



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE HEALTH AND HYGIENE POLICY

POLICY STATEMENT

At Liwara's OSHC we aim to promote healthy environments in which children will grow and learn about the world around them. The services are committed to protecting its stakeholders through the implementation and monitoring of simple hygiene and infection control strategies. The application of preventative measures through an infection control process aims to prevent the spread of infections and will be followed by all people in the education and care services at all times.

RATIONALE

At Liwara's OSHC we understand we have a duty of care to ensure that all persons are provided with a healthy environment in which to play and work during the hours of the services' operation. To this end all educators will be fully informed about their responsibilities to implement and adhere to the service's health policies and procedures.

All children have the right to develop to their full potential in an environment which provides for their health and wellbeing. Effective hygiene strategies and practices assist services to protect all persons from, and minimise the potential risk of, disease and illness. Experiences that promote basic hygiene awareness assist children to become competent and independent, and develop valuable life skills.

PROCEDURES

Hygiene

All educators are required to observe and maintain high standards of hygiene in the provision of the education and care service.

Educator's role model personal hygiene and discuss hygiene practices with children.

Hand washing is considered to be the most effective way of controlling infection in the service. Educators and children should wash their hands:

- When arriving at the service to reduce the introduction of germs.
- Before all clean tasks e.g. handling and preparing food and eating.
- After all dirty tasks e.g. nappy changing, toileting, cleaning up faeces, vomit or blood, wiping a nose, playing outside, handling animals.
- Before going home to prevent taking germs home.

Notices which clearly explain effective hand washing procedures will be displayed next to hand washing basins.

The services have access to laundry facilities that are adequate and appropriate for the needs of the service and are located and maintained in a way that prevents unsupervised access by children.

Soiled laundry will be hygienically stored in a sealed container in an area inaccessible to children, until such a time as it is laundered or removed from the premises. Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

Educators will wear gloves when handling soiled linen and will follow recommended procedures for washing soiled linen.

Educators will use separate cloths or tissues to wipe different children's faces and noses. Tissues will be disposed of immediately after wiping a child's nose.

Educators will use colour coded sponges for cleaning different areas.

The services will use detergent and warm water to clean except where the public health authority recommends a particular disinfectant for an outbreak of an infectious disease. Educators will sanitise:

- Eating and drinking utensils, including cutlery, crockery, cups and glasses;

- Surfaces that will come into contact with food and are likely to contaminate it, including cutting boards, mixing bowls, storage containers, thermometers, bench surfaces and similar equipment.

Toileting

The services will ensure that developmentally and age appropriate toilets, hand washing facilities and products are easily accessible to children. Children will be encouraged to flush toilets and wash their hands after use.

Incontinent children will never be embarrassed by educators in regard to toileting habits. Educators will discourage any negatives from families within a child's hearing.

Cleanliness of toys and equipment

Toys, equipment and dress up clothes will be washed regularly in warm water and detergent. Toys will be sanitised after cleaning and one criteria for selecting new toys will be their ease to clean.

Surfaces will be cleaned with detergent after each activity and all surfaces cleaned thoroughly daily. Areas contaminated with body fluids will be washed with detergent and warm water and then disinfected.

Each child will be provided with their own drinking and eating utensils at each mealtime. These utensils will be washed in detergent after each use and then sanitised. Educators will encourage children not to use drinking or eating utensils which have been used by another child or dropped on the floor.

Educators will ensure that children do not eat food that has been dropped on the floor or has been handled by another child, except where that child has followed hygiene procedures and been involved in the preparation of the food (mainly in OSHC).

The rules of hygiene will be included in the child's program and staff will initiate discussion about these subjects with groups and individual children at appropriate times.

Any animal's kept at Liwara OSHC will be kept in an area that is separate and apart from any area used by children and will be maintained in a clean and healthy condition. Children will be supervised by an adult during contact with animals and discouraged from putting their faces close to animals. Children will wash and dry their hands after touching animals.

Head Lice

Educators will examine the heads of children who scratch their heads a lot to look for eggs (nits) or lice near the scalp.

If live head lice are evident then families will be contacted and asked to collect their child and to keep them away from the service until the day after appropriate treatment has been started, and all lice are removed.

Exclusion is not necessary if effective treatment is administered before the child's next attendance at the service. A few remaining eggs are not a reason for continued exclusion. However, the family must continue treatment, usually over the following ten days, until all eggs and hatchlings have been removed.

When an incident of head lice occurs at the service, a notice will be displayed and/or an email will be used to advise parents to check their children. A letter will be given to parents advising how to check hair effectively using hair conditioner. It is recommended that children with long hair have their hair tied back to reduce the chance of transmission.

All educators will have access to information on detecting head lice.

Educators with long hair will be required to wear their hair tied up whilst they are at the service. This will help to prevent them from becoming infected in the event of an outbreak.

Where an educator becomes infected with eggs or lice they will be required to commence treatment on their hair that evening.

If the child's family supplies a hair brush or comb for their child to use at the service, this must be kept in the child's bag to prevent use by other children.

Cleaning up spills of blood and other body fluids

It is considered that the best way to prevent cross contamination in the event of any virus is to follow standard hygiene precautions at all times. The precautions support the assumption that all body fluids are potentially infectious, therefore all persons are treated equitably when implementing hygiene practices to minimise cross infection and to protect everyone. Educators will follow recommended guidelines for dealing with spills of blood, faeces, vomit, urine, nasal discharge and other body fluids as explained in ***Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)*** in order to protect the health and safety of all children and adults within the service. Disposable gloves will be readily available for use in dealing with spills.

Healthy Environment

Staff will ensure that every effort is made to maintain a high standard of hygiene in the provision of the education and care services including the maintenance of all equipment and furnishings in a thoroughly safe, clean and hygienic condition and in good repair. In this regard staff will report any equipment and/or area that is not clean or in a safe condition or any evidence of vermin to the occupational safety & health officer.

The service is a non-smoking environment. Passive smoking harms the lungs of young children and may trigger an asthma attack.

To ensure all children attending the services are protected from skin damage caused by harmful ultra violet rays of the sun, educators will consistently follow the services' sun protection policy.

The services' sun protection policy is provided to families both within the Family Handbook and on a printed handout which is available on request.

All areas within the education and care services will be well ventilated to prevent: reduced concentration span; lack of energy, tiredness and lethargy; increased risk of infection and possible asthma attacks.

All windows will be flyscreened, or buildings will be protected against flying insects.

The supervisor will ensure that lighting, heating and noise levels are comfortable and take into account specific activities (e.g. sleep time) and individual needs.

REFERENCES

Australian Children’s Education and Care Quality Authority (2012), Education and Care Services National Regulations (WA) 2012. ACECQA, NSW.

Australian Children’s Education and Care Quality Authority (2011), The Guide to the National Quality Standard, ACECQA, NSW.

Australian Children’s Education and Care Quality Authority (2011), The Guide to the Education and Care Services Law and the Education and Care Services National Regulations, ACECQA. NSW

Staying Healthy, Preventing infectious diseases in child care, fifth edition, National Health and Medical Research Council, Australian Government, 2013 <https://www.nhmrc.gov.au/guidelines/publications/ch55> retrieved 13 March 2015

FOR MORE INFORMATION

Refer also to the service “Children who are unwell” policy and “Infectious Diseases” policy.

Review History		
Previous Review	Year of Review	Next Review
April 2017	May 2018	May 2019
May 2018	April 2020	April 2021