Hand Washing Policy

This policy is applicable to: Victor Harbor Community kindergarten staff and Volunteers.

Further assistance: Director of the Centre

DOCUMENT CONTROL

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1 TITLE  Hand Washing Policy

2 POLICY STATEMENT

That all staff, volunteers and children at the Victor Harbour Community Kindergarten practice good hygiene practises to minimize cross infection.

3 PURPOSE

The best way to prevent the transmission of disease is by the effective washing of hands. All persons attending the centre (staff, parents, volunteers, children) need to acknowledge this practice as a way of decreasing the amount of disease in children and adults involved with this site.

4 SCOPE

This policy applies to all children, volunteers and staff at this site.

5 OBJECTIVE

The objective of this policy is to promote good hand washing technique to reduce the possibilities of spreading disease and infection. The intention will be to teach effective hand washing skills to children and staff. This will reduce the risk of catching infectious diseases and promote the safety and well being of children and staff members.

The policy will be underpinned by the need to ensure that:

* All staff must take reasonable care to protect their own health and safety and that of others in the site

* The director has a duty of care to behave in manner that ensures no foreseeable harm befalls children and staff under their care (source: Site Leaders and the Law)

* The objectives of the “Children’s Services Act 1985” are upheld:

7-Objects  (2) In dealing with children under the Act, the Minister shall regard the interest of the children as the paramount consideration

The requirements of the National Standard will be met:

2.3.2 Reasonable steps will be taken to identify and manage risks, and every reasonable precaution is taken to protect children from harm and hazards
Good hand washing takes time and requires sequential steps to clean the surface of the skin adequately. Hand washing, rinsing and drying remains one of the most basic and important procedures for maintaining and preventing the spread of infection. However, to be effective, hand washing must be done properly. Soap needs to be applied each time and counting to 10 while soaping has been proven to be most effective in killing any germs. Counting to 10 as rinsing the hands with water provides time to remove soap residue.

The hand washing technique is to be displayed by all basins to reinforce effective practices. Children will be instructed to wash, rinse and dry their hands:
- Before eating
- Preparing or handling food
- After going to the toilet
- Blowing noses
- After touching animals

Staff will additionally wash their hands:
- Before giving medications
- After assisting children in the toilet or nappy changing
- After coming into contact with any bodily fluids

Staff will present effective hand washing in group time to assist children to learn these skills to keep themselves safe from infection.

Procedures:
- Rub hands with soap for the count of 10.
- Rub all hand surfaces thoroughly, including wrists, back, and front of hands, between fingers and underneath rings
- Rinse hands with running water
- Dry thoroughly with clean paper towel
- Put paper in the bin

If for any reason staff are unable to access hand washing facilities, apply gloves as a safety measure.
7 ROLES AND RESPONSIBILITIES

Centre Director and Governing Council

The Director is responsible for the development of this policy and procedure in consultation with the Governing Council.

The Director is responsible for providing to ensure that the policy goals, aims and strategies are implemented.

The Director is responsible for providing an evaluation process for this policy.

The Director is responsible for the communication; training and education of all stakeholders in relation to his policy.

Staff in conjunction with the Director will take responsibility for modelling and implementing the policy.

8 MONITORING, EVALUATION AND REVIEW

The site shall review and evaluate the effectiveness of their processes annually. The Director must ensure that staff are consulted to any changes.

9 DEFINITIONS AND ABBREVIATIONS

Within this document, the following terms have the meanings given.

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>Bodily fluids</td>
<td>Blood, faces, urine, to vomit</td>
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<tr>
<td>Risk</td>
<td>Potential hazard from infection and disease</td>
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<td>Transmission</td>
<td>Spread of disease</td>
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10 References

* Child care and children’s Health (2006) Hand washing and Nose wiping
* National health and Medical Research Council (2005) Staying Health in Child care: preventing Infectious diseases in child care (4th Ed)
* Hygiene and Infection Control, Child and Children’s Health Vol 11 No 3. Dr. Estelle Irving 92008)

APPROVED AND CHECKED BY:

AUTHORISED:

VHCK CENTRE DIRECTOR ........................................ DATE:

GOVERNING COUNCIL REP. ..................................... DATE