



Coowarra Out Of School Hours

Hygiene and Cleaning Policy

POLICY STATEMENT

Coowarra OOSH will maintain a healthy and hygienic environment that promotes the health of the children, educators and parents using our service. Children and parents using the service will be encouraged to share ownership of maintaining hygiene practices in the service. Educators will ensure that they maintain and model current best practice hygiene procedures as advised by NSW health authorities. Educators will engage children in experiences, conversations, routines and responsibilities that promote children's understanding of the importance of hygiene for the wellbeing of themselves and others ("My Time, Our Place" Outcomes 3.2, 4.2, 4.3)

PROCEDURE

- Educators will maintain and model appropriate hygiene practices and encourage the children to adopt hygiene practices. As part of children taking increasing responsibility for their own health and physical wellbeing educators should acknowledge children who are modelling hygiene practices and look for opportunities to provide opportunities for children who have not developed the same level of awareness.
- Informal education in proper hygiene practices will be conducted on a regular basis, either individually or as a group through conversations, planned experiences, inclusion in service routines and reminders. Health and hygiene practices will be highlighted to parent/guardians and where appropriate information sheets or posters will be used by Educators to support these practices.
- Educators will aim to provide a non-judgemental approach to differences in hygiene practices and standards between families in order to support children's developing sense of identity. Where practices differ to standards expected in the service remind children that these are practices to be followed in the service but they may be different for them at home.
- Hand washing will be practised by all Educators and Children before preparing or eating food and after all dirty tasks such as toileting, cleaning up any items, wiping a nose, before and after administering first aid, playing outside or handling an animal. In addition educators will wash their hands before leaving the service.
- All Educators must wear disposable gloves when in contact with blood, open sores or other bodily substance, clothes contaminated with bodily fluids or cleaning up a contaminated area. Educators must wash hands with soap and water after removing the gloves. Educators with cuts,



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- open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely.
- The service will be cleaned daily and rosters maintained as evidence of the cleaning tasks being undertaken.
 - All toilet facilities will have access to a basin or sink with running hot and cold water, soap and hand dryers for washing and drying hands.
 - Women and girls will have access to proper feminine hygiene disposal.
 - Soap and paper towel will also be available in the kitchen area.
 - All Toilets, hand basins and kitchen facilities used by the service will be cleaned and disinfected daily. Surfaces will be cleaned with detergent after each activity and at the end of the day and all contaminated surfaces will be disinfected.
 - Toys will be washed, cleaned and disinfected on a regular basis with material items such as dress ups and cushion covers laundered as required but a minimum of 6 months.
 - Sweep and mop floors daily to ensure they are kept free of debris
 - Regularly sanitise benches and surfaces using hot soapy water
 - Clean & sanitise bathroom floors daily using hot soapy water to clean and disinfectant to sanitise surfaces
 - Empty garbage bins daily and sanitise, minimum once a week, using hot soapy water and dry them with paper towel before replacing garbage bags
 - Ensure that all spills are cleaned immediately
 - Clean & sanitise chairs, window sills, light switches and walls on a regular basis using hot soapy water
 - Colour code cleaning cloths and cleaning agents to maintain the highest possible standard of hygiene
 - If a child who is unwell sneezes or coughs on equipment, that equipment is to be moved from the play area and washed and sanitised as soon as practicable to prevent cross contamination to other children or educators.

FOOD

- All food will be prepared and stored in a hygienic manner. This includes storing food in containers with lids, ensuring that the expiry date is recorded, date when opened, using cling wrap, utilising hand hygiene, separating raw and cooked foods so no cross contamination occurs. Refer to food handling policy.
- Children will be encouraged to be involved in food preparation to assist them to have opportunities to learn more about hygiene practices when preparing food. This participation should always be supervised and explanation provided to children on the reasons why hygienic conditions are maintained.
- Food will be stored in tightly sealed containers, away from any chemicals.
- Kitchen equipment will to be cleaned and stored appropriately.



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- Surfaces are cleaned and sanitised before and/or after food preparation.
- The service will provide food handling and hygiene information to parents.
- The service will regularly review and evaluate food handling and practices in line with current best practice guidelines from recognised authorities.
- Children will be encouraged not to share their drinking and eating utensils.
- Tongs and spoons will be used for the serving of food. Where possible Educators will encourage children to self serve for food and drinks encouraging the development of their food handling skills as well as acknowledging their growing sense of independence.
- All cups, plates and utensils will be washed in hot, soapy water or sanitised in dishwasher.
- Educators are not required when handling food to use gloves if correct hand washing practices have been implemented (See Food Act). If gloves are used, care must be taken to avoid contaminating food by only using them for one continuous task and then discarding them. Gloves must be removed, discarded and replaced with a new pair before handling food and before working with ready to eat food after handling raw food. Gloves must be removed, discarded and replaced after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body. Educators will model and reinforce these practices when children handle and prepare food.
- All rubbish or left over food is to be disposed of immediately in appropriately coloured bins with lids. Bins must be emptied at least daily and then wiped with disinfectant on a weekly basis.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
<u>National Law</u> 167 Offence relating to protection of children from harm and hazards 301 National regulations <u>National Regulations</u> 77 Health, hygiene and safe food practices 88 Infectious diseases 109 Toilet and hygiene facilities 168 Education and Care Service must have Policies and Procedure 170 Policies and Procedures to be followed	2.1.2 Health Practices and Procedures 7.1.2 Management Systems	- Providing a Child Safe Environment Policy - National Food Standards Code (FSANZ) - Food Act 2003 (NSW) - Food Regulation 2010 (NSW) - NSW Department of Health - First Aid Policy – Management of Incident, Injury, Illness and Trauma - Food Safety - Illness and Infectious Diseases - Water safety policy

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