



LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

PO Box 15 LOCK SA 5633 • P 08 8689 1019 • F 08 8689 1184 • E dl.0230_info@schools.sa.edu.au



Government
of South Australia
Department for Education

Early Years Hygiene, Cleaning and Infection Control Policy

Policy Statement

Cleaning is an important part of infection control in the Centre. Cleaning in itself is a form of disinfecting as it removes all surface dirt. Thorough cleaning reduces contamination to such a degree that it significantly lowers the threat of contracting diseases. It is therefore important that the Centre is clean at all times. Colour coded cloths should be adhered to, to help prevent any risk of cross contamination i.e. toilet cloth not used in the kitchen.

The service promotes hygienic practices and prevents the spread of infections by implementing the following strategies:

- Effective handwashing
- Hygienic cleaning techniques
- Handling, storage and disposal of body fluids
- Maintenance of a hygienic environment
- Knowledge of infectious diseases and exclusion guidelines
- Identifying and excluding sick children and staff
- Promoting and maintaining records of children's and staff's immunisations

The service has a duty of care to ensure that all people are provided with a high level of protection during the hours of the service's operation. Protection can include:

- Notifying children, families, staff, local community or the relevant health authorities of a diagnosed infectious illness or disease
- Ensuring staff have adequate equipment or products, such as disposable gloves, detergents and soaps
- Maintaining procedures, such as correct handling of body fluids
- Maintaining staff/carers awareness of hygienic human contact and physical interaction with others
- Increasing staff/carers awareness and knowledge of cross infection
- Maintaining a hygienic and healthy environment, such as cleaning the service daily and ensuring that the service is well ventilated.

Aim

- To maintain the Service in a clean and sanitary condition, by regular and efficient cleaning of toys and equipment, washrooms, floors and surfaces, clothing, linen and sandpit.
- To provide staff with proper hygiene procedures to minimise risk of infection, cross infection and transmission of disease
- To ensure a safe and hygienic environment for staff, parents and children.

Rationale

The Service employs a cleaning company to thoroughly clean the Centre every night, however this policy describes the cleaning that must occur during the day and is the responsibility of staff. The cleaners will clean all the bathrooms (toilets and hand basins), all floors (vacuuming and mopping), windows, and general dust and dirt.

Maintaining an effective level of hygiene is one of the most important and regularly implemented practices at the Service. Effective hygiene strategies and practices assist services to protect all persons from, and minimise the potential risk of disease and illness. Services should 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.

Strategies, Practices and Procedures

Handwashing

Hands will always be washed thoroughly as required and at the following times. This applies to staff, parents and any adult who is spending time at the Centre. Before preparation of food, before and after eating, before and after toileting and nappy change, after wiping noses, after cleaning faeces or vomit, before and after giving first aid, after cleaning, after disposing of waste items.

Staff, toddlers and infants need their hands washed as often and as thoroughly as possible using soap and water. Staff are to dry hands using the paper towels.

Wearing Gloves

Staff need to have disposable gloves on when toileting children, giving first aid, having direct contact with body fluids, cleaning and cooking some foods.

Bathrooms

Bathrooms are to be checked regularly throughout the day by staff. When cleaning bathrooms, staff are to wear gloves. Squirt toilets with Dominant spray cleaner, wipe over sinks and each toilet, including seats, buttons, base, etc. and ensure that all toilets have been flushed.

Wash/wipe all doorknobs and handles. Mop the floor using a fresh bucket of pre-mixed soapy water.

Cleaning the Nappy Change Area

Follow the nappy change procedure and clean the mat with Dominant All-Purpose spray after each nappy change. Ensure all items on change bench are moved to allow for thorough cleaning, eg. Lift and clean under the nappy wipes, containers, baskets, etc. This will ensure all germs are removed as well as dirt and sand. Nappy Change Mats need to be smooth and in good condition because germs can survive in cracks, holes, creases, pleats, folds or seams.

Cleaning the Kitchen and Staff Room

The kitchen should be cleaned everyday with Dominant All-Purpose spray using paper towel. This includes benches, sink, microwave, splashback, taps, etc. All dishes and utensils are to be washed in hot water. Cupboards are to be cleaned and wiped over with soapy water monthly.

Playdough

Although playdough has a high salt content which discourages germs from living and multiplying the following steps need to be taken. Store the playdough in a sealed container in the refrigerator between use, make a new batch of playdough each week, if there is an outbreak of vomiting and/or diarrhoea discard the playdough at the end of the day and make a new batch each day during the outbreak.

Table Tops

To be cleaned before and after each play and food experience with soapy water.

Beds

If soiled, use soapy water to remove the soiled items and place outside in the sun to dry. Sheets are to be washed after they have been used by individual children. Bedding will be placed in a plastic bag and washed. Place the soiled items in a plastic bag to be collected by the parent.

Floors

Floors are to be mopped after each Kindergarten and Occasional Care session.

Bins

Will be cleaned with soapy water at the end of the term. Bin liners will be placed in bins for use each day. All disposable items (paper towels, gloves, etc) must be disposed of immediately after use.

Outdoor Areas

To be tidied after each session.

Cleaning Cloths

Ensure cleaning equipment is cleaned and stored so it can dry between uses. Regularly wash cloths or when soiled dispose of them.

Cleaning Toys and Equipment

Play Equipment: Warm soapy water is used to loosen the germs so that they can be washed away. Babies' toys need to be washed and furniture in rooms wiped with soapy water daily. Should a baby or toddler put a toy into their mouths, it should be removed and washed once the child has finished using it.

All other toys need to be washed every three weeks. Once washed and rinsed all toys must be left to drip dry.

Toys that may be damaged if they were washed, need to be cleaned with soapy water. Stuffed toys and dress up clothes are to be washed once a term unless an infectious disease or virus is evident. Hats are to be stored separately. Spare hats are to be washed after each use.

Cleaning of the Outdoor Area

Sandpits: The cover will be placed on top of the sandpit overnight to prevent animals contaminating the sand as well as leaves, sticks, etc. from entering. The sand will be topped up when required.

Cleaning Outdoor Yard: Paths are to be regularly swept to remove any sand covering the surface and leaves on the pavement areas. The Grounds person will remove leaves and other debris.

Cleaning of Blood and Other Secretions

Remember:

- Avoid direct contact with blood and other body fluids by wearing gloves, cover any cuts, abrasions, small open wounds, etc. with a band-aid and always wash hands after contact with blood.
- Cleaning detergents which are to be used to clean up blood, vomit or other bodily fluids are located in the chemical cupboard in the laundry or under the kitchen sink. The kit contains gloves, disposable bucket, bleach, scoop and brush, and paper towel. All items are to be disposed of after use.
- Staff are to complete Cleaning Checklists.