Hygiene and Infection Control Policy

This policy is applicable to: All Victor Harbor Community Kindergarten staff and volunteers

Further Assistance Director

DOCUMENT CONTROL

<table>
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<tr>
<th>Managed by:</th>
<th>Approved by:</th>
<th>Version:</th>
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<tr>
<td>Director Chris Taylor</td>
<td>Victor Harbor C.K. Governing Council</td>
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AUTHORISED:

VHCK CENTRE DIRECTOR DATE:

GOVERNING COUNCIL REPS. DATE
1 TITLE                 Hygiene and Infection Control Policy

2 POLICY STATEMENT

That all staff, volunteers and children at the Victor Harbour Community Kindergarten practice good hygiene practices to prevent the spread of infectious disease in the Kindergarten setting.

3 PURPOSE

The health and well being of young children is central to the creation of high quality early childhood environments. The primary challenge is to provide a safe environment where play based learning (involving all sense), physical closeness and warm relationships are not compromised by over protection and unnecessary anxiety.

Over sanitised and sterile environments are undesirable because they inevitably restrict children’s experiences. Evidence also demonstrates that they may be counterproductive, leading to resistant strains of bacteria as well as possible later problems with allergies and immunity.

The National Health and Medical Research Council (NHMRC) has identified the “three most important ways of preventing the spread of infectious disease” in early childhood settings.

These are:

* Effective hand washing
* Exclusion of sick children and staff
* Immunisation

4 SCOPE

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

5 OBJECTIVE

The objective of this policy is to prevent the spread of infectious disease through safe hygiene practices. The intention will be to teach effective hygiene practices to the children and educate parents to observe the Centre’s health and hygiene policies.

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
6 POLICY DETAIL

6.1 Hand washing

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.

6.2 Exclusion of Children and Staff who are unwell

Parents will be given a copy of the Centre’s exclusion guidelines on enrolment (The centre currently uses the SA Health “You’ve got what? Recommended exclusion periods.)

These exclusion guidelines will also apply to staff, to reduce the risk of infection to children in their care.

6.3 Immunisation

Parents will be required to state on the enrolment form whether their child has received all scheduled immunisations. The schedule is determined by Medicare National Immunisation program, available from [http://www.medicareaustralia.gov.au/provide/patients/acir/schedule.jsp](http://www.medicareaustralia.gov.au/provide/patients/acir/schedule.jsp). If their child has not received all immunisations, they may need to be excluded from the site during outbreaks of some infectious diseases.
6.4 Cleaning and Disinfection

Toys, Surfaces and cloth resources (dress ups, bedding, soft toys…) will be regularly cleaned to prevent the spread of infection.
Puzzles will be sprayed and wiped weekly
A regular cleaning schedule applies to the cleaning of all other toys (depending on the quantity of use – perhaps fortnightly, monthly or at the end of the term)
The toys will be cleaned in warm soapy water, rinsed and dried outside in the sun.
The centre will be cleaned by a professional cleaner every night.
If a infectious disease becomes prevalent - staff will be more vigilant in cleaning.

6.5 Sunscreen

In order to minimise any possibly of cross infection from one child to another when applying sunscreen staff will
* Allow children to apply their own sunscreen (Under supervision of staff)
* Where the child is unable to apply- apply the sunscreen with a separate cotton wool ball.

6.6 Cross infection

Cases of cross infection are documented and reviewed to identify any possible links or common source at the Centre.
All parents will be notified of cases of suspected cross infection by a note in their message box. A notice will be placed on the main notice board and entrance gate to inform parents that child attending the centre has a confirmed case of an infectious illness.

6.7 Standard Precautions

Latex gloves are placed within easy reach for staff to use in first aid situations.
Children and staff are educated about the safe handling of blood
Blood carries viruses that make us very sick
Any sore or cut that is bleeding needs to be covered
It is not safe to touch someone else’s blood
Staff must use latex gloves in managing blood spills

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 responsibly 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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<tr>
<td>Cross infection</td>
<td>When 3 or more children attending the centre are diagnosed with the same illness</td>
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<td>Disease</td>
<td>A pathological condition of a part, organ, or system of the body resulting from various causes, such as infection, genetic defect or environmental stress, and characterised by an identifiable group of signs or symptoms</td>
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<td>Infectious disease</td>
<td>A disease that due to a specific agent or organism can be transmitted from an organism or inanimate source (e.g. water, food, soil) to a susceptible host.</td>
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<td>Standard Precautions</td>
<td>The routine use of safe work practices and protective barriers to minimise the spread of infectious diseases. e.g. good hygiene practices relating to hand washing, the use of gloves and other protective clothing</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 (2008)

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