

**SWiCh Inc Child Care Centre
Monash Student Association Clayton**

Policy: **Hygiene and Sanitation**

Revised **June 2007**

Policy Statement: The Children Service Regulations state all centres must be kept in a clean hygienic state.

Dressing Wounds

All staff are required to wear disposable gloves for each occasion when dressing an open wound. The gloves should be disposed of in a sealed container. When the gloves have been removed the staff members hands should be washed thoroughly and dried before attending to any other task. Open wounds need to be cleansed with water and covered with a bandaid or gauze bandage.

Nappy Changing

Parents are to supply an adequate number of either cloth or disposable nappies for the duration of time their child is attending SWiCh.

Soiled cloth nappies are to have the excess amount of faeces removed and the nappy is then sealed in a plastic bag and stored in the change room out of the children's room until returned to the parent for cleaning. To avoid cross infection the centre will not provide soaking or washing service for soiled cloth nappies. Disposable nappies are to be placed in the sealed bin located in the change room not in the children's rooms.

When changing a nappy the following routine applies:

- Make sure you have the child's nappy and, if needed, cream at the change bench
- Lay the child on the changemat with the paper barrier between the mat and the child
- Lift the child onto the change mat, heavier children are to be guided to the change mat using the steps.
- staff member to wear disposable gloves when changing a soiled nappy
- change the nappy, *wipes* are provided to clean the soiled nappy area
- dispose of soiled gloves in the bin
- lift the child down off the change bench or guide a heavier child down the stairs, take the child back to the children's room.
- wash the change mat with soapy water and wipe down with paper towel
- thoroughly wash your hands / dry with paper towel
- Nursery toddler room staff record the nappy change on the schedule provided. Pre-School room staff only record nappy changes if parents request them to do so.

Bathroom / Nappy Change Room

- Staff to maintain these areas throughout the day, ensuring they are washed clean with soapy water.

In the middle of the day and at the end of the day staff will thoroughly clean the mats and benches with hot soapy water. Nappy bins are to be emptied and a fresh liner inserted.

Baby Pacifiers and Bottles

Baby pacifiers are stored in individual containers. Bottles are brought from home, they will have been sterilised if needed and made up with EBM, formula or the required amount of water for staff to add the formula.

Handwashing Process

Use liquid soap and running water
Wash hands vigorously counting to ten
Rinse hand well counting to ten
Dry well with paper towel or electric hand dryer

Handwashing

Staff and Children will wash their hands;
Before handling food
Before eating
After changing a nappy
After going to the toilet
After cleaning faeces or vomit
After playing outside
After wiping a nose

Personal Hygiene

Common face washers and towels will not be used. Combs will be used by only one child and then disinfected.

Staff will use paper towel to dry their hands to minimise cross-infection. Children will be encouraged to rinse their mouths with water after eating to ensure dental care.

Toilet Training

When parents feel their child is showing signs of readiness; when the child tells you they have a wet nappy, when they are aware of wetting the nappy or about to wet the nappy, when they are dry for two to three hour periods, they are encouraged to speak to their child's caregivers to discuss a toilet training plan.

Staff will offer encouragement to the child ensuring it is not a stressful time. If the child is finding it difficult and they are not showing signs of independently asking to go to the toilet or are refusing to use the toilet staff will meet with parents to discuss the progress. It may be necessary to postpone the training for a few weeks. In the nursery toddler room we do have babies crawling so for hygienic reasons we do have to consider the amount of accidents a child may have.

Laundry

All sheets will be supplied and laundered at SWiCh. SWiCh will supply blankets for Nursery-Toddler room children. Pre-School room children supply their own small blanket.

Washing Toys

Each day staff are responsible for washing, in hot soapy water, the toys that younger children may put into their mouths. Large items will be thoroughly washed on a regular roster.

Centre Cleaning

- Staff will be responsible for the daily tidying up and spot cleaning the centre.
- Cleaner will sweep and mop the floors on a daily basis.
- The carpets will be vacuumed daily by the cleaner and steam cleaned on a regular basis.
- All chemicals and cleaning agents used will be stored out of the reach of children.
- Tables used for lunch will be wiped clean before and after each meal. Separate cloths will be used for wiping the floors, cleaning the dishes and wiping the tables these will be stored in separate containers labelled with their use.
- Toilets will be cleaned daily by the cleaner and wiped over if necessary throughout the day by staff.
- Staff are to wear gloves when spot cleaning.
- A bucket equipped with cleaning implements for cleaning vomit, urine etc will be kept in the laundry.

Sandpit Hygiene

The sandpit is to be covered when not in use. Sand is to be raked-over daily to remove debris and to ensure the sand does not compact creating a hard surface. The sand is to be replenished as needed.