

<b>Policy title</b>	2.5 Hygiene and Infection Control
<b>Policy type</b>	Management
<b>Group</b>	Family and Children

## Rationale

The *Education and Care National Regulations 2011* and the *Victorian Children's Services Regulations 2009*, stipulate requirements for health, hygiene and safe food practices, including in laundry, toilet, hygiene and nappy change facilities for each education and care service. The *Occupational Health and Safety Act 2004* also requires that service stakeholders are protected from harm.

Moonee Valley City Council is committed to maintaining an effective level of hygiene practices in our services. Effective hygiene practices assist us to protect all persons from, and minimise the potential risk of disease and illness.

The purpose of this Policy is to ensure that high levels of hygiene are practised and encouraged at Council's education and care services to keep children and adults free from communicable disease.

## Policy statement

Moonee Valley City Council is committed to:

- providing a safe and hygienic environment for all children and staff
- minimising the risks to children associated with infection and contamination of food and/or environment by practising a high level of hygiene at all times
- implementing safe practices for handling, preparing and storing food

Many of the hygiene habits developed during childhood will continue throughout life. Experiences that promote basic hygiene awareness assist children to become competent and independent, and to develop valuable life skills.

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Family and Children's Services	Michele Leonard	2.5 Hygiene and Infection Control Policy	17/150866	August 2017	August 2019

Many people are affected by food-related illnesses each year. Germs do not discriminate between foods prepared at home, in early childhood services or food bought in restaurants. It is a fact that if raw and cooked foods are not handled correctly, the result can be food poisoning.

Council acknowledges that complying with and implementing the Hygiene and Infection Control Policy and Procedures is a shared responsibility between the service and parents/guardians, their child, other family members and visitors. It is important to understand how bacteria survive and infections spread if hygiene and infection control practices are not carried out appropriately.

Our services promote hygienic practices and prevent the spread of infections by implementing the following:

- effective hand washing
- safe food handling and storage
- hygienic cleaning techniques
- safe handling, storage and disposal of body fluids
- maintenance of a hygienic environment
- keeping our knowledge of infectious diseases and exclusion guidelines up to date
- identifying and excluding sick children and staff
- promoting immunisation of children and staff
- children are encouraged and helped to be hygienic themselves
- a hygienic and healthy environment is maintained and facilities are provided in accordance with Education and Care Services National Regulations 2011
- children, families, staff, local community or the relevant health authorities are notified of a diagnosed infectious disease
- staff/educators/contractors model good hygienic practice themselves and build awareness of hygienic human contact and physical interaction with others

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<b>Procedure</b>	2.5 Hygiene and Infection Control Procedure
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Action	Approved provider	Responsible Person or Primary Nominee	Educators/contractors	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
Ensure that adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided, in a safe and easily accessible way, for use by children at all times.	✓	✓	✓		r.77 r.88 r.106 r.109 r.110 r.112	s.165 s.167	r.78 r.80 r.104 s.26 s.27 s.29
Family day care homes are to have appropriate facilities in place to support children's access to toilet and hand-washing facilities, eg. stable steps.	✓	✓	✓		r.77 r.88 r.106 r.109 r.110 r.112	s.165 s.167	r.78 r.80 r.104 s.26 s.27 s.29 s.29A
Ensure that the outdoor safety checklist is conducted and recorded daily to ensure that the outside area is maintained in a safe and hygienic manner: <ul style="list-style-type: none"> <li>• blood, urine and faeces is to be promptly removed</li> <li>• the sandpit is to be covered each night to prevent animal contamination</li> </ul>	✓	✓	✓		r.77 r.88	s.167 s.169	r.53 r.78 s.26

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<ul style="list-style-type: none"> <li>any animal faeces are to be promptly removed</li> <li>dead creatures are to be disposed of</li> </ul>	✓	✓	✓				
Ensure there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times.	✓	✓	✓		r.77 r.88	s.167 s.169	r.78 s.26
Provide guidelines in accordance with the <i>Staying Healthy in Early Childhood Education &amp; Care</i> 5th edition to staff on appropriate and effective cleaning procedures and display these at appropriate locations in the service's premises.	✓	✓	✓		r.77 r.88 r.106 r.110	s.167	s.26
In consultation with the Facilities Contracts Supervisor develop an appropriate cleaning schedule for floors and surfaces that includes a thorough daily clean as well as weekly, monthly, quarterly and annual cleaning requirements and responsibilities. Steam cleaning of carpets is to be carried out half-yearly for kindergarten and childcare services.	✓	✓	✓		r.77 r.88	s.167	s.26
Maintain the service in a clean and hygienic manner throughout the day by: <ul style="list-style-type: none"> <li>wiping benches and tables before and after eating</li> <li>cleaning up spills</li> </ul>	✓	✓	✓		r.77 r.88 r.106 r.112	s.167 s.169	r.53 r.80 s.26

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<ul style="list-style-type: none"> <li>disinfecting bathroom fixtures, toilets and sinks</li> <li>rinsing and storing specific cleaning sponges separately</li> <li>when required, wash floors throughout the day</li> <li>removing and placing rubbish in appropriate Council bins for general waste and recycling.</li> </ul>	✓	✓	✓				
Ensure all chemicals and cleaning agents are stored out of reach of children.	✓	✓	✓		r.112	s.167 s.169	s.26
<p>All staff will:</p> <ul style="list-style-type: none"> <li>provide positive modelling for children in relation to personal hygiene practices</li> <li>wear disposable gloves on both hands when changing nappies or dealing with open wounds, and dispose of those gloves and soiled materials in a sealed container or plastic bag</li> <li>wash hands with soap before and after assisting with toileting or nappy changing</li> <li>wash hands with soap before and after handling food</li> <li>wash hands with soap after blowing/wiping a child's nose or their own</li> <li>wash hands with soap after using the toilet</li> </ul>	✓	✓	✓		r.77 r.88 r.112	s.167	r.53 s.26

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<ul style="list-style-type: none"> <li>wash hands with soap after handling garbage</li> <li>wash hands with soap before and after giving medication and performing first aid</li> <li>when required, wash hands with soap after coming in from outside play</li> </ul>	✓	✓	✓				
Liquid soap is to be used for all hand washing. Air dryers are the preferred option for drying hands. If using cloth towels (such as in family day care) they must be individual to the child and not touch each other when hanging.	✓	✓	✓		r.77 r.88 r.112	s.167	s.26
Posters outlining hand-washing procedures should be displayed in a prominent position close to hand-washing facilities.	✓	✓	✓		r.77 r.88 r.112	s.167	s.26
Accidental spills and secretions of body fluid (blood, faeces, vomit and urine) are a fact of life in a childcare setting. In managing these spills, staff must: <ul style="list-style-type: none"> <li>cover any cuts/abrasions on own hands with a waterproof dressing</li> <li>wear gloves on both hands</li> <li>avoid direct contact with blood or other fluids</li> </ul>	✓	✓	✓		r.77 r.88 r.112	s.167 s.169	r.53 r.78 s.26

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<ul style="list-style-type: none"> <li>• place a paper towel over the spill and carefully remove the paper towel and contents</li> <li>• place the paper towel and gloves in a double plastic bag, seal the bag and put into rubbish bin</li> <li>• put on new gloves and clean the surface with warm water and detergent. Allow to dry. Remove and discard gloves</li> <li>• wash hands thoroughly with soap and warm water</li> <li>• when cleaning/treating a child's face that has blood on it, be mindful of your body position because it is possible for the blood to enter your mouth/nose if the child is crying or coughing</li> </ul>	✓	✓	✓				
<p>Staff will support children to develop good hand-washing practices through modelling and discussion, and encourage children to:</p> <ul style="list-style-type: none"> <li>• wash their hands with soap and water on arrival; before and after meal times; before taking medicine; and after using the toilet, handling animals, wiping noses, coming in from outside play</li> </ul>	✓	✓	✓		r.77 r.88 r.112	s.165 s.167 s.169	r.53 r.78 r.80 s.26 s.27 s.29A

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<ul style="list-style-type: none"> <li>flush the toilet after use and report toilet 'accidents' to staff</li> <li>use air dryers for drying hands. If there is no air dryer available, use disposable paper towels or individually named hand towels to dry their hands</li> <li>cover their mouth and nose, or turn away from each other if they cough or sneeze</li> <li>not to touch each other where they are cut or bleeding</li> <li>not to spit</li> <li>dispose of used tissues immediately and into appropriate bins</li> <li>staff will explain to children the reason for each of these practices above</li> </ul>	✓	✓	✓				
Ensure that each child in long childcare programs has their own bed linen that is washed by staff as often as required during the week.	✓	✓	✓	✓	r.81 r.88 r.106	s.167	r.78 s.26
Ensure that bedding is stored in a way that keeps individual children's bed linen separate from each other.	✓	✓	✓	✓	r.81 r.88	S.167	r.53 r.78 s.26
Ensure items such as beds, bedding and sun hats, are stored in named bags or individual children's lockers to prevent cross-contamination.	✓	✓	✓	✓	r.81 r.88	s.167	r.53 r.78 s.26 s.27

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When beds are shared by children, the beds are to be cleaned thoroughly between usages.		✓	✓		r.81 r.88	s.167	r.53 r.78 s.26
When washing at the children's service, staff are to consider what laundry is to be washed separately, eg. tea towels separate from sheets, face washers separate to play mats/rugs.		✓	✓		r.88 r.106	s.167	s.26 s.29
Provide hygienic storage facilities for soiled clothing, nappies and linen prior to their disposal or laundering.	✓	✓	✓		r.88	s.167	s.26
Wipe down nappy change mats after each change using warm soapy water.	✓	✓	✓		r.88	s.167	r.53 r.78 s.26
Empty rubbish that contains soiled waste frequently or as required.	✓	✓	✓		r.88	s.167	r.53 s.26
Follow the service's 'Toileting Procedure' during toileting regulars.	✓	✓	✓		r.88	s.167	r.78 s.26
A service's 'Nappy Change Procedure' must be followed during nappy change regulars.	✓	✓	✓		r.88 r.112	s.165 s.167 s.169	r.78 s.26
Ensure that all staff wear disposable gloves on both hands when changing nappies or dealing with open wounds, and that they dispose of those gloves and soiled materials in a sealed container or plastic bag.	✓	✓	✓		r.88	s.167	s.26
Ensure there is a regular and thorough cleaning schedule for all equipment and toys.	✓	✓	✓		r.88	s.167 s.169	r.53 r.78 s.26

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Store children's personal items so they are not touching.	✓	✓	✓		r.88	s.167	r.78 s.26
Mouthed toys are to be washed or placed in a separate container for washing at a later time. Regularly clean and disinfect toys.	✓	✓	✓		r.88	s.165 s.167 s.169	r.78 s.26 s.29A
Ensure that where a service has onsite meal preparation, that service has a Food Safety Plan which guides the main food handler (Cook) in corrective hygiene, food monitoring, and temperature control, acceptance control in the delivery of food, cleaning duties, and nutritional delivery of food to children.	✓	✓	✓		r.77 r.88	s.167 s.169	r.80 r.104 r.68 s.26 s.29
Ensure the main food handler/cook has undertaken a certified course to ensure corrective measures are adhered to in providing meals to children.	✓	✓	✓		r.77 r.88	s.167 s.169	r.80 r.68 s.26
In consultation with the service's cook, formulate and implement a Food Safety Plan for the service (where food is provided).	✓	✓	✓		r.77 r.88	s.167 s.169	r.80 s.26
Provide staff with food handling training.	✓	✓	✓		r.77 r.88	s.167	r.80 r.68 s.26
Ensure staff are compliant with the Food Safety Plan and that all control measures are implemented and monitored.	✓	✓	✓		r.77 r.88	s.167 s.169	r.80 r.104 r.68

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Review and refine the plan annually in collaboration with the service's cook.	✓	✓	✓		r.77 r.88	s.167	r.80
Where a service has onsite meal preparation, ensure a menu cycle is displayed describing the food to be provided each day.	✓	✓	✓		r.80		r.80
The food preparation areas are only to be used for that purpose.	✓	✓	✓		r.77 r.88	s.167	r.80 s.26
Wash plates, bowls and cups used by children in water as hot as possible (dishwasher), and preferably rinsed to ensure that bacteria and no food particles adhere to them.	✓	✓	✓		r.77 r.88	s.167	r.80 r.104 s.26
Discard plastic plates, bowls and cups with deep scratches.	✓	✓	✓		r.77 r.88	s.167	r.80 s.26 s.29
Sweep and mop kitchen floors, and empty the rubbish bin twice daily.		✓	✓		r.77 r.88	s.167	r.80 s.26
Ensure appropriate food handling guidelines are adhered to and document all control measures in a diary or specially labelled document.		✓	✓		r.77 r.88	s.167	r.80 s.26
Children in family day care who bring their own food are to have the food removed from their bag on arrival. Any food requiring refrigeration is to be placed in the refrigerator.		✓	✓		r.77 r.88	s.165 s.167	r.80 r.104 s.26
Keep raw and cooked food (especially meat) separate to prevent cross-contamination. Use separate utensils for raw and cooked foods and keep these separated.		✓	✓		r.77 r.88	s.167	r.80 s.26

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Keep hot food at/over 60°Celsius.		✓	✓		r.77 r.88	s.167	r.80 r.104 s.26
Keep cold food under 4°Celsius.		✓	✓		r.77r.88	s.167	r.80s.26
Food should be served using a separate plate, bowl or cup for each child.		✓	✓		r.77 r.88	s.167	r.80 s.26 s.29
Leftovers are not to be offered to children, and foods are not to be reheated and served to children at a later date.		✓	✓		r.77 r.88	s.167	r.80 s.26
Tables are to be cleaned prior to and after serving meals.		✓	✓		r.77 r.88	s.167	r.80 s.26 s.29
Ensure dropped food or food rubbish and/or drinks indoors and/or out are promptly disposed of in a garbage bin.		✓	✓		r.77 r.88	s.167	r.80 s.26 s.27 s.29
Babies' bottles and breast milk are not to be warmed in the microwave.		✓	✓		r.77 r.88	s.167	r.78 r.80 r.104 s.26
Bottles (containing formula, cow's milk, breast milk etc) may be heated by standing the bottle in a container of hot (not boiling) water for approximately 10 minutes or by using a commercial bottle warmer.		✓	✓		r.77 r.88	s.167	r.78 r.80 r.104 s.26
Children's bottles are not to be stored in the refrigerator doors, as this does not provide for adequate air flow.		✓	✓		r.77 r.88	s.167	r.78 r.80 r.104 s.26

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Teach children to turn away from food when they cough or sneeze.		✓	✓		r.77 r.88	s.165 s.167 s.169	r.53 r.78 r.80 s.26 s.27 29A
Discourage children from walking around with food.		✓	✓		r.77 r.88	s.165 s.167 s.169	r.53 r.78 r.80s.26 s.27 s.29A
Ensure that dropped food is not eaten, and dropped utensils are not used until they have been washed.		✓	✓		r.77 r.88	s.165 s.167 s.169	r.53 r.78 r.80 r.104 s.26 s.27 s.29A
Discourage children from sharing food and cutlery.		✓	✓		r.77 r.88	s.165 s.167 s.169	r.53 r.78 r.80 r.104 s.26 s.27s.29 A
Ensure that items intended for use by one child (ie. comfort toys) are not shared.		✓	✓		r.77 r.88	s.165 s.167 s.169	r.53 r.78 r.80 s.26 s.27 s.29A
Encourage older children to serve themselves during meal times, supervising the sharing of utensils and hygiene practices.		✓	✓		r.77 r.88	s.165 s.167 s.169	r.53 r.78 r.80 s.26 s.27

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Encourage children to wash their hands and face after eating (especially where hands were used instead of utensils).		✓	✓		r.77 r.88	s.165 s.167 s.169	r.53 r.78 r.80 s.26 s.27 s.29A
Explain to children the reason for each of these practices.		✓	✓		r.77 r.88	s.167 s.169	r.53 r.78 r.80 s.26.29A
If there are two or more confirmed cases of gastroenteritis in the education and care service, the Responsible Person will advise and seek guidance from: Council's Environmental Health Unit on: (03) 9243 8888. The Communicable Disease Prevention and Control Unit in the Victorian Department of Health on: 1300 651 160.	✓	✓	✓		r.77 r.85-88	s.167	r.68 s.26
The Environmental Health Unit will advise if a particular disinfectant should be used when there is a gastroenteritis outbreak. If it is necessary to use a disinfectant, make sure it is in contact with the surface for enough time to kill the germs. This should be at least 10 minutes. Cases of gastroenteritis should be considered infectious until at least 48 hours after diarrhoea and/or vomiting has ceased.	✓	✓	✓		r.88	s.167	s.26 s.29

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Liaise with Council's Environmental Health Officer on the installation of syringe disposal units on service premises and instructions for use.	✓	✓			r.88	s.167	s.26 s.29
Inform the approved Responsible Person of any issues that impact on the implementation of this Policy.	✓	✓	✓	✓		s.167	s.26 s.29
Pay particular attention to the cleanliness of the cleaning cloths. Those for food areas are not to be used for any other purpose and are to be replaced and washed frequently.	✓	✓	✓	✓	r.77 r.88	s.167	s.26 s.29 s.29A
Ask parents/guardians to keep unwell children at home to prevent the spread of germs and infection to other children.	✓	✓	✓	✓	r.88	s.167	r.53 r.78 s.26

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## Definitions

**Infectious diseases:** Diseases that can be spread directly or indirectly from one living thing to another, such as meningitis, malaria, strep throat and influenza.

**Communicable diseases:** Diseases capable of being passed on from one person to another.

**Contagious diseases:** A condition of the mind or body easily diffused or spread from one person to another.

**Excludable infectious illness/disease:** Infectious diseases listed by the Victorian Department of Health and Human Services under 'Schedule 7 – Minimum period of exclusions from primary schools and children's services for infectious diseases cases and contacts' as required under the *Public Health and Wellbeing Regulations 2009*.

**Responsible Person:** A person with management or control of an education and care service operated by the approved Responsible Person. This person is the Service Coordinator or Responsible Person or Primary Nominee of the service who has been placed in day-to-day charge of the service in accordance with section 162 of the *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2011*.

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## Link to Council policies

This Policy and Procedures links to Council’s Occupational Health and Safety Policy.

Public health services provided by Council’s Environmental Health Unit comply with government legislation and regulations aimed at minimising infection and promoting health and safety in Moonee Valley. The Environmental Health Unit is a key partner of Council’s Family and Children’s Services Department in guiding best practice in hygiene and infection control.

## Resources and useful websites

This Policy and Procedures are aligned to the following National Quality Standard

[www.acecqa.gov.au/national-quality-framework/the-national-quality-standard](http://www.acecqa.gov.au/national-quality-framework/the-national-quality-standard)

Australian Breastfeeding Association —

<https://www.breastfeeding.asn.au/>

Department of Health, Victoria — [www2.health.vic.gov.au/](http://www2.health.vic.gov.au/) and [www.ideas.health.vic.gov.au/bluebook.asp](http://www.ideas.health.vic.gov.au/bluebook.asp) (for information on infectious diseases)

Department of Health Victoria – preventing food poisoning

[www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-how-to-keep-it-safe/preventing-food-poisoning](http://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-how-to-keep-it-safe/preventing-food-poisoning)

*Safe Food Australia — A Guide to the Food Safety Standards*, (2nd edition), (2001).

[www.foodstandards.gov.au/publications/pages/safefoodaustralia2nd519.aspx](http://www.foodstandards.gov.au/publications/pages/safefoodaustralia2nd519.aspx)

State Government of Victoria, Department of Health; Victorian Government Health Information — [www2.health.vic.gov.au/public-health/food-safety](http://www2.health.vic.gov.au/public-health/food-safety)

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*Staying Healthy- Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> edition), 2013.*

[www.nhmrc.gov.au/ files\\_nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)

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