

Children's Health & Safety

Health and Hygiene Policy.

Our Vision.

To give every child **the best start in life.**

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

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|----------------|--|
| Care | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| Quality | We maintain the highest standards in care and safety and provide exceptional early years education. |
| Service | We provide exceptional service and are integral to supporting parents bringing up children. |
| Value | We provide outstanding value for our families. |



Busy Bees Early Learning Australia are dedicated to ensuring that all health and safety needs are met through the implementation of a high standard of hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness, and to provide a safe and secure physical environment for children.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2 – Children's Health and Safety

2.2 - Safety

2.2.2 – Incident and Emergency Management

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS

Part 6 Operating an Education and Care Service (Law – 167, 168)

Part 4.2 Children's Health and Safety (Reg – 77, 78)

Part 4.7 Governance and Leadership (Reg – 168)

RELATED POLICIES

Administration of Medication Policy

Child Safe Environments Policy

Infectious Disease and Immunisation Policy

Injury, Trauma, and Illness Policy

Medical Conditions Policy

Nappy Change and Toileting Policy

Nutrition and Food Safety Policy

Work Health and Safety Policy

PURPOSE

This policy will provide guidelines for procedures to be implemented at all Busy Bees Early Learning Australia Services to ensure effective and up to date control of spread of infection and to ensure the provision of environments to be safe, clean, and hygienic.

Busy Bees aim to protect the health and safety of all children, Families, visitors, and employees of the Service by complying with current legislation and National Regulation requirements, standards, and guidelines. Stringent procedures such as how to manage hand hygiene, minimise infectious disease, and maintain clean, hygienic, and safe environments will be implemented to optimise health and wellbeing.

SCOPE

Children, Busy Bees Employees, Management, Visitors and Families

POLICY

All Busy Bees employees and Families enrolled at the Service are encouraged to observe and maintain high standards of hand and general hygiene during their interactions with the Service. Employees will be provided with a thorough induction, and training on effective hygiene practices and infection control.

Employees will adhere to all procedures, role model effective hand hygiene and infection control measures to children and Families. Children will be educated to wash their hands effectively which will help to reduce the incidence of infectious diseases being spread.

As an infection can be spread by a person who displays no sign of illness, clean and germ-free hands play an important role in minimising cross contamination.

Hand Hygiene

Effective hand hygiene can involve the use of soap and water or alcohol-based hand rubs. Soap and water and/or alcohol-based hand rubs will be provided throughout the Service to make hand hygiene convenient. Handwashing posters will be displayed near hand washing facilities to ensure handwashing techniques are being practiced effectively.

Effective handwashing is a vital strategy in the prevention of spreading many infectious diseases. All adults and children should wash their hands thoroughly with soap and water and/or alcohol-based sanitiser. Our procedures will outline the appropriate times children, employees and Families are required to clean their hands, along with providing guidelines on maintaining clean and hygienic environments.

Washing hands every time a child's nose is wiped will reduce the spread of infection. If hands cannot be washed after every nose wipe, an alcohol-based hand rub will be used. It is not necessary to wear gloves when wiping a child's nose, however if gloves are worn, they must be removed, and hands will be washed, or an alcohol-based rub will be used afterwards. Dirty tissues will be exposed of immediately.

Appropriate use of gloves

Wearing gloves does not replace the need to wash your hands, and you should ensure that you perform hand hygiene before putting gloves on and after taking them off. Gloves provide a protective barrier against germs. When employees wear gloves appropriately, they protect both themselves and the children in their care from potential infection. It is important to remember that using gloves correctly will reduce the spread of germs but will not eliminate it.

Wear disposable gloves when you are likely to encounter body fluids or excretions (faeces, urine, saliva, vomit, or blood) such as when changing nappies or cleaning up vomit or blood, when serving food, and during general cleaning activities.

Wash your hands before putting on gloves so that you remove as many germs as possible from your hands. Otherwise, when you reach into the box of gloves, you can contaminate the other gloves in the box.

When changing a nappy, it is very important to wash your hands before you put on gloves, so that when you have finished changing the child, you can remove the dirty gloves and dress the child without needing to interrupt the nappy-changing procedure to wash your hands before dressing the child.

When you have finished a procedure that requires you to wear gloves, it is important to wash your hands thoroughly after removing the gloves, because any germs on your hands may have multiplied significantly while you were wearing the gloves. There may also be microscopic tears or holes in the gloves that can allow germs to contaminate your skin. When taking off the gloves, you may contaminate your hands with the dirty gloves; therefore, it is essential that you wash your hands.

Colour Coded Cleaning

To minimise cross contamination of environments, use only the correct coloured equipment i.e., broom, mop, bucket, cloth, designated for the area being cleaned.

GREEN: Kitchens, food preparation areas, food service areas

BLUE: General cleaning, offices, low risk areas

RED: Toilets, bathrooms, washrooms, dirty utility rooms

YELLOW: Infectious areas, isolation areas

Cleaning

Structured cleaning schedules will be implemented to ensure that all environments, equipment (including cleaning equipment i.e., mops), and toys are appropriately cleaned regularly and thoroughly.

Services will routinely clean with detergent and water, followed by rinsing and drying, as this is the most effective method for removing germs from surfaces and preventing them from spreading through the environment. Disinfectants are only necessary if a surface has already been cleaned with detergent and water and is known to have been contaminated with potentially infectious material. Bleach will only be used in the Service to clean up blood spills or as directed by Public Health following any outbreaks of an infectious disease.

Accidents and spills will be cleaned up as quickly as possible to ensure that the Service always maintains a high level of cleanliness and hygiene.

Standard precautions support the assumption that all blood and bodily fluids are potentially infections, therefore hygiene practices that promote infection control are adopted for all contact with blood and bodily fluids. Spill kits will be readily available for use in dealing with spills. The spill kit will be in the form of a container with a lid, filled with all the necessary equipment to clean up a spill, as guided by Staying Healthy 5th edition.

Nappy change areas must be cleaned after each use with detergent and warm water and dried with paper towel. Nappy change mats should be placed in the sunlight after being cleaned.

Toy Cleaning

Employees are required to clean the children's equipment and toys on a regular basis, and daily in rooms with younger children, to minimise cross contamination and the spread of illnesses. Employees will wash a toy immediately if it has been sneezed on, mouthed, and/or soiled or if it has been discarded after play by a child who has been unwell. The Service will have washable toys for younger children. Toys and equipment must be cleaned more often in the event of an infectious disease or virus is present in the service or community.

Play Dough

Employees will reduce the risk of the spread of disease when playing with play dough by:

- encouraging hand washing before and after using play dough
- storing the play dough in a sealed container in the refrigerator between uses
- making a new batch of play dough each week, and
- if there is an outbreak of vomiting and/or diarrhoea, discarding the playdough at the end of each day during the outbreak.

Infectious Disease

If a child being educated and cared for has a suspected infectious condition, infectious disease policies and procedures will be adhered to. All Families will be informed of any common infectious condition in the Service by displaying appropriate factsheets in the most visible positions as sourced from Staying Healthy and include symptoms of the condition and exclusion time from the Service for any infectious persons.

In the case that a notifiable disease occurs in the Service, the Nominated Supervisor will inform management and the relevant authorities.

SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[Staying Healthy: 5th Edition Preventing infectious disease in childcare](#)

[ECA Code of Ethics.](#)

[Work Health and Safety Act 2011](#)

[KidSafe Australia](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions

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