



## Weetangera Preschool Hygiene Procedure

REF: *Staying Healthy (NHMRC 2013)*

Infections can be spread by a person who shows no signs of illness. Hand washing is one of the most effective *ways of preventing the spread of infection*. The best way to prevent the transmission of disease is to **wash and dry hands thoroughly**. In ACT public schools, the use of disposable hand towel has been directed. Hand washing is effective because it loosens, dilutes and flushes off germs and contaminated matter. The risk of infection and contamination will be minimised through appropriate prevention procedures and the routine application of effective cleaning routines.

The following procedures will be completed:

### **Cleaning Duties**

- A list of cleaning duties is displayed in every room which must be completed
- Cleaning products are colour coded and provided routinely for the tasks to be completed

### **Cleaning resources and equipment**

- As much as possible, the children are discouraged from sharing mouthed objects, even though close supervision is required
- Following use all resources will be soaked in very hot soapy water for three minutes and then washed, left to dry (preferably sun dried) before being used again.
- Books which are visibly dirty will be wiped with hot soapy water.
- Preschool cleaners will be provided with instructions regarding cleaning schedules

### **Cleaning Surfaces**

- All surfaces which are touched frequently, such as tables, bench tops, taps and floors, are physically cleaned with a sanitising spray regularly. Table tops in playrooms are wiped clean with a sanitising spray throughout the day, which is mandatory before and after eating
- Wherever possible, single-use cleaning materials such as paper towels are used and then disposed of appropriately. Alternatively, the \ sponges (colour code system) for use in each area are stored separately and are washed and/or replaced daily.

### **Cleaning Washroom and Nappy Change Areas**

- Body spills are to be dealt with in accordance with the procedures in the 'Staying Healthy' NHMRC resource
- Washroom surfaces – floors, taps, door knobs, basins, - are thoroughly cleaned on a regular basis
- Washrooms are checked throughout the day and cleaned as necessary
- Low shelves, door knobs and other surfaces less frequently touched by children are cleaned regularly, at least weekly.

### **Cleaning Linen and Clothing**

- Tea towels, linen, feeders and face washers are to be machine washed in hot soapy water in a separate load to the family's washing. They should be sun dried where possible.
- Children's dress-up clothes should be washed every term or as soiled
- No personal clothing or linen items are shared and should be stored apart

Clean linen (cushion cover, sunhat) is to be provided termly (or more often if soiled) from home • Laundering of borrowed spare clothing before returning it to the preschool is mandatory.

### **Cleaning Kitchen Areas**

- All kitchen surfaces, dishes and utensils are to be kept meticulously clean
- Kitchen refuse is to be deposited in a lined bin with a close fitting lid and removed from the kitchen daily
- Cutting boards are to be made from a non-porous material and washed daily in the dishwasher
- Cups and plates used by all children are to be thoroughly washed using hot water or in a dishwasher
- Children will be encouraged not to use utensils which have been dropped on the floor or to eat food which has been handled by another child
- Tables and chairs will be wiped down with a sanitising spray and floors will be swept and mopped after each main mealtime

### **Cleaning and Disposal of Body Fluids – urine, blood, vomit, mucous and faeces**

- The procedure for dealing with and cleaning up spills of body fluids will be displayed in a prominent place
- Disposable gloves must be worn when cleaning up any spill of body fluid
- Care is to be taken by the person who is cleaning the contaminated area not to expose their own open skin wounds, sores or mucous membranes (eyes, mouth, or nose) to body fluids, secretions or excreta
- Staff with skin cuts or dermatitis should take particular care, by covering wounds with a dressing
- The bulk of any spilt blood, faeces, vomit or urine will be first cleaned up with paper towels. The towels are then disposed of in sealed bags and double bagged.
- The surface must be cleaned with hot soapy water, then disinfected.
- Hands must then be washed and dried thoroughly

### **Sandpit Requirements**

- The sandpit will be securely covered when not in use to prevent contamination by cats, dogs and possums
- The sand is to be renewed regularly and the old sand removed from the playground area
- The sandpits will be raked by staff daily in the mornings for contamination
- Should the sand be contaminated by faeces, blood or other body fluids, the affected sand will be totally removed and dumped before all sand is raked over.
- All sandpits to be dug over approximately every term