

4.1 Hygiene and Infection Control Policy

1. Purpose

My Place Family Day Care recognises hygiene is an important aspect of general health and wellbeing of children. Maintaining an effective level of hygiene is one of the most important and regularly implemented practices of the Service. Effective hygiene strategies and practices assist our Service 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. The Service's practices will 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.

2. Scope

This policy applies to Service staff, Educators, parents and children.

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: this does not include a parent who is prohibited by a court order from having contact with the child**

Educator: A suitably qualified person who is registered with the Service.

4. Policy

My Place Family Day Care strives to remove immediate and/or serious risks to the health of children from possible cross-infections by adopting appropriate procedures for dealing with infectious diseases, whilst also respecting the right to privacy of individuals. A high standard of hygiene is necessary to avoid infectious diseases being spread through person to person contact and through contact with contaminated surfaces.

My Place Family Day Care prioritises the safety and wellbeing of Service staff, Educators, families and children. The following effective hygiene practices will be implemented to minimise the risk infection spreading:

- maintenance of a hygienic environment;
- hygienic cleaning techniques;
- handling, storage and disposal of body fluids;
- effective hand washing;
- nappy and toileting processes;
- knowledge of infectious diseases and exclusion guidelines;
- identifying and excluding sick children and staff; and
- promoting and maintaining records of children's and staff immunisation.

4.1 Maintaining a Clean and Hygienic Environment

Staff and Educators recognise that cleaning is an important part of reducing contamination and infection control.

Educators employ processes for the cleaning of the physical environment, equipment, toys and resources used by children.

4.2 Personal Hygiene and Protection

Staff and Educators use appropriate personal protection equipment to protect themselves and children.

Staff and Educators will model personal hygiene practices.

4.2.1 Managing Bodily Fluids

The Service promotes the management and safe disposal of body fluids: vomit, urine, faeces and nasal discharge to reduce the potential risk to children, Educators and families. Staff and Educators will implement person protective behaviours, safe cleaning practices and disposal of bodily fluids in a safe manner.

4.2.1 Hand Washing

The Service recognises that infectious diseases can be spread by a person who has no symptoms of sickness. Washing and drying of hands thoroughly is one of the best ways of preventing the spread of infection and infectious diseases as it loosens, dilutes and flushes off germs and contaminated matter.

Staff and Educators will implement the universal hand washing and hygiene techniques.

Educators will ensure there are effective routines in place with children to promote handwashing.

4.2.2 Dental Care

The Service is committed to encouraging the promotion of dental health and hygiene.

Educators will promote dental care as part of the Educational Program and Practice.

4.3 Nappy Changing and Toileting

The Service recognises that faeces, urine or other body fluids spread many diseases. Staff, Educators and children in education and care services are at approximately twice the usual risk of diarrhoeal infections and increased risk of hepatitis A, due to changing and handling of soiled nappies and assisting with toileting routines. Efficient changing and disposal of soiled nappies and safe toileting and toilet training methods significantly reduces the risk and the spread of diseases transmitted by faeces and body fluids.

Educators will minimise the spread and risk of infectious diseases between children and Educators by ensuring nappy changing, and toileting is conducted with safe hygienic practices.

4.4. Bathing

The Service recognises that from time to time, it may be necessary for an Educator to bath a child in care. This may be necessary in some care situations, such as overnight care, or for various reasons, such as hot weather or a heavily soiled nappy or after messy play.

Before bathing a child, Educators will discuss with parents the child's independent skills, level of supervision required and language used.

Educators will never leave water in a bath after use.

Educators will supervise any under school aged child at all times.

4.5 Exclusion

The Service recognises excluding sick children from care is an important way of preventing the introduction or re-introduction of infection to other families in care.

The National Health and Medical Research Council list of "Recommended minimum exclusion periods for infectious conditions for schools, preschools and child care centres" from Staying Healthy in Childcare 5th Edition are based on the time the person may be infectious to others.

Recommended non-exclusion means there is not a significant risk of infection to others but a child who is in the “not excluded” category may still need to stay at home because they do not feel well.

4.6 Immunisation

Immunisation status will be sighted by a Co-ordination unit staff member at the time of enrolment.

Parents who have a child that has not been immunised will be advised that they may be excluded from care depending on the advice from the relevant authority.

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 04	11/2019	Reviewed
Revision 05	01/2021	Reviewed

6. Related Documents

Policies

- 2.2 Child Protection Policy
- 3.1 Educational Program and Practice Policy

Procedures

- 3.1 Educational Program and Practice Procedure
- 4.1 Maintaining a Hygienic and Clean Environment Procedure
- 4.2 Managing Infectious Diseases
- 4.3 Personal Hygiene Procedure
- 4.4 Management of Bodily Fluids Procedure
- 4.5 Handwashing Procedure
- 4.6 Nappy Changing Procedure
- 4.7 Toileting Procedure
- 4.8 Dental Care Procedure
- 4.9 Bathing Procedure
- 4.10 Exclusion Procedure

4.11 Immunisation Procedures

Forms

Enrolment Form
Child Enrolment
Home Safety Checklist
Pet Risk Management

Other Documents

Universal Precautions Poster
How to Wash Hands Poster
Nappy Change Procedure Poster

References

Australian Government The Department of Health, Infection Control in Child Care Settings - <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cda-pubs-cdi-1997-cdi2122-cdi2122a.htm>

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/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services#block-views-block-file-attachments-content-block-1>

Bath Safety – Babies and Children: <https://raisingchildren.net.au/babies/safety/bath-water-safety/bath-safety>

Queensland Department of Health, Immunisation Schedule QLD – retrieved 20/10/19: <https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/schedule>

Dental Care For Toddlers: <https://raisingchildren.net.au/toddlers/health-daily-care/dental-care/dental-care-toddlers>

ACECQA, Guide to National Quality Framework February 2018, National Quality Standard, Quality Area 2 Children’s health and safety, Standard 2.1 Health: each child’s health and physical activity is supported and promoted, 2.2.1 Wellbeing and comfort: Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.

2.1.2 Effective illness and injury management and hygiene practices are promoted and implement.

Standard 2.2 Safety – Each child is protected, 2.2.1 Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Education and Care Services National Regulations 2011

R.77 Health, hygiene and safe food practices

R. 88 Infectious diseases

R.106 Laundry and hygiene facilities

R.109 Toilet and Hygiene

R.162 Health information to be kept in enrolment record

R.162: Health information to be kept in enrolment record

R.168: (2) a) Education and care service must have policies and procedures

R.174: Prescribed information to be notified to the Regulatory Authority