

POLICY: 4.1 HYGIENE AND INFECTION CONTROL POLICY

Procedure: 4.1 Maintaining a Hygienic and Clean Environment

The Service, Educator's residence and/or venue, and all equipment and furnishing used in providing the education and care service, will be maintained in a safe, clean and hygienic condition and in good repair at all times.

4.1.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **4.1 Hygiene and Infection Control Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators and Administrative Staff members) Educators, Educator Assistants and parents to implement the policy. The procedure covers:

[4.1.2 Cleaning Products](#)

[4.1.3 What and When to Clean Different Surfaces](#)

[4.1.4 Special considerations for cleaning](#)

Educators are responsible for the routine cleaning of the areas used by children. This will include sweeping and mopping floors after meals and activity times when required, wiping tables before and after meals, sanitising toys and equipment regularly; and particularly after children have put toys in their mouth. Sandpits will be checked before use, covered each night and the sand cleaned frequently. The Nominated Supervisor and Coordinators are responsible for monitoring and supporting Educators through home visits, professional learning and the annual re-registration process to maintain a hygienic and clean environment.

4.1.2 Cleaning Products

Where any detergent is used for cleaning while providing education and care Educators will keep an original labelled bottle on site and a label on spray bottle. The Poison information number will be displayed and in their mobile phone to ensure Educators are able to find the number quickly in case of a poison-related incident. **Poisons Information Line – call 131126.**

Educators will:

- routinely clean all surfaces with detergent and water, followed by rinsing and drying.
 - o This is the most useful method for removing germs from surfaces. Scrubbing the surface physically reduces the number of germs on the surface.
 - o Warm water is preferred but cold water can be used with extra scrubbing. Drying in sunlight is recommended.

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- A spray bottle made up with detergent and warm water is a sufficient way to clean surfaces.
 - The spray bottle must be clearly labelled with the type of detergent.
 - Ensure the squirt bottle of detergent is made up fresh daily to reduce the chance of germs being spread in the bottle.
 - If using a spray bottle, ensure there is a sufficient stream of water to dislodge germs and children do not come in contact with a fine mist being sprayed.
 - Keep the spray bottle out of reach of children.
- only use disinfectants on a surface that has already been cleaned with detergent and water, or is known to have been contaminated with potentially infectious material, e.g. blood or body substances.

PLEASE NOTE: Most germs do not survive for long on clean surfaces when exposed to air and light, and routine cleaning should be enough to reduce germ numbers. Disinfectants will not kill germs if the surface has not been cleaned first. It is more important to make sure that all surfaces have been cleaned with detergent and warm water than to use a disinfectant.

4.1.3 What and When to Clean Different Surfaces

Surface or Area	Wash Daily (plus, when visibly dirty)	Wash Weekly (plus, when visibly dirty)
Bathrooms/Toilets – wash tap handles, toilet seats, toilet handles and door knobs. Check the bathroom during the day and clean if visibly dirty	✓	
Toys and objects put in the mouth	✓	
Surfaces that children have frequent contact with (e.g. bench tops, taps cots and tables)	✓	
Beds stretchers linen and mattress covers (if children do not use the same mattress cover every day)	✓	
Door knobs	✓	
Floors	✓	
Sand pits - sandpits will be checked daily, covered each night and the sand cleaned frequently	✓	
Low shelves		✓
Other surfaces not often touched by children		✓

4.1.4 Special Considerations for Cleaning

Educators will

- clean carpets and mats are vacuumed, and steam cleaned regularly.
- wash curtains regularly or when visibly dirty.
- have removable cushion covers and wash regularly and when visibly dirty.
- have appropriate equipment including mops with detachable heads (to allow for laundering in a washing machine using hot water) or cloths that are disposable or can be laundered.
- ensure dummies and bottles are NOT shared and are stored in individual containers (labelled if necessary) and cleaned using warm soapy water, rinsed and air dried
- toys are cleaned at least monthly or more often if required
- clean of cots, highchairs, benches, seats, tables and other surfaces that are used frequently with warm soapy water and every time a new child uses this equipment.
- wash all utensils used in hot soapy water or a dishwasher.
- ensure their residence (outdoors and indoors) is free of vermin
- ensure that all tissues and disposable nappies are disposed of immediately after use in a bin out of reach of children
- use suitable container with a lid for waste disposal. This is emptied daily or if it is full.
- use disposable cloths for cleaning up bodily fluids including blood and ALWAYS use personal protection equipment (gloves)
- ensure the environment including the bathroom and outdoor spaces is free from mould and mildew.
- check all equipment and ensure it is clean and kept in good repair with no rust, splinters, spiders or sharp bits.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	12/2020	Reviewed and separated from Policy

Related Documents

Policies

4.1 Hygiene and Infection Control Policy

References

Refer to 4.1 Hygiene and Infection Control Policy

Australian Government National Health and Medical Research Council (2013). Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition), retrieved from <https://www.nhmrc.gov.au/guidelines-publications/ch55>