



## **BRISBANIA BEFORE & AFTER SCHOOL CHILDCARE INC.**

### **HEALTH**

**Title: HYGIENE**

**Status: Current**

**Date of Origin: July 2012**

**Policy No: P23**

**Last Reviewed: May 2024**

#### **OUTCOME:**

Brisbania Before, After School and Vacation Care centre, will maintain a healthy and hygienic environment that promotes the health of the children, educators and parents using our service. Children and parents using the service will be encouraged to share ownership of maintaining hygiene practices in the service. Educators will ensure that they maintain, and model current best practice hygiene procedures as advised by NSW health authorities. Educators will engage children in experiences, conversations, routines, and responsibilities that promote children's understanding of the importance of hygiene for the wellbeing of themselves and others ("My Time, Our Place" Outcomes 3.2, 4.2, 4.3)

#### **PROCEDURE**

Educators will maintain and model appropriate hygiene practices and encourage the children to adopt hygiene practices. As part of children taking increasing responsibility for their own health and physical wellbeing educators should acknowledge children who are modelling hygiene practices and look for opportunities to provide opportunities for children who have not developed the same level of awareness.

Informal education in proper hygiene practices will be conducted on a regular basis, either individually or as a group through conversations, planned experiences, inclusion in service routines and reminders. Health and hygiene practices will be highlighted to parents, and where appropriate information sheets or posters will be used by Educators to support these practices.

Supervisors will be required to attend formal training on Safe Handling Practices.

Educators will aim to provide a non-judgmental approach to differences in hygiene practices and standards between families to support children's developing sense of identity. Where practices differ to standards expected in the service remind children that these are practices to be followed in the service, but they may be different for them at home.

Hand washing will be practised by all Educators and children upon entering the service, before preparing or eating food and after all dirty tasks such as toileting, cleaning up any items, wiping a nose, before and after administering first aid, playing outside, or handling an animal. In addition, educators will wash their hands before leaving the service.



Hand sanitiser will be available for Parents to use on arrival and departure of centre. Educators to use on arrival, throughout shift and on departure of centre. Children may use hand sanitiser under supervision of Educators.

All Educators must wear disposable gloves when in contact with blood, open sores or other bodily substance, clothes contaminated with bodily fluids or cleaning up a contaminated area. Educators must wash hands with soap and water after removing the gloves. Educators with cuts, open wounds, or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely.

The service will be cleaned daily, and rosters/cleaning schedules maintained as evidence of the cleaning tasks being undertaken.

Whenever required Educators will clean the OSHC service throughout the day (Vacation Care).

All toilet facilities will have access to a basin or sink with running hot and cold-water toilet paper, soap, and paper towel for washing and drying hands.

Females will have access to appropriate feminine hygiene disposal.

Soap and paper towel will also be available in the kitchen area.

All Toilets, hand basins and kitchen facilities used by the service will be cleaned and disinfected daily. Surfaces will be cleaned with detergent after each activity and at the end of the day and all contaminated surfaces will be disinfected.

Toys will be washed, cleaned, and disinfected on a regular basis with material items such as dress ups and cushion covers laundered as required but a minimum of quarterly.

## **FOOD**

All food will be prepared and stored in a hygienic manner.

Children will be encouraged to be involved in food preparation to assist them to have opportunities to learn more about hygienic practices when preparing food. This participation should always be supervised, and explanation provided to children on the reasons why hygienic conditions are maintained.

Food will be stored in tightly sealed containers, away from any chemicals.

Kitchen equipment will to be cleaned and stored appropriately.

Surfaces are cleaned before and/or after food preparation.

All perishable foods will be stored in the refrigerator and the temperature should be monitored to ensure it is less than 5°C.

The service will provide food handling and hygiene information to parents.

The service will regularly review and evaluate food handling and practices in line with current best practice guidelines from recognised authorities.



Children will be encouraged not to share their drinking and eating utensils.

Tongs and spoons will be used for the serving of food. Where possible Educators will encourage children to self-serve food and drinks encouraging the development of their food handling skills as well as acknowledging their growing sense of independence.

All cups, plates and utensils will be washed in hot, soapy water then rinsed in hot water or put through dishwasher.

Educators are required when handling food to use blue gloves. When wearing gloves, care must be taken to avoid contaminating food by only using them for one continuous task and then discarding them. Gloves must be removed, discarded, and replaced with a new pair before handling food and before working with ready to eat food after handling raw food to avoid cross contamination.

Gloves must be removed, discarded, and replaced after using the toilet, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body.

All rubbish or left over food is to be disposed of immediately in lidded bins and bins emptied at least daily and then wiped with disinfectant.

The OSHC Service will ensure there is a register of all hazardous chemicals, substances and equipment used at the service.

#### Acknowledgements

Network of Community Activities - [www.netoosh.org.au](http://www.netoosh.org.au)

NSW Department of Health- [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

Regulations 77 (Health, hygiene and safe food practices)  
[www.acecqa.gov.au/storage/DE\\_03\\_NationalQualityStandard\\_web.rtf](http://www.acecqa.gov.au/storage/DE_03_NationalQualityStandard_web.rtf)

National Quality Standard 2; Children's Health and Safety (Element 2 .1.3) -  
[http://www.deewr.gov.au/Earlychildhood/Policy\\_agenda/quality/documents/nqstandardchildedu.pdf](http://www.deewr.gov.au/Earlychildhood/Policy_agenda/quality/documents/nqstandardchildedu.pdf)

National Food Standards Code (FSANZ) - [www.foodstandards.gov.au/foodstandards/](http://www.foodstandards.gov.au/foodstandards/)

Food Regulation 2010 (NSW) – <http://www.foodauthority.nsw.gov.au/industry/food-standards-and-requirements/legislation/foodregulation/>

Food Act 2003 (NSW) - [http://www.austlii.edu.au/au/legis/nsw/consol\\_act/fa200357/](http://www.austlii.edu.au/au/legis/nsw/consol_act/fa200357/)



Document Author/Date:	Network of Community Activities 2012
Reviewed by/date:	Management Committee Dec 2012
Accepted By Management Committee:	Dec 2012
Date for Next Review:	July 2015
Accepted By Management Committee:	July 2018
Date for Next Review:	July 2020

Accepted By Management Committee:	July 2020
Date for Next Review:	May 2022
Accepted By Management Committee:	May 2022
Date for Next Review:	May 2024
Accepted By Management Committee:	May 2024
Date for Next Review:	May 2026