Salisbury Heights Preschool

HEALTH AND HYGIENE PROCEDURES

Salisbury Heights Preschool is committed to promoting and practising effective hygiene procedures, guided by The National Quality Standards, Area 2, Element 2.1.3.

Rationale:
Effective hygiene practices assist significantly in reducing the likelihood of children becoming ill due to cross-infection or as a result of exposure to materials, surfaces, body fluids or other substances that may cause infection or illness.

Related Policies:
Emergency First Aid Policy; Food, Beverage and Nutrition Policy; Illness and Infectious Diseases Procedures; Toileting procedure.

Implementation:

Educators: Disposable gloves will be worn during toileting, nappy changing, handling body fluids, handling soiled clothing and children’s nose wiping. Gloves are to be sealed in a plastic bag and placed in a lined bin.

Wash hands thoroughly with soap and cool running water, after the above procedures and also before and after handling food and administering first aid.

When coughing/sneezing, place face into elbow to cover mouth/nose. Dispose of soiled tissues immediately in a lined bin. Cover any open wounds with bandaids.

Personal Hygiene (Children): Encourage children to wash hands with soap before and after mealtimes, when handling food e.g. cooking, and when toileting. Children are encouraged to not use utensils that have been dropped on the floor or used by another child or eat food that has been handled by another child.

Encourage children to cover mouth/ nose by placing their face into their elbow area when coughing/sneezing and to use a tissue to wipe their nose and immediately discard it into a lined bin.

Cleaning Toys and Equipment: Toys and Equipment are disinfected after use, usually fortnightly. Mouthed objects are cleaned immediately before being used again. Puzzles are wiped with sponge and disinfectant before being returned to the cupboard. At the end of term, sandpit toys and dolls for loan are disinfected whilst wooden indoor blocks, literacy kits and library books are disinfected annually.

Cleaning Surfaces: All surfaces which are touched frequently, such as tables, door handles and floors are washed daily, with table tops wiped clean before eating using sponges. The table cloths used at mealtimes are wiped with Chux cloths and floors are swept after eating. At the end of the term, chairs, table legs, general furniture are cleaned, with table cloths and bins being disinfected. Sponges used on tables, etc are disinfected weekly and replaced regularly.

Cleaning Toilets: Toilets and washroom surfaces - floors, taps, door knobs, basins, are thoroughly cleaned each day by the cleaner. Toilets including cistern buttons, basins, taps and door handles are
wiped over with disinfectant and dried prior to lunch. Gloves and paper towels are to be used for this task, with a new paper towel for each toilet.

*Cleaning Linen and Clothing:* Towels, spare hats and clothing and dress-up clothes are laundered weekly. Any personal children's clothing that needs washing is bagged and put with that child's kindy bag. Cushion covers and couch covers are cleaned when necessary. Tea towels are laundered separately.

*Cleaning Kitchen Areas:* All kitchen surfaces, dishes and utensils are kept clean. Cups, bowls and utensils used by the children are thoroughly washed as needed using the microfiber cloth provided. Stove, fridges and microwave are cleaned termly. Bench tops, taps and sinks are cleaned daily by cleaner. Bins are lined and emptied daily.

*Sandpit Requirements:* The sandpit will be securely covered at the end of each day to prevent contamination by cats. The sandpit will be checked by staff daily in the mornings for contamination. Should the sand be contaminated by faeces, blood or other body fluids, the affected sand will be removed and that area disinfected.