
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Written By Nominated Supervisor	Reviewed By EHOOSH Management committee	Approved By EHOOSH Management committee	Supersedes Version 1	Effective Date October 2020

Eastwood Heights OOSH

Hygiene and Infection Control Policy



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1.2		
2.0		

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1. POLICY STATEMENT

Eastwood Heights OOSH will maintain a healthy and hygienic environment that promotes the health of those using our Service. Educators will ensure that they maintain and model current best practice hygiene procedures as advised by NSW health authorities and Staying Healthy in Childhood, edition 5. Educators will engage children in experiences, conversations, routines and responsibilities that promote children's understanding of the importance of hygiene for the well-being of themselves and others.

2. PROCEDURES

The Service will prevent the spread of infections through the following strategies:

- Identifying and excluding sick children and educators as per the Illness and Infectious diseases policy
- Knowledge of infectious diseases and exclusion guidelines
- Following guidelines set by NSW Health
- Maintenance of a hygienic environment
- Effective hand washing practices
- Wearing of gloves when required
- Clear food handling guidelines
- Hygienic handling and disposal of bodily fluids
- Sharing and role modelling hygiene routines and information with families and children for continued and reinforced personal health and hygiene

2.1. Education and role modelling


Educators will maintain and model appropriate hygiene practices and encourage the children to adopt the same.

Informal education in proper hygiene practices will be conducted on a regular basis, either individually or as a group through 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 such.

Educators will aim to provide a non-judgmental approach to differences in hygiene practices and standards between families to support children's developing sense of identity. Where practices differ to standards expected in the Service, educators will remind children that practices to be followed at the Service may be different from those that apply at home.

2.2. Effective hand washing and use of gloves

Hand washing will be performed by all educators and children upon entering the Service, before preparing or eating food, and after all potentially dirty tasks such as toileting, cleaning up, wiping a nose, before and after administering first aid, playing outside or handling an animal.

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All educators must wear disposable medical gloves when in contact with blood, open sores or other bodily substances (or clothes contaminated with bodily fluids) or when cleaning up a contaminated area. Educators must wash hands with soap and water after removing the gloves.

Educators with cuts, open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves for all tasks.


Gloves must be removed, discarded and replaced after coughing, sneezing, using a handkerchief, eating, drinking, or touching the hair, scalp or body. Used gloves should be disposed of safely. Refer to the Hand Washing and Gloves Policy.

2.3. Hygienic cleaning techniques and maintenance of environment

The Service will be cleaned daily and rosters maintained as evidence of the cleaning tasks allocated. On a daily basis all hard floors will be swept and mopped and the carpet will be vacuumed.

Additional hygienic maintenance of the premises and surrounding areas includes:

- Staff will check the toilets before every session in the morning and afternoon to ensure they are clean (any concerns will be reported to the school).
- Women and girls will have access to proper feminine hygiene disposal.
- All kitchen areas and toilet facilities and will contain a basin or sink with running cold water, soap and paper towels for drying hands
- Before and after food preparation the kitchen, the Canteen and all food preparation and serving surfaces including tables used to serve and eat from will be thoroughly cleaned. Surfaces will be cleaned with detergent in soapy water. Surfaces will be dried with a paper towel before sanitiser is applied. The Sanitiser will be left to air dry.
- Staff will use opportunities as they arise for general cleaning, such as dusting shelves and window sills and tidying craft and toy cupboards.
- Wherever possible the use of chemicals is discouraged.
- All cooking and eating utensils will be washed in hot soapy water or in the dishwasher at no less than 70°C. All cooking and eating utensils will be air dried where possible.
- All rubbish and leftover food will be disposed of daily.
- Lids must remain on the bins at all times. Bins will be cleaned and sanitised daily.
- Toys will be washed, cleaned and disinfected on a regular basis with material items such as dress ups and cushion covers laundered at least every quarter (or more often, as required).
- Children will not share hats. EHOOSH spare hats will be washed after each wear.
- Each child will be provided with clean drinking and eating equipment.
- Children will be reminded not to share drinks, utensils or use items that have been dropped on the floor.

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2.4. Clear food handling guidelines

Food handling guidelines are covered at length in the Food Handling Policy. The Service will regularly review and evaluate its food handling practices in line with current best practice guidelines from recognised authorities. Food handling policies and procedures will be embedded in daily practice.

2.5. Knowledge of infectious diseases and exclusion guidelines

Guidelines about infectious diseases and exclusions are covered at length in the Illness and Infectious Diseases Policy.

2.6. Hygienic handling and disposal of bodily fluids

As stated above, all staff dealing with open sores, cuts and bodily fluids on any child or adult shall wear disposable medical gloves. Staff with cuts, open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Disposable gloves will be properly discarded after use and staff are to wash their hands after doing so.

If a child has an open wound it should be covered securely with a waterproof dressing. Where bodily fluids or blood comes into contact with skin that is not cut or punctured, the skin should be washed with hot soapy water.


In the event of:

- exposure through cuts or chapped skin – promptly wash away the fluid, encourage bleeding and wash in cold or tepid soapy water
- exposure to the mouth – promptly spit the substance out and rinse mouth with water several times
- exposure to the eyes – promptly rinse eyes gently with cold or tepid tap water or saline solution
- having to perform CPR – disposable sterile mouth masks are to be used (or if unavailable, a piece of cloth). First aid kits will be stocked with masks at all times.

Any exposure should be reported to the Nominated Supervisor to ensure proper follow-up procedures occur.


Note that hot water may coagulate the blood and protect any virus from the soap or disinfectant. It is best to use cold or tepid water temperatures in all wound cleaning processes.

Any soiled clothing should be handled using disposable gloves. Clothing will be double bagged in plastic and placed outside for the parents to take home. Any blood or bodily fluid spills will be cleaned up immediately (using gloves) and the area fully disinfected. Cloths used in cleaning will be wrapped in plastic bags and properly disposed of according to current infection control guidelines.

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2.7. Roles and Responsibilities

Roles	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> ➤ Ensure that the Nominated Supervisor, educators, and volunteers are aware of the need to implement health, hygiene practices and safe food handling and storage practices in order to minimise risks for the children in the education and care service ➤ ➤ Ensure procedures that prevent the spread of infectious diseases are designed to be implemented by educators and volunteers
Nominated Supervisor	<ul style="list-style-type: none"> ➤ Ensure that educators and volunteers implement health, hygiene practices and safe food handling and storage practices in order to minimise risks for the children in the education and care service. ➤ Ensure that in the event of an infectious disease being identified within the children, families or educators in the service, steps are taken to prevent the spread of the infectious disease and that parents and emergency contact details are notified about the occurrence of an infectious disease as soon as possible. ➤ Introduce cleaning systems that prevent contamination and cross infection. ➤ Ensure that new educators, casual educators and volunteers are informed about the strategies and procedures implemented by the education and care service to keep themselves and the children protected. ➤ Prioritise training and professional development for educators regarding current hygiene and infection control practices.
Responsible Person in charge	<ul style="list-style-type: none"> ➤ Monitor educators and children's health and wellbeing while they are at the education and care service
Educators and support staff	<ul style="list-style-type: none"> ➤ Engage in training, research and professional development about current hygiene and infection control practices ➤ Educators will role model correct hand washing techniques and give verbal reminders to children when washing hands ➤ Be responsible for routine cleaning of the education and care service. This will include sweeping and mopping floors after meal and activity times, wiping tables with soapy water before and after meals, sanitising toys and equipment after use; and particularly after children have mouthed toys. The sandpits will be raked daily, covered each night and the sand cleaned frequently ➤ Effectively manage bodily fluid spills and accidents.
Families	<ul style="list-style-type: none"> ➤ Notify the service if their child is ill or infected ➤ Follow policies and procedures before sending their child/children back to the service

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3. REFERENCES

3.1. Statutory authority

- Education and Care Services National Law Act 2010 (Regulation 77)
- National Quality Standard (Standard 2.1.3)
- National Food Standards Code (FSANZ), Food Standards Australia New Zealand (<http://www.foodstandards.gov.au/Pages/default.aspx>)
- Staying Healthy; Preventing infectious diseases in early childhood education and care services 5th edition 2015
- Food Act 2003 (NSW)
- Food Regulation 2015

3.2. Service policies

- Food Handling Policy
- Hand Washing and Gloves Policy
- Illness and Infectious Diseases Policy
- Immunisation Policy

3.3. National frameworks

- Framework for School Age Care in Australia, “My Time, Our Place” (Outcome 3.2), http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf