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## Introduction

Careful attention to hygiene standards significantly reduces the risk of transmission of infectious disease and other illness in children, educators, and their families.

Lake Macquarie Family Day Care role-models positive health practices, and Educators supervise, assist and encourage children in their daily health and hygiene routines. Standard precautions are used for personal protection when handling blood and any other body fluids at all times for all people.

Lake Macquarie Family Day Care assumes reasonable educator knowledge and familiarity with appropriate health and hygiene practices, in accordance with required competency-assessed training in an approved early education and care qualification.

## Scope

This procedure outlines practices for maintaining clean and hygienic environments and practices in the Educator FDC environment.

Additional measures for helping minimise the incidence and spread of infectious illness (including vaccination, responding to illness, applying exclusion periods, and additional protective measures in the event of pandemic or outbreak of infectious disease), are covered in the 'Infectious Diseases' procedure.

## Procedures

Item	Summary	Resources
Appropriate facilities are available	<p><b>Approved Service will:</b></p> <ol style="list-style-type: none"> <li>1. Assess suitability of educator facilities and equipment to support effective hygiene;               <ol style="list-style-type: none"> <li>a) prior to registering an educator,</li> <li>b) at least annually with regular registration, and</li> <li>c) on an ad-hoc basis during regular home visits with educators</li> </ol> </li> </ol> <p><b>Educator will:</b></p> <ol style="list-style-type: none"> <li>2. Ensure appropriate facilities and equipment are available at all times for;               <ol style="list-style-type: none"> <li>a) <u>Handwashing</u> (<i>Regulation 109</i>)                   <ul style="list-style-type: none"> <li>• basin with running water;</li> <li>• readily accessible to the kitchen and separate from the kitchen sink;</li> <li>• immediately accessible to nappy-change / toileting facilities;</li> <li>• enabling safe and convenient use by children</li> </ul> </li> <li>b) <u>Toileting</u> – enabling safe use and convenient access by children (<i>Regulation 109</i>)</li> <li>c) <u>Nappy change</u> (for children who wear nappies) (<i>Regulation 116</i>)                   <ul style="list-style-type: none"> <li>• Separate from craft preparation, food preparation, serving areas and if possible away from children's play areas</li> <li>• Nappy change-mat with an impervious surface that is free of cracks, tears or holes and that can be easily cleaned</li> </ul> </li> <li>d) <u>Bathing/washing</u> children if required</li> <li>e) <u>Laundering</u> or dealing with soiled or contaminated clothing, nappies and linen, including hygienic facilities for storage prior</li> </ol> </li> </ol>	

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	<p>to their disposal or laundering, located and maintained so they don't pose a risk to children (<i>Regulation 106</i>)</p> <p>f) <u>disposal</u> of soiled and contaminated items (including blood and, body fluids and chemicals), separate from handwashing facilities</p> <p>g) <u>cleaning equipment</u> that</p> <ul style="list-style-type: none"> <li>• helps prevent contamination and cross infection <ul style="list-style-type: none"> <li>▪ Mop with detachable head (so can be laundered in hot water)</li> <li>▪ Disposable cloths or cloths that can be laundered between uses</li> <li>▪ separate cloths for cleaning different areas</li> <li>▪ cleaned regularly</li> </ul> </li> <li>• stored in location that is not accessible to children</li> </ul> <p>h) <u>food preparation area</u> that includes a microwave and / or stove, refrigerator, sink, hot and cold water supply, and suitable disposal facilities</p> <p>3. consider how easy items will be to clean, disinfect and maintain on a regular basis, when selecting toys, equipment and furnishings</p>	
<p>Maintain knowledge of appropriate practice</p>	<p><b>Approved Service will:</b></p> <p>4. Ensure educators and staff are aware of appropriate health, hygiene and safe food storage and handling practices during on-boarding, and provide information on recommended practices as relevant from time to time .(<i>Regulation 77</i>)</p> <p><b>Educators will:</b></p> <p>5. engage in ongoing training and professional development about current hygiene practices.</p>	
<p>Handwashing</p>	<p><b>Educators will:</b></p> <p>6. implement effective handwashing practices;</p> <ol style="list-style-type: none"> <li>a) using liquid soap and running water as the preferred method for washing hands – antibacterial or other sanitiser solutions when running water is unavailable, and wash hands with running water as soon as possible</li> <li>b) dry hands thoroughly after washing using disposable paper towel, or ensure individual cloths are laundered after each use</li> <li>c) washing infant hands with pre-moistened disposable wipes, or soap and a damp single-use wash-cloth, then drying thoroughly (if unable to stand at a handbasin)</li> </ol> <p>7. display handwashing procedures in handwashing areas</p> <p>8. wash hands, and prompt children to wash hands (as appropriate):</p> <ol style="list-style-type: none"> <li>a) on arrival to the service, to avoid bringing germs in, and when leaving, to avoid taking germs out</li> <li>b) before and after preparing food and bottles/formula, including if</li> </ol>	<p><a href="#">How to wash hands poster</a> – go to pdf downloads, Staying Healthy in Child Care</p> <p><a href="#">How to use alcohol-based hand rub poster</a> – go to pdf downloads, Staying Healthy in Child Care</p> <p><a href="#">when to perform hand hygiene</a> – table 3.1 pg 42</p>

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	<p>feeding an infant</p> <ul style="list-style-type: none"> <li>c) before resuming food preparation or feeding, if interrupted to attend to another task</li> <li>d) before and after eating and handling food</li> <li>e) before and after wearing gloves</li> <li>f) before and after changing a nappy</li> <li>g) before, in between, and after applying sunscreen or other lotions to individual children</li> <li>h) before and after administering first aid</li> <li>i) before and after administering medication</li> <li>j) after cleaning</li> <li>k) after using the toilet or helping children use the toilet</li> <li>l) after coming in from outside play</li> <li>m) after wiping a nose</li> <li>n) after handling garbage</li> <li>o) after cleaning up body fluids</li> <li>p) after touching animals</li> </ul>	Staying Health in Child Care
Wearing gloves	<p><b>Educators will:</b></p> <ul style="list-style-type: none"> <li>9. wear disposable/single-use gloves when there is any chance of coming in to contact with body fluids (including faeces, urine, vomit or blood), remove gloves safely, and dispose of used gloves immediately after use.</li> <li>10. clean and maintain reusable gloves (used for general cleaning) according to manufacturer's instructions, store dry in between uses, and replace when showing signs of wear and tear</li> </ul>	<p><a href="#">when to wear gloves</a> – table 3.2 pg 43 Staying Health in Child Care</p> <p><a href="#">how to remove disposable gloves</a> – pg 44 Staying Health in Child Care</p>
Toileting and nappy change	<p><b>Educators will:</b></p> <ul style="list-style-type: none"> <li>11. conduct toileting and nappy change routines in a hygienic manner to minimise the risk of contact with urine and faeces</li> <li>12. display the nappy-change procedure in the designated nappy change area</li> <li>13. check children in nappies regularly, and change them as soon as possible if they are soiled or wet</li> <li>14. have adequate nappy changing and toileting supplies ready and at hand</li> </ul>	<p><a href="#">changing a nappy without spreading germs poster</a> – go to pdf downloads, Staying Health in Child Care</p>
Safely dealing with body fluids and blood	<p><b>Educators will:</b></p> <ul style="list-style-type: none"> <li>15. isolate spilled body substances immediately - including blood, vomit, urine, faeces and nasal discharge – until they can be removed and cleaned</li> <li>16. clean the area as soon as possible using soapy water</li> <li>17. disinfect the area after cleaning if the spill came from a child / person who is known or suspected to have an infectious disease</li> </ul>	<p><a href="#">recommended methods for cleaning blood spills and preparing bleach solution</a> – pg 49-50, Staying Healthy in Child Care</p>

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	<p>18. clean blood spills according to the size of the spill, and disinfect using diluted bleach solution</p>	
<p>Storage and disposal of soiled and contaminated items</p>	<p><b>Educators will:</b></p> <p>19. remove all contaminated waste, equipment, furnishings and items from the area immediately, place in a plastic bag or alternative, and dispose in the rubbish bin or keep these in a designated place (eg, laundry) until they can be disposed of or collected by parents</p> <p>20. dispose of soiled disposable nappies in a sealed bag each day</p> <p>21. dispose of faeces from a cloth/reusable-nappy in the toilet and place the nappy in a sealed plastic bag, or immerse in water or nappy wash/antibacterial solution in a lidded bucket (individual for each child), until collected by the parent</p>	
<p>Cleaning and washing</p>	<p><b>Educators will:</b></p> <p>22. ensure all equipment and furniture used in providing the service is clean (<i>regulation 103</i>)</p> <p>23. clean first</p> <ul style="list-style-type: none"> <li>- using detergent/soap and water,</li> <li>- rubbing the surface vigorously to physically remove dirt and germs,</li> <li>- rinse the surface with clean water,</li> <li>- dry the surface,</li> </ul> <p>then disinfect if the surface has been contaminated with potentially infectious material/body spills</p> <p>24. remove garbage regularly</p> <p>25. use separate cloths for cleaning different areas</p> <p>26. maintain and document a schedule of regular monitoring and cleaning</p> <p>27. clean before and after each use</p> <ul style="list-style-type: none"> <li>a) food preparation areas, surfaces and utensils</li> <li>b) tables used for meals</li> </ul> <p>28. clean after each use</p> <ul style="list-style-type: none"> <li>a) nappy change mat</li> <li>b) mouthed toys</li> <li>c) individual hand-towels used for hand-drying</li> <li>d) meal utensils and bottles (if provided by the educator), or otherwise rinse and keep in a designated place until collected by parent</li> <li>a) personal care items – eg, bed linen ‘shared’ between children, toileting potty, water and bath (if bathing children)</li> <li>b) containers used to store or soak contaminated items</li> </ul> <p>29. clean daily plus when visibly dirty:</p> <ul style="list-style-type: none"> <li>c) Toilet and bathroom areas – tap handles, toilet seats, toilet handles, doorknobs</li> </ul>	

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	<ul style="list-style-type: none"> <li>d) frequently touched surfaces – eg, chairs, tables, low shelving, high-use toys, cot/bed hard surfaces</li> <li>e) door knobs</li> <li>f) floors</li> <li>g) bed-linen (weekly if used by the one child – and stored to prevent cross-contamination between washes)</li> <li>h) vacuum carpets and mats</li> </ul> <p>30. rake sandpits daily, expose to sunlight as much as possible, and cover at night</p> <p>31. clean at least weekly plus when visibly dirty</p> <ul style="list-style-type: none"> <li>a) low shelves</li> <li>b) other surfaces not touched frequently by children</li> <li>c) bed linen, mattress covers (or equivalent of weekly according to attendance and amount of use)</li> </ul>	
<p>Storing and handling food</p>	<p><b>Educators will:</b></p> <p>32. suggest parents use a suitable means for keeping food cool when transporting and bringing food to the FDC premises</p> <p>33. ask parents to clearly label children’s food, drinks and bottles/breast-milk, and date any prepared formula/breast-milk</p> <p>34. store food at a safe, recommended temperature, including while on excursions</p> <p>35. refrigerate perishable foods (other than pantry items)</p> <p>36. store breast milk</p> <ul style="list-style-type: none"> <li>a) at the back of the refrigerator for up to 3-5 days</li> <li>b) without refrigeration (if needed) for up to 6-8 hours if the room temperature is less than 26 C</li> <li>c) frozen in a separate freezer section for up to 3 months – if the freezer is a compartment within the fridge (rather than a separate section with its’ own door), only store the breast milk for up to 2 weeks</li> </ul> <p>37. thaw breast milk</p> <ul style="list-style-type: none"> <li>a) in the refrigerator and use within 24 hours, or</li> <li>b) by standing the bottle in a container of lukewarm water and use it straight away</li> </ul> <p>38. avoid cross-contamination between raw and cooked foods</p> <ul style="list-style-type: none"> <li>a) keep cooked and raw foods separate</li> <li>b) store cooked food above raw food in the fridge</li> <li>c) use separate utensils (such as cutting boards and knives) for raw and cooked food</li> </ul> <p>39. prepare formula carefully according to manufacturer’s instructions, and</p> <ul style="list-style-type: none"> <li>a) give it to the child as soon as it has cooled, or</li> <li>b) cool immediately and store in the back of the refrigerator (where it is coolest) for no more than 24 hours</li> </ul>	

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	<p>40. reheat prepared food so it is steaming to destroy germs that may have grown since the food was cooked – stir thoroughly (to distribute any ‘hot spots’) and check it is cool enough for children to eat before serving</p> <p>41. heat bottles once only using a bottle warmer or by standing the bottle in hot water for no more than 15 minutes (do not allow it to cool and then re-heat) – do not use microwaves and never microwave breast milk</p> <p>42. use tongs/spoons or utensils to serve food from shared common bowls/plates</p> <p>43. use a separate spoon for each infant being fed</p> <p>44. not allow children to take food from other children’s plates/bowls</p> <p>45. encourage families to either  a) provide individual cupcakes for all children, or  b) provide an individual cupcake for the birthday child (with a candle if they wish) and a larger cake that can be cut and shared if blowing out candles for birthdays or special occasions</p> <p>46. discard all left-over foods and breast-milk/formula – advise parents what food the child has/hasn’t eaten, however do not return left-over food</p>	
<p>Personal care</p>	<p><b>Educators will:</b></p> <p>47. make every reasonable effort to prevent children sharing personal care items eg, hats, combs/brushes, toothbrushes, dummies/pacifiers, bottles, drinks, eating utensils, bed linen, towels.</p> <p>48. cover any cuts/abrasions, skin infections (self or children) with water-resistant dressing</p> <p>49. manage their own personal cleanliness</p>	
<p>Promoting hygienic practices with children and families</p>	<p><b>Educators will:</b></p> <p>50. include time for routines in the daily program that instruct children in accepted hygiene practices eg, regular handwashing, use of tissues, correct toilet use, care and use of own belongings</p> <p>51. model appropriate handwashing practices and offer verbal prompts and reminders with children when washing hands</p> <p>52. assist toileting where necessary to support hygienic practices</p> <p>53. support children to take an emerging responsibility in their own care and self-help routines – eg, feeding and serving self, managing own packed meals, toileting, using tissues, applying own sunscreen</p> <p>54. encourage and model sneeze and cough etiquette - cover nose and mouth with elbow when coughing or sneezing, wash hands afterwards</p>	

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Notifcations	<b>Educators will:</b> 54. complete an incident record if a child is splashed with blood or body fluids (that are not their own)	
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**Review and evaluation**

Recommendations of the National Health and Medical Research Council (NHMRC – Staying Healthy in Child Care) and source documents have been considered in developing this Procedure. Feedback and input from staff, educator and parent stakeholders is considered.

LMFDC staff observe implementation of hygienic practices during home visits with Educators, and review documentation demonstrating systematic implementation of cleaning schedule at annual registration.

This procedure will be reviewed at least every 4 years, and when there are changes in regulatory requirements or recommended practices.



## WHS Management System Information

### Record Keeping Requirements

Records associated with, and generated in compliance with this document include:-

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All records will be managed in accordance with **WHS Module 10 - Records**.

### Training Requirements

Specific training required to carry out the requirements of this document includes:-

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Training requirements will be managed in accordance with **WHS Module 12 – Training**.

### Auditing Requirements

Auditing of this process will be managed in accordance with **WHS Module 11 – Auditing**.

### Corrective Actions

Corrective actions are to be managed in accordance with **WHS Module 09 – Corrective Actions** whenever it is identified that the requirements of this document and its references are not being met.

### Review

This document will be reviewed in accordance with **WHS Module 04 – Document Control** and whenever there is a relevant change to applicable legislation, industry standards, Codes of Practice, the WHS Management System, or the process.

### Responsibilities, Authorities & Accountabilities

Responsibility, authority, and accountabilities for all positions within Council are outlined in **WHS Module 01 – WHS Responsibilities** and in the **WHS Responsibilities, Authorities and Accountabilities (RAA) Table** associated with **WHS Module 01**. The RAA table includes responsibility, authority, and accountabilities for employees, managers, supervisors, contractors, visitors, and persons with specialist roles within the organisation.

In addition to **WHS Module 01 – WHS Responsibilities**, the following positions have responsibilities, authorities and accountabilities associated with this document:

Position	Responsibilities, Authorities & Accountabilities

## Controlled Document Information

### Authorisation Details

<b>Folder No:</b>	F2004/12276	<b>TRIM Record No:</b>	D10373232
<b>Audience:</b>	Departmental - Family Day Care Staff Educators and Stakeholders		
<b>Department:</b>	Community Partnerships	<b>Officer:</b>	Service Manager Family Day Care - Kim Hartmann
<b>Key focus area(s):</b>			
<b>Review Timeframe:</b> Max < 4 years	4 years	<b>Next Scheduled Review Date:</b>	7 June 2026
<b>Authorisation:</b>	Manager Community Partnerships - Andrew Bryant - 8 June 2022		
<b>Authorisation Date:</b>	8 June 2022		

### Related Document Information, Standards & References

<b>Related Legislation:</b>	Public Health (Amendment) Act (NSW) 1991 Work Health & Safety Act 2011 No 10 Food Amendment Act 2010 The National Quality Framework	
<b>Related Policies:</b>		
<b>Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:</b>	Incident, Injury, Trauma & Illness Procedure, and Record form Infectious Diseases Procedure	Indicates responsibility for notifying incidents that may pose a risk to health of children. Outlines practices for responding to instances of infectious illness, and minimising spread.
<b>Standards, COP's &amp; Other References</b>	5 <sup>th</sup> Edition Staying Healthy – Preventing infectious diseases in early childhood education and care services 2012 <a href="http://www.nhmrc.gov.au/publications/">http://www.nhmrc.gov.au/publications/</a>	Industry – specific recommended practice developed in collaboration with the National Health and Medical Research Council (NHMRC)

### Definitions

Term / Abbreviation	Definition
<b>Nominated Supervisor</b>	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.
<b>Educator</b>	(a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator); and  (b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator  (c) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as an educator assistant to educate, mind or care for children in the residence or venue of a primary educator for no more than

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	4 hours
<b>Change Table</b>	any stable surface for changing nappies, together with a mat that has an impervious washable surface, including: (a) floor or another stable hard surface, (b) bench or table (not used at any time for preparing, serving or consuming food or providing children's craft or learning activities) (c) bed or other stable item of furniture
<b>Parent</b>	the parent of a child registered for care with Lake Macquarie Family Day Care and includes:  (a) guardian of the child, and/or  (b) a person who has the legal custody of the child.
<b>Regulatory requirement</b>	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
<b>Approved Service</b>	Lake Macquarie Family Day Care
<b>Service</b>	an education and care service operated by an educator whose name appears on a current register of educators for Lake Macquarie Family Day Care
<b>Service users</b>	educators, staff, children, parents, volunteers or visitors to the education and care service operated by the educator
<b>Staff</b>	an employee or employees of Lake Macquarie City Council for service within Lake Macquarie Family Day Care
<b>The National Quality Framework</b>	Includes:  <ul style="list-style-type: none"> <li>• a national legislative framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011</li> <li>• a National Quality Standard</li> <li>• an assessment and rating system</li> <li>• a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.</li> <li>• The Australian Children's Education and Care Quality Authority (ACECQA)</li> </ul>
<b>Work Health and Safety</b>	Includes:  Work Health and Safety Act 2011 No 10 Work Health & Safety Regulations LMCC OHS Management System Information

**Consultation (update for each version created)**

<b>Key Departments, Teams, Positions, Meetings:</b>	Family Day Care Staff, educators and stakeholders
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**Version History**

<b>Version No</b>	<b>Date Changed</b>	<b>Modified By</b>	<b>Details and Comments</b>
2	13/03/2006	J. Wade	Updated reference to Children's Services Regulations 2004

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3	24/8/2006	J. Wade	Update attachment 1
4	9/1/2009	J. Wade	Include bathing and hand washing sections, update references and attachments
5	14/05/2011	S. Cornwell	Update Responsible Officer, updated References, add sections to inform Family Day Care Staff of any incidences, remove attachments
6			
7			
8	1/12/2011	S. Vickers	Update reference of Food Act 2003 to Food Act Amendment 2010, Occupational Health and Safety Act 2000 to Work Health and Safety Act 2011 No 10, Children's Services Regulation 2004 and Amendment 2010 to The National Quality Framework, update definition of Authorised Supervisor
9	17/07/2013	J. Morgan	Update to include 5 <sup>th</sup> Edition Staying Healthy 2012 information added related to immunisation for educators, tables for using gloves, cleaning different surfaces, decision tree: when to use disinfectant, cleaning blood spills including prepare bleach, hand washing, nappy change. Updated references
10	10/06/2015	J Morgan	No changes
11	20/09/2018	J Salvador	Minor changes to include reference to the Health and Hygiene requirements of food handler's information sheet from the Department of Primary Industries Food Authority.
12	30/05/2022	K Hartmann	<p>Added statement of reasonable assumed knowledge of educators according to their qualification training.</p> <p>Outlined scope of maintaining hygienic environments and practices, as differentiated from dealing with infectious illness – removed section on vaccination and exclusion (to go in separate Procedure).</p> <p>Reformatted to consolidate information as standard precautions/practices (remove repetition) – associated processes, procedures or resources to inform implementation are hyperlinked in the 'resources' section.</p> <p>Removed superfluous information not relating to maintaining hygiene (more appropriate to be included in alternate Procedures).</p> <p>Added additional description for washing infant hands, cakes with candles, and notification of incident.</p>