



Policy No: CE-POL-004/ 2/2015

Hygiene Practices and Infectious Disease Control Policy

Custodian: Management Committee

Custodian Contact:
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Version No: 2

Approved By:

Amelia Thiele

Chairperson

On behalf of the Management Committee.

Approval Date: 13/12/23

Next Review Date: 13/12/26

Supersedes: Hygiene Practices and Infectious Disease Control Policy Version 1.2

1 Purpose:

The Centre aims to minimise the risk of infectious diseases by adhering to strict hygiene practices. *'Children have the right to good quality health care, clean water, nutritious food and a clean environment so that they will stay healthy'* (Article 24 United Nations Conventions on the Rights of the Child).

2 Scope:

Approved Provider (at this service we have 2 Approved Providers-Department for Education and the Management Committee)
Nominated Supervisor
Responsible Person on duty
Educators
Children & Parents
Students and Volunteers
Cleaners

3 Supporting Documents:

[Procedure for Protecting children against vaccine preventable diseases](#) (DfE)
[Child Health Policy](#)
[Healthy Food & Nutrition Policy](#)
[Food Handling and Storage Policy](#)
[Toy & Equipment Cleaning Procedure](#)
[Nappy change Procedure](#)
[Toileting procedure](#)
[General Cleaning Procedure](#)
[Bathroom Cleaning procedure](#)
[Soiled Clothes Procedure](#)
[Procedure for cleaning blood & bodily fluids on surfaces](#)

4 Policy Details:

There are a number of processes that the centre undertakes to support infection control - the most important ways of preventing the spread of infectious disease are

- effective hand washing
- exclusion of sick children and staff
- Immunisation
- Practising good cough & sneeze etiquette
- Maintaining a clean environment

5 Procedures:

Hand Washing

Hand washing is considered to be the most effective way of controlling infection in the Centre. It is recommended that Educators and children wash their hands with soap and running water for at least 20 seconds :

- when arriving at the Centre
 - when coming inside from outside
 - Before and after handling and preparing food
 - after handling raw meat
 - before and after eating
 - after going to the toilet
 - after handling animals
 - after wiping noses
 - *after nappy changing & toileting children
 - *after contact with blood or other bodily fluids such as vomit, urine, faeces
(**educators also wear gloves for these tasks*)
- Notices describing correct hand washing procedures are displayed in all hand washing areas.
 - Educators will assist infants and toddlers to wash their hands, and oversee and encourage thorough, independent hand washing by older children
 - Disposable paper towels are used for drying hands.
 - When a tap is not available wipes will be used for children, and alcohol based gel is available for staff.

Hand sanitiser will be available at the entrances to the Centre for people to use when they enter the building.

Exclusion of sick children and staff

The centre does not have the facilities or the staff to care for sick children- therefore children who are unwell or have symptoms and signs of an infectious disease (such as fever, cold/flu, rash, vomiting or diarrhoea) cannot be accepted at the centre. This applies equally to staff.

Exclusion periods will be in accordance with guidelines set out in the document *Staying Healthy in Child Care*, published by the National Health and Medical Research Council.

Before returning to care, the Director may require that a medical certificate be provided stating that the child or staff member is well enough to return.

Notifications to families of an occurrence of infectious disease at the Centre

In accordance with National Regulations, the Centre will display a notice stating that there has been an occurrence of an infectious disease at the Centre. These notices will be displayed near the entrance to each of the rooms in the Centre (Eg Yitpi Tarnanthi, Karra, preschool etc). The notice will include information about the type of infectious disease, the date it was reported to the Centre, signs & symptoms, exclusion periods and more.

Immunisation

“Immunisation is a reliable way to prevent some infections. Immunisation also protects other people who are not immunised, such as children who are too young to be immunised, or people whose immune system did not respond to the vaccine” (NHMRC, 2012, p.19)

Parents are required to provide approved immunisation records to the Centre upon enrolment, and at other specific ages throughout the child’s attendance at the Centre. In accordance with the federal “No Jab No Pay” law, effective from August 7 2020, unvaccinated children will not be permitted to attend the Centre unless the child has a documented medical exemption (on the Australian Immunisation Register) or is undergoing a catch up schedule.

(More information is available from SA Health by [clicking here](#))

Cough & Sneeze etiquette

The correct way to prevent the spread of germs that are carried in droplets is by coughing or sneezing into your inner elbow, or by using a tissue to cover your mouth and nose. (Tissues will need to be disposed of immediately and hands washed). Educators will model & teach these practices to children.

General Cleaning

The centre is cleaned daily by a contract cleaner who follows a detailed cleaning schedule which is reviewed regularly. It is also necessary for staff to undertake some cleaning tasks in order to maintain a hygienic environment.

- Tables are to be cleaned before and after meal times, and after messy play according to the [general cleaning procedure](#).
 - .
- Other surfaces, such as bench tops will be washed daily.
- Chairs are to be wiped over when necessary, and thoroughly washed at the end of each term.
- Floors are to be swept after meal times, and as needed throughout the day.
- Children’s bathrooms will be cleaned, swept and mopped (as per the [bathroom cleaning procedure](#)) in the middle of the day by educators (and by the cleaner at the end of the day when the centre is closed).

When cleaning any blood or bodily fluid spills, staff will follow the [Procedure for cleaning blood and bodily fluids on surfaces](#), located in the room procedures folder

Cleaning of toys

- Schedules for cleaning and disinfecting toys are located in each room and are to be followed by all staff.
- mouthed toys are washed in warm, soapy water after extensive use by any individual child.

Dummies

- Dummies are never shared.
- After use dummies are washed in warm, soapy water and rinsed. They are sterilised in a microwave steriliser and then stored in individually named containers.

Food Handling and Hygiene

- The Centre will ensure it meets all requirements for food handling premises, including annual external audits, in accordance with the FSANZ Food Safety Code,
- Educators are required to undertake Food Handler Assessment training, which is updated regularly.

Linen and Bedding

- Each child will have their own linen, stored in individually named bags. Linen will be washed after the equivalent of 5 days use, unless soiled.
- Mattresses will be washed after use with separate blue cloths for each mattress, warm water & detergent, and dried with paper towel

Sandpits

- Sandpits will be covered each night, and raked and checked each morning.
- Sand that is contaminated with blood, urine or other body fluids is to be either:
 - removed using a large spade and disposed of in a sealed rubbish bag; or
 - disinfected using a bucket of water mixed with disinfectant (following the label instructions) and turned over and raked.

Staff Health

- The Management Committee believe that staff should be responsible for their own health and should not attend the centre when unwell.
- Exclusion procedures for illness shall apply equally to staff.

Smoking

The centre has a strict No smoking Policy. All potential staff will be informed of this policy.

6 Related Legislation and Regulations

Work Health and Safety Act SA 2012

Work Health and Safety Regulations SA 2012

South Australian Public Health Act 2011

South Australian Public Health (Early Childhood Services and Immunisation)

Amendment Bill 2020,

Education and Care Services National Law Act 2010

Education and Care Services National regulations 2011

Reg 77	Health, hygiene and safe food practices
Reg 82	Tobacco, drug and alcohol-free environment
Reg 86	Notification to parents of incident, injury, trauma and illness
Reg 88	Infectious diseases
Reg 106	Laundry and hygiene facilities
Reg 109	Toilet and hygiene facilities

Reg 112	Nappy change facilities
Reg 168	Education and care service must have policies and procedures
Reg 170	Policies and procedures to be followed
Reg 173	Prescribed information to be displayed

7 Definitions of Terms:

Term	Meaning
Exclusion period	Families keeping their children at home in the event of illness or disease within the service. The aim is to reduce the spread of infectious diseases in the service, as the less contact there is between people who have an infectious disease and people who are at risk of catching the disease, the less chance the disease has of spreading.
FSANZ	Food Standards Australia New Zealand
Immunisation	Immunisation can prevent some infections. It works by giving a person a vaccine – often a dead or modified version of the germ – against a particular disease. This makes the person's immune system respond in a similar way to how it would respond if they actually had the disease, but with less severe symptoms. If the person comes in contact with that germ in the future, their immune system can rapidly respond and prevent the person becoming ill. Immunisation also protects other people who are not immunised, such as children who are too young to be immunised, or people whose immune systems did not respond to the vaccine. This is because the more people who are immunised against a disease, the lower the chance that a person will ever come into contact with someone who has the disease (also known as herd immunity). For families to receive the Child Care Subsidy and Family Tax Benefit (FTB) Part A, their child must meet the immunisation requirements. Jurisdictional requirements may also prevent children who are not immunised from attending a service.
Infectious disease	A disease that is designated under a law of a relevant jurisdiction or by a health authority as a disease that would require a person with the disease to be excluded from an education and care service
NHMRC	National Health and Medical Research Council
'unvaccinated' children	includes children who may have been naturopathically or homeopathically vaccinated.

8 References:

ACECQA, August 2021, Dealing with Infectious Diseases Policy Guidelines, accessed on line 26/9/23 at url: <https://www.acecqa.gov.au/sites/default/files/2021-08/DealingInfectiousDiseasesGuidelines.pdf>

Education and Care Services National Law 2010

Education and Care Services National regulations 2011

NHMRC, 2012, *Staying Healthy in Child Care* (5th Edn)

9 Review Strategy and History:

This policy will be reviewed every 3 years to ensure compliance

Version No.	Reviewed By	Approved By	Approval Date	Review Notes
1	Staff & Management Committee	Josephine Salisbury Chairperson	9/12/15	New format Minor changes to reflect current practice Updated referencing
1.1	Staff & Management Committee	Melissa Smithen Chairperson	20/6/18	Minor changes- included Rights based statement in purpose Altered Immunisation section Inserted Regulations checked referencing
1.2	Staff & Management Committee	Alison Cooksley Acting Chairperson	19/8/20	Altered Immunisation section to include "No jab No Play" minor content changes to include social distancing, hand sanitiser at entrance Amended Legislation section checked referencing for updates changed review schedule to 3 years
2	Staff & Management Committee	Amelia Thiele Chairperson	13/12/23	Format changes to definitions Inclusion of section re notification of infectious disease Updated referencing & review history.

