

HAND WASHING POLICY

Having and encouraging good hygiene practices in Out of School Hours Care Services is essential for reducing the risk of infection. Helping children to develop appropriate personal hygiene habits will become embedded as they grow and develop. It is important to work with families to ensure children follow simple hygiene rules by incorporating good hygiene strategies in both the Service and home environment.

NATIONAL QUALITY STANDARDS (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY | | |
|--|---------------------------------|---|
| 2.1 | Health | Each child's health and physical activity is supported and promoted. |
| 2.1.2 | Health practices and procedures | Effective illness and injury management and hygiene practices are promoted and implemented. |
| 2.2 | Safety | Each child is protected. |
| 2.2.1 | Supervision | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS | |
|--|--|
| 77 | Health, Hygiene and safe food practices |
| 88 | Infectious diseases |
| 93 | Administration of medication |
| 106 | Laundry and hygiene facilities |
| 109 | Toilet and hygiene facilities |
| 168 | Education and care service must have policies and procedures |

RELATED POLICIES

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|--|---|
| Administration of Medication Policy | Incident, Illness, Accident & Trauma Policy |
| Animal and Pet Policy | Pregnancy in Early Childhood Policy |
| Control of Infectious Disease Policy | Sick Children Policy |
| Coronavirus (COVID-19) Management Policy | Supervision Policy |
| Health & Safety Policy | Work Health and Safety Policy |

PURPOSE

Our Out of School Hours service is committed to ensuring the health and safety of all educators, staff, volunteers, families, and children by providing a safe and healthy environment. Effective hand hygiene significantly reduces the risk of infection and is therefore of the utmost importance. We aim to implement specific hand washing hygiene practices regularly to minimise the risks associated with cross infection of viral and bacterial borne diseases.

SCOPE

This policy applies to children, families, staff, management, and visitors of the OSHC Service.

IMPLEMENTATION

Infection can be spread through direct physical contact between people, airborne droplets from coughing and sneezing or from contact with surfaces and objects. Children come into contact with a large number of other children and adults, play equipment, eating utensils and other resources whilst being cared for in Out of School Hours Care services. This high degree of physical contact with people and the environment creates a higher risk of children being exposed to and spreading infectious illnesses. Whilst it may not be possible for services to prevent the spread of all infections, we aim to create a hygienic environment to minimise the spread of diseases and infections.

Effective hand washing is a vital strategy in the prevention of spreading many infectious diseases.

Research emphasises effective and frequent handwashing as the single most important way to reduce the spread of bacteria, germs, viruses, and parasites that may infect educators, staff and children in school aged care services and in our general population.

Micro-organisms such as bacteria, germs, viruses, and parasites are present on the hands at all times and live in the oil that is naturally produced on your hands. The use of soap or detergent and water remove most of these organisms and decreases the risk of cross infection.

Our OSHC Service will adhere to National Regulation requirements, standards, and guidelines to support the effectiveness of our hand washing policy. We aim to educate and encourage children to wash their hands frequently and effectively which will help to reduce the incidence of infectious diseases, adhering to guidelines provided in *Staying healthy: Preventing infectious diseases in early childhood education and care services* and recommendations from the Department of Health- Australian Health Protection Principal Committee (AHPPC) to guide best practice.

To ensure the greatest level of personal hygiene our OSHC service will ensure:

- all employees, parents, children and visitors use the alcohol-based sanitiser under adult supervision
- hands are thoroughly dried using hand towel and disposed of in the bin provided
- disposable tissues are used to wipe noses, eyes or mouths and disposed of in the bin provided immediately after use
- hands are washed following the use of tissues
- hands are washed thoroughly using soap and water before and after using the toilet
- signage is provided to prompt visitors and children to wash their hands regularly and effectively when visiting our Service.

The Nominated supervisor/Responsible person will ensure:

- all staff wash their hands with soap and water for at least 20 seconds regularly
- all staff wash their hands
 - before and after eating and handling food
 - before and after applying sunscreen or other lotions to children
 - after using the toilet
 - after blowing their own nose
 - after supervising children near toilet facilities
 - after touching animals
 - after cleaning high touch surfaces- (tables, light switches, door handles, computers, iPads)
 - after cleaning or mopping floors
 - after changing learning environments – outdoor play area, indoor learning
 - whenever their hands are visibly dirty (after gardening, painting)
 - before leaving the OSHC Service at the end of the day
- educators and staff adhere to effective food preparation and food handling procedures
- educators and staff wash hands before and after wearing disposable gloves when:
 - preparing food
 - administering medication
 - administering first aid
 - cleaning spills- faeces, vomit or blood
 - cleaning with disinfectant or chemicals
 - after handling garbage and/or contaminated materials

Educators will ensure:

- children are explicitly taught the correct process of hand washing
- children are reminded to wash their hands frequently throughout the day
- they model effective handwashing procedures
- the required equipment and resources are easily accessible and appropriate to use- liquid soap, running water, paper towel

We believe the hygiene practices of children being cared for should be as rigorous as those of staff and educators. Our environment supports the creation of appropriate healthy hygiene habits to ensure lifelong healthy decisions and actions.

Strategies educators will use to encourage effective hand hygiene practices include:

- talking about the importance of hand hygiene
- talking about when hand washing is appropriate and why
- singing a song or rap as a guide to how long it should take to wash hands
- using a clear visual poster with step by step instructions
- using positive language
- ensuring equipment is accessible (liquid soap, hand towels)
- ensuring adequate supervision and assistance is available when required
- use STEM opportunities to teach about germs and prevention (ie: pepper and soap experiment)

Hand Drying

Effective hand drying is just as important as comprehensive hand washing. Research states that wet hands can pick up and transfer up to 1000 times more bacteria than dry hands. Drying hands thoroughly also helps remove any germs that may not have been rinsed off.

Our OSHC Service provides children, staff, and educators with disposable paper towel/warm air dryers to ensure effective hand hygiene. Bins are provided with foot control lids to dispose of used paper towel. Where possible, our Services aims to find sustainable alternatives to paper towel that may harm the environment.

Hand washing procedure

Wet hands with clean, running water, turn off the tap.

Rub soap all over your hands

Rub hands together for as long as it takes to sing “Happy Birthday” twice

Don’t forget the backs of your hands, your wrists, between your fingers and under your fingernails

Rinse the soap off your hands under running water

Dry your hands using paper towel or under a hand dryer.

Alcohol-based hand sanitizer

Where possible, staff will use soap and water to clean their hands however, if this is not possible and hands are not greasy or visibly dirty, an alcohol-based hand sanitiser may be used.

Directions should be followed on how to use the sanitiser correctly. The effectiveness of an alcohol-based hand sanitiser to kill microorganisms or prevent their growth should be at least 60% alcohol.

As per National Regulations, a safety data sheet will be kept on file for any alcohol-based hand sanitiser used in the Service.

Hand sanitizer procedure

Apply liquid to the palm of one hand

Rub it all over both hands until the sanitiser dries

This takes about 20 seconds

Be careful not to wipe the sanitizer off before it is dry.

Related information/Resources

Be a Soapy Hero! <https://www.betterhealth.vic.gov.au/campaigns/soapy-hero>

Child Care Centre Desktop- Handwashing posters

Department of Health [Good Hygiene is in your hands](#)

[Teaching washing your hands with pepper experiment](#)

SOURCE:

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Education, Skills and Employment. My Time, Our Place: Framework for School Age Care in Australia. (2011).

Australian Government Department of Health Australian Health Protection Principal Committee (AHPPC)

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2020).

National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services.*

Revised National Quality Standard. (2018).

Safe Work Australia

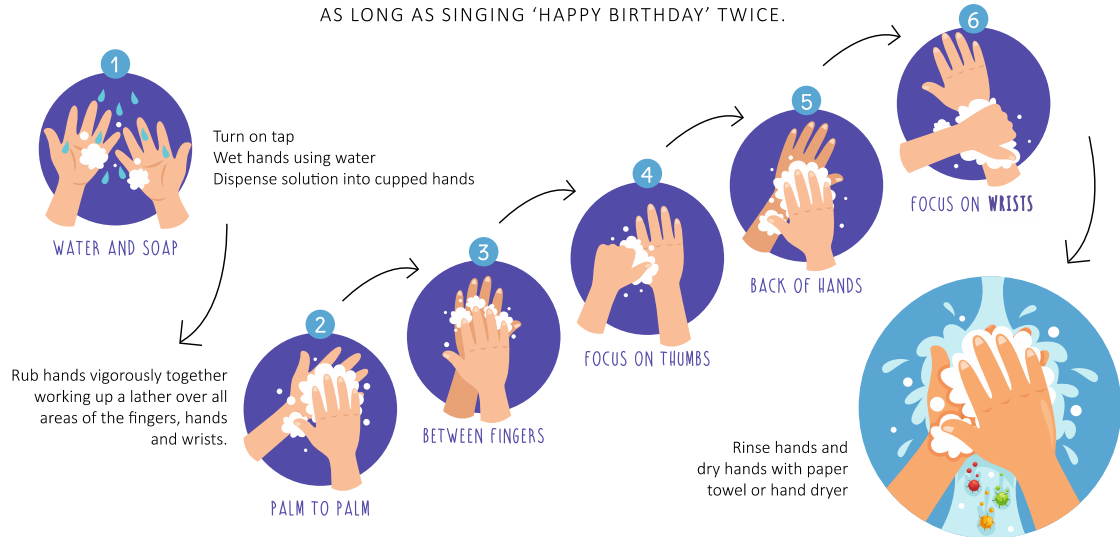
Victoria State Government Better Health Channel

REVIEW

| POLICY REVIEWED | MAY 2020 | NEXT REVIEW DATE | JUNE 2021 |
|-----------------|---|------------------|-----------|
| MODIFICATIONS | <ul style="list-style-type: none"> Major rewrite of the policy to incorporate Department of Health AHPPC recommendations Related information and resources added Addition of alcohol-based sanitiser information Procedure of handwashing and hand rub added Sample posters included in policy | | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE | |
| June 2019 | <ul style="list-style-type: none"> Some grammar, punctuation and spelling edited. Some Sentences refined. Sources/references added and alphabetised. Minor formatting for consistency throughout policy. 'Related policies' alphabetised. | June 2020 | |
| June 2018 | <ul style="list-style-type: none"> Included the 'Related Policies' section and updated the 'Purpose' statement. | June 2019 | |
| November 2017 | <ul style="list-style-type: none"> Updated the references to comply with revised National Quality Standard | June 2018 | |

WASH YOUR HANDS

WASHING AND RINSING HANDS SHOULD TAKE ABOUT AS LONG AS SINGING 'HAPPY BIRTHDAY' TWICE.



Childcare Centre Desktop ©2019 – Hand Washing Procedure



Sanitise your hands on entry – Thank You.

HOW TO USE SANITISER CORRECTLY

Dispense 1-2 pumps, rub vigorously palm to palm, rub with interlocked fingers, rub palm over back of each hand, cover tips and bottoms of fingers to each palm, include thumbs, and wrists, rub until dry.

