



The Hutchins School: Children's Services

CS-118: Health and Hygiene Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Quality Area 2: <i>Children's Health and Safety</i>
Commencement Date	01/09/2010
Last Review Date	19/9/2016

1. Purpose

This policy is intended to ensure the health and safety of children and staff at The Hutchins School's Children's Services.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

This policy exists primarily to ensure the health and safety of children entrusted to the care of the Hutchins School's Children's Services. It has been designed in order to outline the Duty of Care requirements for staff, and to support services in meeting the legislative requirements associated with children's health and hygiene.

4. Definitions

The Hutchins School: Children's Services A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).

OSHC The Hutchins School: Outside School Hours Care

Kindergarten The Hutchins School: Kindergarten (including Pre-Kinder)

5. Policy Information

In any large group of people one of the biggest risks is the spread of infection. One of the most effective ways of preventing this is through regular hand washing. All staff and children at the School should wash their hands:

- before handling and preparing food of any kind;
- before eating;
- after going to the toilet;
- after cleaning up body substances of any kind;
- after handling garbage;
- after handling animals; and



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- before and after giving medication or first aid.

To protect themselves and to prevent the spread of infection all staff should wear disposable rubber gloves when:

- coming into contact with bodily substances or fluids of any kind;
- dealing with open cuts or sores;
- handling clothes or equipment that has been soiled by blood or other body fluids;
- cleaning up spills of body fluids; and/or
- cleaning a contaminated area.

Staff are to wear gloves while cleaning if they have an open sore or break in the skin, or are prone to dermatitis or eczema.

Staff are to always wash their hands with soap and water after removing gloves. Staff who are unwell are encouraged to stay home to recover from their illness, rather than attend work and risk spreading infection.

Cleaning

All licensed areas are to be maintained in a clean and sanitary condition by regular and efficient cleaning of toys and equipment, washrooms, floors and surfaces, clothing, linen and sandpits.

Surfaces such as bench tops, tables and taps are to be cleaned after each use and should be thoroughly cleaned at the end of each day. Any surfaces that become contaminated with body fluids are to be cleaned with disinfectant immediately.

All toys should be washed regularly in warm water and soap / disinfectant and left to dry; preferably in sunlight. Toys that are broken, or unable to be adequately cleaned, should be thrown out and replaced.

Personal toys should be kept in a child's locker / bag for use by that child only, and are generally not encouraged.

Contracted cleaners clean the centre on a daily basis. It is their responsibility to clean toilets, washbasins, floor surfaces, and all kitchen / food surfaces. Rubbish bins are also emptied by cleaning staff. Centre Staff are required to clean other surfaces and equipment.

Toileting

Toilets and hand washing facilities at the School can be easily accessed by children, and children are encouraged by staff to flush the toilets after each use and wash and dry their hands. Children are to be supervised and reminded regularly of hand washing routines (count to 10 whilst washing and rinsing). Female staff have access to a separate toilet facility with appropriate units for the disposal of sanitary items. Should children have an 'accident', soiled clothes are placed in a plastic bag and sent home.

Eating

Each child has access to their own drink bottle for water at any time. Morning tea is served on a communal plate but children are instructed to select one item at a time, and to touch only what they intend to take. All utensils are washed after each use. Children are instructed to place any leftover food or food that has become soiled in the bin. All food is kept, prepared, and served hygienically. For further information on this topic, refer to [CS-123: Nutrition and Healthy Eating Policy](#).



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Rubbish Bins

Bins are placed in an accessible area for children to use appropriately. All bins are emptied at the end of each day.

Animals

Any animal or bird that may be kept at Hutchins (for a visit or on a temporary or permanent basis) is maintained in a clean and healthy condition in line with 'The Code of Practice for Use and Care of Animals in Schools - The Prevention of Cruelty of Animals Act 1985.' Children are supervised when in contact with animals and are instructed to wash their hands as soon as they have finished 'chatting' with an animal. Children are discouraged from putting their faces close to animals.

Allergies

For information regarding Allergies and Anaphylaxis, please refer to The School's [Allergy and Anaphylaxis Policy](#), and to the Children's Services [Medical Conditions Policy](#).

Dental Hygiene

The Hutchins School endeavours to provide children and families with developmentally appropriate programs that teach and encourage good dental hygiene. Through the provision of information, and the advice of an Orthodontist, the Service believes that the programs provided will equip children with a platform upon which to build good habits and routines that will last through their entire lives.

The staff at Hutchins will speak with children about dental health during the day. This can be done by encouraging children to drink water throughout the day. Particular attention will be given to meal and snack times where children will be encouraged to drink water after eating and before rest times, to rinse their mouths.

The Hutchins School requests that parents provide nutritious lunches and snacks for their children. Tuckshop menus reflect a nutritional balance of foods, and ensure that sweet and sugary foods are not available for children. Sweets are discouraged as a form of reward at Hutchins either by Teaching Staff, Children's Services Workers or by parents/visitors to the school. The Hutchins School is part of the 'Move Well Eat Well' program and as such can provide web links for parents to access more information about nutrition for young children.

Visits by a licensed, registered Orthodontist are arranged by staff as part of the annual program. This sequential program is undertaken from Kindergarten to Year Two. During these sessions, correct techniques and dental care will be discussed. Information is sent home to families after these sessions. Other information will be available to staff and families through newsletters, posters, professional visits, web links and brochures.

Children should be provided by their families with nutritional food and drink to reduce exposure to tooth decay. Dental health practices will be role modelled and encouraged at the School and information is available to parents.

Workplace Health and Safety

Employee and employer obligations in regard to Workplace Health and Safety issues are discussed with new staff as part of their induction. They are included in staff handbooks.



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A training program is organised every 12 months to ensure staff and committee members can identify:

- the school's health and safety procedures and policies;
- safe and healthy workplace practices;
- how to report hazards; and
- how to contribute to safe work practices and procedures.

Hutchins' environment is strictly smoke free. All rooms have sufficient heating and ventilation. Staff take into account any specific activities or individual needs when adjusting lighting, heating, or ventilation. Noise levels indoors are kept at a comfortable level.

No staff member who is adversely affected by drugs or alcohol shall supervise or remain in the presence of a child.

Wherever possible, staff should endeavour to use environmentally friendly products. This serves not only as a model to children about protecting the environment, but also assists in ensuring the health of both children and staff. Paper recycling boxes are provided which children are encouraged to use. The School recycles as much of its waste as possible.

6. Supporting Procedures / Guidelines

Procedure(s) included in policy text.

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 2: Children's Health and Safety

- **Standard 2.3: Each Child is Protected**
 - Element 2.3.2: *Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 99; 168, 168(2)(h).



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8. Referenced External Documentation

National Health and Medical Research Council.

Staying Healthy in Child Care: Preventing Infectious Disease in Child Care (4th Edition). Canberra: 2005.

Infection control and some common infections in young children.

Childcare and Children's Health, 8 (3), 1-4. NSW: 2005

Frith, J., Kambouris, N., & O'Grady, O. .

Health & safety in children's centres: Model policies & practices (2nd ed.). School of Public Health and Community Medicine, University of New South Wales. NSW: 2005

Matthews, C.

Healthy children: A guide for child care (2nd ed.). NSW: 2005.

Oberklaid, F.

Health in early childhood settings. Pademelon Press, NSW: 2005.

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

Date

Changes made under review

19/2/2014	Policy placed in new (2013) template. Minor changes made to terms contained within the document to preserve continuity with the NQF and EYLF (e.g. "staff" becomes "educators" and so on). No major changes to procedures.
1/9/2016	Template updated & cleaned; policy text unchanged.



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