



# Health and Hygiene Policy

## Covers

- Handwashing Procedure
- Nappy Change Procedure
- Toileting Procedure
- Dental Hygiene and Care Procedure
- Cleaning of Equipment and Environment Procedure

## Intention

Nurturing Family Day Care Scheme strives to advocate for and ensure a high quality of health, safety and wellbeing for children, families, educators, and visitors. The approved provider and staff will guide and support all educators in their education and care settings, with procedures that minimise risk through comprehensive yet practical hygiene practices and the promotion of safe food handling.

## Overview

This policy, and all policies and procedures that are associated with the Health and Hygiene Policy, are implemented at all registered residences and venues by educators, staff and visitors who are allied with the scheme.

This comprises of -

- The hygiene practices of all persons in the education and care setting and when in the community.
- That hygiene standards are embedded and including, but not limited to, hand washing, illness, and dental care.
- Toileting, nappy change practices and the cleaning of equipment.
- The handling of fresh linen and clean sheeting for cots and mattresses.

The approved provider of the service will ensure -

- In any instances where children display signs of illness or injury, the educator in charge will refer to the Incident, Injury, Trauma, and Illness Policy and follow the written guidelines.
- All staff members, educators and visitors will lead by example and employ the required health, hygiene and safe practices listed.
- All adults who work and visit the registered residence and venues will guide and support children to understand and implement effective health and hygiene habits with regular discussions to be embedded in the program at appropriate intervals.
- Information on health, hygiene and dental care practices and procedures will be communicated to educators, visitors, and families continually throughout their time with Nurturing Family Day Care Scheme.



- The Daily Safety Audit Statement will be reviewed, the registered areas assessed for risk and hazards and the checklist confirmed on Fully Booked before education and care starts each day.
- Will follow all Australian and Queensland active Health Directives.

## Hand Washing Procedure

The approved provider will ensure that each registered residence and venue will have a facility where the primary use is that for hand washing and that this equipment can be utilised without risk to the child or adult. Within this area there is to be liquid soap, cold water and the resources to dry children's and adult's hands without cross contamination. The use of wipes and hand sanitizer is to be utilised when the use of water and soap is not available or moving to this area poses a supervision risk.

The risk of burning will be reduced through the inability to access hot water and/or for the temperature of hot water to be regulated under 50 Celsius.

### **To facilitate excellent health and hygiene, all children and adults should be encouraged to clean their hands -**

- Upon arriving at the registered residence or venue.
- After doing any tasks where there is a risk of exposure to chemicals such as cleaning.
- After removing gloves.
- After going to the toilet or assisting with toileting.
- Before and after handling food.
- Before and after nappy change procedures.
- Before and after giving first aid.
- Before and after giving each dose of medication.
- Before going home.

### **When washing hands, the following procedure will be followed and if prompting of these steps is required this process will be displayed in sight of any hand washing facility.**

- Turn on cold tap and place children's hands underneath running water if unable to do so independently.
- Add a proportionate amount of liquid soap.
- Rub hands vigorously and all over ensuring that the back of the hands, wrists, between fingers and under the fingernails are cleaned.
- Rinse hands thoroughly in cold water.
- Turn off the tap for the child or if possible, use a facet that is able to be shut off without using the clean hand.



- Dry hands thoroughly with a one-use only resource (material can be washed between uses) or for the one individual for the day (a single child uses the one assigned towel for the day).
- This should take approximately the same amount of time as singing "Happy Birthday" twice.

## Nappy Change Procedure

Nurturing Family Day Care Scheme educates and cares for children who maybe as young as 6 weeks old, through to toddlerhood and beyond. This span of development requires flexibility from all educators as toileting abilities will differ for each child and is a process that cannot be rushed or contradictive to individual needs. Family day care educators and assistant educators are required to have an open line of communication with families to ensure that each child's toileting habits are consistent with home life, without prejudice or discrimination. Children under the age of 2 will also have documented communication for each day of care, which will cover, but not limited to, toileting/nappy change information, the consumption of food and liquid, and sleep durations.

**All educators will follow hygienic nappy change practices at all times using the following procedure –**

- Wash your hands and place gloves on.
- Position a barrier on the change mat before placing the child down and removing necessary clothing.
- Hygienically contain/bag any clothes with urine or faeces on them.
- Remove the child's nappy and place in a 'hands-free' lidded bin.
- Clean the child as required and place a clean nappy on.
- Remove the barrier and dispose of hygienically.
- Remove gloves by peeling them back from the wrists, turning them inside out before placing in the bin.
- Dress the child.
- Wash and dry the child's hands according to the Hand Washing Procedure or utilize wipes if not possible.
- Clean the change mat with an appropriate cleaning solution and water.
- Wash own hands.

An educator is to remain with their hand on the child at all times when using any change mat that isn't placed directly on the ground.

The suitability of a change table is to be assessed by the approved provider to ensure the safe and wellbeing of the child as well as other individuals in the environment, which is a priority with each use and for any future use of the equipment. For example, but not limited to, the use of dining tables, within reach of cords, proximity to glass.

The rights of the child are paramount when changing a child and extra care should be taken to ensure privacy from other individuals especially when in the community or when the nappy change area is in a communal area in the home.

## Toileting Procedure

Toileting of a child can occur at varying ages, and through communication with families and knowing the child extensively, this milestone can be achieved without pressure and frustration.



**When transitioning through this stage family day care educators and assistant educators will utilize hygienic toileting practices through the listed procedure, which will be displayed if is not thoroughly comprehended and followed -**

- All educators will advocate and encourage a child to be independent with their toileting practices and provide assistance as and when required.
- Toileting facilities will be held to significant hygiene standards and will take into consideration infection control factors.
- Will keep a potty and associated devices only in a private area, ensuring they are thoroughly emptied and cleaned between uses.
- The educator will ensure that the toilet and hand washing equipment is accessible to children.
- Children will be encouraged to independently flush toilets and wash hands after use when appropriate.

**Disposable gloves should be used by all educators when or if -**

- A child requires assistance to remove their wet soiled clothing.
- Helping the child to wipe themselves; encouraging them to wipe front to back.
- They are required to touch on or around the toilet equipment.

**If the child has wet or soiled clothing all educators will -**

- Use disposable gloves to ensure the safety and wellbeing of all.
- Remove any wet and/or soiled clothing and hygienically contain/sealed bag (snap lock, etc.) away from the reach of all children.
- Clean and dry the child.
- Remove gloves and wash hands, before touching the child's clean clothing.
- Assist the child to dress, wash and dry their hands.
- Place new gloves on and clean any spills ensuring the health and safety of all during this time.
- Remove and dispose of gloves, then wash and dry own hands according to procedure.

## Dental Hygiene and Care Procedure

- Nurturing Family Day Care Scheme will support and mentor all adults to be role models for children when promoting positive dental hygiene and care practices.
- All educators are to have open and respectful communication with families and to embed in their discussion's information about important dental health practices and ensure each child's dental routines are consistent with their home life.
- The approved provider, staff and all educators will incorporate best practices using current information and guidelines on dental health and hygiene and when appropriate embed this knowledge into their routine. This should include information on tooth brushing, tooth friendly snacks and drinks and going to the dentist and/or dental health professionals.
- Children will be encouraged to drink water and remain hydrated throughout the day as well as drinking water after every meal or snack to remove food debris.



- For babies, their gums should be cleaned gently with a damp cloth to remove plaque and milk.
- Family members should be informed without undue delay any incident or suspected injury or issue with their child's dental health which may include teeth and gums, gum swelling, infection in the mouth, or problems, pain or discomfort the child has with chewing, eating or swallowing food or drink and when necessary, an Incident, Injury, Trauma and Illness form be completed.

## Cleaning of Equipment and Environment Procedure

All educators will, as soon as possible, remove and wash mouthed toys using water and appropriate cleaning solution, and dry in the sun or utilise the dishwasher to ensure the health and safety of all children. Toys will be rotated to allow for washing, books can be cleaned by wiping with a moist cloth and drying, and storage areas will be cleaned as required. Used play surfaces will be wiped with water and appropriate cleaning solution after each activity and before an unrelated event occurs. Floors will be vacuumed and mopped regularly to ensure the highest level of cleanliness with increased frequency expected in registered residence and venues who educate and care for children under 2.

Areas contaminated with body fluids will be disinfected after washing with the Toileting Procedure to guide and instruct all educators.

### **Bedding and sheets**

These are an individual consideration for each educator of the registered residence or venue in which they run and operate in. This flexibility grants educators the ability to provide their own bedding and sheets, for families to bring their own if they wish, or a combination of the two be implemented. The approved provider will ensure that the area utilised for sleep is one that is safe for all children, and after discussion with the educator in charge, routines are in place so that each child's bedding and sheets are hygienically and safely stored in between each use by the children (individual sheets not touching when stored, mattresses cleaned between uses). The storage of bedding is documented on the individual's (for each registered residence) Sleep and Rest Risk Assessment and Management form.

## Sources

### **Education and Care Services National Law and National Regulations 2011 (Updated October 2023)**

- Section 3, Objectives and guiding principles.
- Section 165, Offence to inadequately supervise children.
- Section 167, Offence relating to protection of children from harm and hazards.
- Reg 77, Health, hygiene and safe food practices.
- Reg 88, Infectious diseases.
- Reg 103, Premises, furniture and equipment to be safe, clean and in good repair.
- Reg 105, Furniture, materials and equipment.
- Reg 106, Laundry and hygiene facilities.
- Reg 109, Toilet and hygiene facilities.
- Reg 168, Education and care services must have policies and procedures.

### **National Quality Standard (Updated February 2023)**

- 2.1, Each child's health and physical activity is supported and promoted



- 2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.2, Each child is protected.
- 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- 3.1.1, Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
- 3.1.2, Premises, furniture and equipment are safe, clean and well maintained.
- 3.2.1, Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7.1, Governance supports the operation of a quality service.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

#### Early Years Learning Framework

Caring for Children - Birth to 5 years (Food, Nutrition and Learning Experiences) 5<sup>th</sup> Edition, 2014

Dental Association Australia

QLD Health

Staying Healthy in Child Care - Preventing Infectious Diseases in Early Childhood Education and Care (5th Edition) 2013

## Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: September 2017

March 2018

July 2018

July 2019

April 2020

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April 2022

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April 2024



Next review: April 2025