

# HYGIENE POLICY

## QUALITY AREA 2 – VERSION 1.1



### PURPOSE

This policy provides a clear set of procedures and guidelines for Denzil Don Kindergarten to ensure:

- Effective and up-to-date control of the spread of infection.
- The provision of an environment that is safe, clean, and hygienic.

### POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

### VALUES

Denzil Don Kindergarten is committed to protecting all individuals from disease and illness by minimising the risk of infection through:

- Implementing and maintaining effective hygiene practices by following current advice from recognised health authorities
- Implementing thorough infection control procedures to reduce the likelihood of cross-infection and the spread of infectious diseases among children, service staff, and all persons attending the service.
- Meeting the service’s duty of care obligations under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010*, and the *Education and Care Services National Regulations 2011* to ensure a safe and healthy environment for all
- Promoting awareness and understanding among service staff, volunteers, children, and families about the importance of adhering to this policy.
- Encouraging shared responsibility in maintaining a clean, safe, and hygienic environment for everyone involved in the service.

### SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Keep your child at home if they are unwell
Notify the Centre Coordinator of any absence due to illness by completing a Reporting Absence Form
Inform the Centre Coordinator if your child has any infectious conditions, including (but not limited to): lice, chickenpox, gastroenteritis, measles, hand-foot-and-mouth disease, or slap cheek
Ensure your child’s immunisations are up to date and provide a current Immunisation History Statement
Read, understand and follow the service Code of Conduct at all times
Adhere to this policy and all other service policies at all times

Responsibilities:	Approved provider & persons with management or control	Nominated Supervisor and Person In Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
R indicates legislation requirement				
Ensure that all staff and volunteers receive a copy of this policy and have a clear understanding of the procedures and practices outlined. This policy	R	√	√	

(and all policies) are available on the kindergarten website, and in the office Policy Folder (see <a href="http://denzildonkinder.org.au/policies/">denzildonkinder.org.au/policies/</a> )				
Establish robust induction procedures that include the provision of information about the practices outlined in this policy ( <i>National Law: Section 167, Regulation 77</i> )	R	√		
Review staff training needs in relation to understanding and implementing effective hygiene practices, including handwashing, toileting, nappy changing, and cleaning of equipment	√	√	√	
Ensure all service staff and volunteers implement adequate health and hygiene practices, and safe practices for handling, preparing, and storing food ( <i>Regulation 77(1)(2)</i> )	R	R		
Ensure access to laundry facilities, or appropriate alternative arrangements to manage soiled items (cleaning cloths, towels, hi-vis vests etc) including hygienic storage prior to laundering ( <i>Regulation 106(1)</i> )	R	√		
Always provide an adequate supply of non-toxic cleaning and hygiene products, including gloves, and store all products out of reach of children	√	√	√	√
Display information about correct handwashing procedures at each handwashing location, including visual aids for children ( <i>see Procedures</i> )	√	√	√	
Keep a copy of the NHMRC <i>Guidelines for the Prevention of Infectious Diseases in Child Care</i> for use at the service ( <i>see Sources</i> )	√	√	√	
Contact the local council's Environmental Health Officer to obtain information about a sharps disposal unit and instructions for its safe use	R	√		
Develop and maintain a comprehensive cleaning and sanitising schedule outlining daily, weekly, monthly, quarterly, and annual requirements, including the cleaning and disinfecting of equipment and toy ( <i>National Law: Section 167, Regulation 77</i> )	R	√	√	√
Ensure cleaning and sanitising are carried out regularly and thoroughly across the service, including floors, surfaces, equipment, and toys, in accordance with the established schedule and cleaning contract ( <i>National Law: Section 167, Regulation 77</i> )	R	√		
Clean surfaces using detergent and warm water, to remove the majority of infectious organisms. Pay particular attention to the following: <ul style="list-style-type: none"> <li>Clean toilets and sinks daily, using separate cleaning cloths or sponges for each task</li> <li>Wash bench tops and floors regularly</li> </ul>	√	√	√	√
Ensure cloths are cleaned, rinsed, stored separately, and replaced regularly	√	√	√	√
Maintain the service in a clean and hygienic manner throughout the day	√	√	√	√
Conduct daily inspection of outdoor areas, particularly sand and soft-fall areas, to confirm they are maintained in a safe and hygienic condition	√	√	√	√
Store hats in a way that prevents cross-contamination	√	√	√	√
Ensure all staff wear disposable gloves when changing nappies or dealing with open wounds or other body fluids, and dispose of gloves and soiled materials in a sealed container or plastic bag	√	√	√	√
Actively encourage parents/carer to keep children who are unwell at home to reduce the spread of infection to other children and staff	√	√	√	√
Encourage staff who have, or are suspected of having, an infectious disease to remain away from the service to prevent the spread of infection	√	√	√	√
Inform the Approved Provider of any issues impacting implementation of this policy		√	√	√
<b>NAPPY CHANGING</b>				
Ensure appropriate nappy change facilities are provided and designed, located, and maintained to prevent unsupervised access by children ( <i>Regulations 112(2) &amp; (4)</i> )	R	√		

Display current nappy-changing procedures in toilet and nappy change areas ( <i>see Procedures</i> )	√	√		
Attend to each child's personal hygiene needs as soon as practicable		√	√	√
Change nappies and attend to toileting and hygiene needs in accordance with recommended procedures ( <i>see Procedures</i> )		√	√	√
Dispose of soiled nappies in a hygienic manner in line with this policy		√	√	√
<b>TOILETING</b>				
Ensure adequate, developmental, and age-appropriate toilet, handwashing, and hand-drying facilities are available for children, and that these are safe and accessible ( <i>Regulation 109</i> )	<b>R</b>	√		
Encourage and assist children, where required, to wash their hands in accordance with handwashing guidelines after toileting ( <i>see Procedures</i> )	√	√	√	
Encourage children to flush the toilet after use		√	√	√
Encourage children to inform a staff member if a toileting accident occurs		√	√	√
Monitor and maintain toileting facilities in a safe, clean, and hygienic condition while children are in attendance, including regular checks of bathroom areas		√	√	√
Respect diverse approaches to toileting and hygiene that reflect individual cultural or religious practices (where possible)		√	√	√
Respect each child's dignity by maintaining privacy during toileting and dressing ( <i>see Children's Bathroom Policy</i> )		√	√	√
<b>HYGIENE OF EQUIPMENT AND TOYS</b>				
Remind children not to mouth toys and if this is observed, wash the toy with warm water and detergent and, where possible, allow them to dry in the sun		√	√	√
Clean washable toys and equipment termly or annually as required		√	√	√
<b>CHILDREN'S CONTACT WITH ONE ANOTHER</b>				
Educate and encourage children to practice good personal hygiene, including: <ul style="list-style-type: none"> <li>• Wash hands after blowing or wiping their nose</li> <li>• Avoid touching others when they have a cut or are bleeding</li> <li>• Dispose of used tissues promptly and appropriately, and do not share them with others</li> <li>• Use personal items for individual care, such as hats</li> <li>• Only handle food they intend to eat</li> <li>• Not share their drink bottle</li> </ul>		√	√	√
<b>INDOOR AND OUTDOOR ENVIRONMENTS</b>				
Always maintain indoor and outdoor environments in a clean and hygienic condition		√	√	√
Cover the sandpit when not in use to prevent contamination		√	√	√
Empty water containers, such as water trays, daily ( <i>see Water Safety Policy</i> )		√	√	√
Remove blood, urine, and faeces (including animal waste) promptly from indoor and outdoor areas using appropriate cleaning procedures		√	√	√
Dispose of dead animals or insects found on the premises in an appropriate and hygienic manner		√	√	√
Ensure the safe disposal of discarded needles, syringes, and other sharps		√	√	√
<b>SAFE HANDLING OF BODY FLUIDS OR ITEMS THAT HAVE HAD CONTACT WITH BODY FLUIDS</b>				
Avoid direct contact with blood or other body fluids wherever possible		√	√	√
Cover any cuts or abrasions on hands with a waterproof dressing before attending to children		√	√	√
Wear disposable gloves when there is a risk of contact with blood or body fluids		√	√	√

Position yourself away from a child's direct eye level when cleaning or treating blood on the face to reduce exposure risk from coughing or crying		√	√	√
Wash hands thoroughly with soap and running warm water after contact with blood, body fluids, or after cleaning spills		√	√	√

## BACKGROUND & LEGISLATION

### BACKGROUND

Infections are common in children and frequently lead to illness. A person with an infection may or may not show signs of illness. In many cases, the infectious phase occurs before symptoms become apparent or continues during the recovery period.

While it is not possible to prevent all infections at the kindergarten, we reduce and control the spread of many infectious diseases by adopting effective hygiene practices.

Infection can spread when an infected person attends the service and contamination occurs. Poor hygiene practices may allow infectious organisms to survive and thrive within the environment, increasing the risk of transmission.

The implementation of effective hygiene and infection control procedures aims to break the cycle of infection and reduce the spread of illness at every stage. The National Health and Medical Research Council (NHMRC) identifies the following as the most effective methods of infection control in education and care services:

- Effective handwashing
- Exclusion of sick children, staff, and visitors
- Immunisation

Additional strategies to prevent infection include:

- Practicing cough and sneeze etiquette
- Appropriate use of gloves
- Effective cleaning of the service environment

The NHMRC advises that if these key strategies are not consistently implemented, the effectiveness of all other hygiene procedures at the service will be significantly reduced.

### LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Food Act 1990
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

### DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

**Communicable disease:** a disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly.

**Cough etiquette:** coughing into the inner elbow or using a tissue to cover the mouth and nose in a way that prevents the spread of infectious organisms carried in droplets of saliva.

**Infectious disease:** A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service (*refer to Dealing with Infectious Diseases Policy*)

**Sanitising:** A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.

## SOURCES & RELATED POLICIES

### SOURCES

- Department of Health, Victoria, Food Safety: [www.health.vic.gov.au/public-health/food-safety](http://www.health.vic.gov.au/public-health/food-safety)
- Department of Health, Diseases information and advice, A-Z list of blue book diseases: [www.health.vic.gov.au/infectious-diseases/disease-information-and-advice](http://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice)
- Department of Health: [www.health.vic.gov.au/public-health/infectious-diseases](http://www.health.vic.gov.au/public-health/infectious-diseases)
- [National Health and Medical Research Council \(2024\) \*Staying Healthy: Preventing infectious diseases in early childhood education and care services\* \(6<sup>th</sup> edition\)](#)

### RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Food Safety
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Privacy and Confidentiality

### EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

### PROCEDURES

- **Procedure 1:** [Changing a nappy without spreading germs](#)
- **Procedure 2:** [Hand washing guidelines: National Health and Medical Research Council \(2024\)](#)

### ATTACHMENTS

- NIL

### AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 05/06/2026.

REVIEW DATE: **05 June 2028**

