



HYGIENE, CLEANING AND INFECTION CONTROL POLICY

POLICY STATEMENT

Clovelly out of School Care aims to provide guidelines to promote a safe and hygienic environment for children, staff, Educators, and families. Educators will use the procedures below as a guide to ensure preventative measures taken will minimise the spread and risks of infectious diseases and provide model hygiene practices.

PROCEDURE

Routine cleaning with detergent and water, followed by rinsing and drying, is the most useful method for removing germs from surfaces. Detergents help to loosen the germs so that they can be rinsed away with clean water. Mechanical cleaning (scrubbing the surface) physically reduces the number of germs on the surface, just as hand hygiene using soap and water reduces the number of germs on the hands.

Washing with a soap solution cleans away all surface soiling and removes faeces, vomit, mucous, blood and secretions. Thorough cleaning reduces surface contamination to such a degree that healthy children are not at risk of contracting disease.

Educators will:

- Clean all hard surfaces with soapy water, a cleaning spray or an anti-bacterial wipe.
- Use vigorous rubbing action to remove dirt and germs.
- Use colour coded cloths or paper towel.
- Spray soft surfaces with Glen 20 to kill germs.
- Wash equipment with fresh soapy water and leave in the sun to dry.
- Surfaces and equipment should be dried thoroughly before re using

Cleaning equipment:

All surfaces that are touched frequently, especially taps, hand basin, doorknobs, and refrigerator handles, as well as toys, should be washed regularly at least once per week.

Our cleaning register will be continually updated and used by staff to ensure all aspects of the service are cleaned and maintained.

Appropriate cleaning equipment:

- Includes mops, disposable cloths or cloths that can be laundered and vacuum cleaners fitted with HEPA (high-efficiency particulate air) filters to reduce dust dispersion. Ensure that cleaning equipment is well maintained, cleaned and stored so it can dry between uses.
- Colour-coded cloths or sponges are to be used for each area (e.g. blue in the bathroom, yellow in the kitchen) so it is easier to keep them separate. Wear utility gloves when cleaning and hang them outside to dry. Wash your hands after removing the gloves.

Blood and Body Fluids:

- Avoid direct contact with the fluid by wearing gloves



- Contain the fluid by placing absorbent paper towels around the edges of the spill, mop up as much as possible with absorbent paper towels, discard into a sealed plastic bag and dispose.
- Clean up the contaminated surfaces with neutral detergent and water.
- Dry or ventilate the area, discard all gloves and disposable materials into a sealed plastic bag and dispose.
- Any contaminated clothing, cloths or cleaning implements should be cleaned with neutral detergent and water. If washing by hand remember to wear gloves.
- For spills onto carpet or upholstered furniture, follow the above procedure including shampooing the area with an industrial carpet cleaner as soon as possible.
- Rinse with cold water if blood or body fluids are splashed into eyes, nose or mouth.

Dress up clothes:

- Dress up clothes, e.g. hats and clothing are to be washed quarterly or after a major outbreak of a contagious illness.
- Dress up items should also be inspected regularly for mending.

Equipment:

- Children's equipment is to be cleaned on a regular ongoing basis.
- An equipment cleaning log should be maintained to ensure all items are being cleaned on a regular basis.
- Toys are to be cleaned, at a minimum, on a quarterly basis. Equipment should be washed in hot soapy water and air dried.

Furniture:

- Tables and chairs are to be wiped daily with soapy water, detergent spray or anti-bacterial wipe, after activities and before/after eating. Chairs are to be scrubbed thoroughly with detergent solution on a quarterly basis.
- Wash floors daily. Sweeping will not remove all food scraps and spillages. Use detergent and water to wash floors, low shelves, doorknobs and other surfaces often touched by children.

Note: Soap and water coupled with 'elbow grease' is the preferred cleaning agent. Wear gloves when handling disinfectants, as disinfectants are a common cause of dermatitis.

Disinfectants:

Disinfectants (also known as sanitisers) are usually only necessary if a surface cannot be properly cleaned with detergent and water, or if a surface is known to have been contaminated with potentially infectious material.

Clean first, then disinfect:

Disinfectants (sanitisers) cannot kill germs if the surface is not clean. It is more important to make sure that all surfaces have been cleaned with detergent and warm water than to use a disinfectant.

To kill germs, any disinfectant must:

- have enough time to kill the germs (as per the manufacturer's instructions)
- be used at the right concentration
- be applied to a clean, dry surface
- Be effective against those particular germs.



RELEVANT DOCUMENTS FOR CONSIDERATION

Australian Children's Education & Care Quality Authority.
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
ECA Code of Ethics.
Guide to the National Quality Standard.
Occupational Health and Safety Act 2004
Children's Services Act 1996
Work, Health & Safety Act 2011
Family Handbook
Staff Handbook

Version number	Date effective	Description of amendment
3	April 2020	Change to procedure
4	May 2021	Changes to wording
5	May 2022	No changes

Considered and accepted by the Management Committee (representative) – S. Skelton

Considered and accepted by the staff (representative) – Katrina Thomas