

### 1. NQS

QA2	2.1.1	Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

### 2. National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu

### 3. EYLF

LO3	Actively support children to learn hygiene practices.
	Promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community.
	Discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all.
	Model and reinforce health, nutrition and personal hygiene practices with children.

### 4. Aim

Our service aims to promote and protect the health, safety and wellbeing of all of children, educators and families using procedures and policies to maintain high standards of hygiene and provide safe food to children. We also aim to reduce the risk of infectious diseases and illnesses spreading and following appropriate OHS standards. A holistic and consistent approach to health, hygiene and safe food across the service will help to effectively meet this aim.

### 5. Related Policies

Additional Needs Policy  
Enrolment Policy  
Food, Nutrition and Beverage Policy  
Immunisation and Disease Prevention Policy  
Incident, Injury, Trauma, Illness Policy  
Medical Conditions Policy  
Physical Activity Promotion Policy  
Relationships with Children Policy

## 6. Implementation

The Approved Provider will ensure that the Nominated Supervisor (who is responsible for ensuring all staff members, educators and volunteers) must implement adequate health and hygiene practices and safe practices for handling, preparing and storing food. This policy, and related policies and procedures at the service will be followed by nominated supervisors and staff members of, and volunteers at, the service in relation to -

- (a) Hygiene practices.
- (b) Safe and hygienic storage, handling and preparation of all food and drinks, including foods and drinks provided by the child's home.
- (c) Working with children to support the promotion of hygiene practices, including hand washing, coughing, dental hygiene and ear care.
- (d) Toileting, nappy changing and cleaning of equipment.
- (e) The provision of fresh linen and sheeting for mattresses.

Children will be grouped in a way that allows educators to maintain a hygienic environment for individual at the service.

In any instances where children display any signs of illness or injury, educators will refer to the Incident, Injury, Trauma and Illness Policy and Incident, Injury, Trauma and Illness Record.

Importantly, we will work with each child to promote health and safety issues, encourage effective hygiene, food safety and dental care, and maintain a healthy environment that is safe for each child. Regular discussions between educators and children will be integrated throughout the program at appropriate intervals.

Information on health, hygiene, safe food and dental care principles and practices will be displayed in the reception area and drawn to the attention of all parents on a regular basis.

To uphold the general health and safety of all children using the service, all educators and visitors will follow the Tobacco, Drug and Alcohol Policy.

### Equipment and Environment

The service will wash mouthed toys daily using warm water and soap, and dry in the sun, rotate toys to allow for washing, clean books by wiping with moist cloth and drying, clean storage areas weekly.

Surfaces will be cleaned with detergent after each activity and all surfaces cleaned thoroughly daily. Floor in all rooms will be washed each day. Areas contaminated with body fluids will be disinfected after washing.

### Bedding

Each child will have their own bedding. When used by one child it will be washed before it is used by another child.

## 7. Hand Washing Procedure

Our service will provide the appropriate height basins for children to wash their hands in as well as basins height appropriate for adults. Liquid soap will be provided by all individuals to wash their hands and we will ensure any allergies to soap are identified using the Enrolment Form and catered for appropriately. Along with this, the service will provide either/and/or individual towels, paper towel or an automatic dryer for individuals to dry their hands.

**All individuals should wash their hands:**

- Upon arrival to reduce the introduction of germs.
- Before handling food.
- After handling food.
- After doing any dirty tasks such as cleaning or changing nappies.
- After removing gloves.
- After going to the toilet.
- Before and after nappy change procedures.
- After giving first aid.
- Before and after giving each child medication. If giving medication to more than one child between each child.
- Before going home to prevent taking germs home.

**Below are instructions on how to effectively wash hands. All individuals are to follow this procedure and it should be displayed above every sink.**

- Wash hands using running water and soap.
- Rub hands vigorously.
- Wash hands all over ensuring that the back of the hands, wrists, between fingers and under the fingernails are cleaned.
- Rinse hands thoroughly.
- Turn off the tap using a clean piece of paper towel.
- Dry hands thoroughly with clean towel/paper towel or an automatic dryer.
- This should take about as long as singing "Happy Birthday" twice.

## 8. Hygienic Nappy Change Procedure

Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs. Children who are in nappies will have this detail recorded in the register kept by the staff. This is located in close proximity to the change table for parents to check.

Nappy changing and toileting will only be carried out by educators following the nappy changing procedure. At times it may be necessary for a student to carry out the nappy change procedure as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time. Additionally, the service will follow hygienic nappy change practices at all times using the following procedure –

- Nappy changing will be done only in the nappy change area which will be properly stocked with paper towels or towels, plastic bags, fresh nappies, clean clothes, rubbish bin with sealed lid lined with plastic. Always prepare change area first: put on gloves, place paper towel, wipes and bag to dispose of nappy.
- Nappy changes occur frequently and as needed throughout the day. At all times one hand must be kept on the child to prevent them falling from the change table.
- Assist the child up to the nappy change table.
- Remove the soiled nappy. Clean the child's bottom using wipes, wiping from front to back.
- Place nappy in bin
- Place any soiled clothing into the sink (to be placed into a plastic bag once nappy change is complete. Remove gloves and place in bin before touching any clean clothing or the clean nappy.
- Dress the child and guide them down from the change area using the steps
- Assist child to wash and dry their hands, take the child away from change area.
- Clean the nappy change surface after each use and sink if soiled clothing has been placed there with neutral detergent and warm water. Wash your hands.
- Disinfect after the last nappy change in a series of nappy changes.
- At the end of each day the nappy change area will be disinfected.
- The procedure for nappy changing will be displayed in the nappy change area.
- The service only uses disposable nappies.
- The laundry area includes a washing machine and trough with hot and cold water supply for the laundering of soiled cloths, linen. Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

## 9. Hygienic Toileting Procedure

The aim if the ELC is for all children to independently use the toilet facilities. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.

At times it may be necessary for a student to assist children in the area of toileting as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time.

**Additionally, the service will follow hygienic toileting practices at all times using the following procedure-**

- Educators will at all times encourage the child to be independent in their toileting habits and provide assistance as and when needed.
- It is better to use the toilet when toilet training for effective hygiene and infection control factors.
- The service will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use.

**Disposable gloves should be used for any of these stages in the toileting procedure:**

- Encourage child to remove clothing and assist if needed.
- Help child onto toilet if needed.
- Help the child to wipe themselves, encouraging them to wipe front to back.
- Encourage the child to flush the toilet themselves.

Encourage the child to wash and dry hands on single sheet of paper towel, and then to leave the bathroom.

**If the child has soiled or wet their clothing:**

- Wearing gloves remove any wet/soiled clothing and seal in a bag for washing. It must be double-bagged.
  - Clean and dry the child.
  - Remove your gloves and wash hands
  - Encourage the child to dress and assist if required
  - Encourage the child to wash and dry their hands and assist if required. Have them leave the bathroom.
  - Wear gloves and clean any spills following procedure for cleaning spills of body fluids.
  - Remove and dispose of gloves, wash and dry your hands.
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- The procedure for toileting will be displayed in the toileting area.
  - The laundry area includes a washing machine and trough with hot and cold water supply for the laundering of soiled cloths, linen and nappies.

Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag in contact with personal items.

## 10. Spills

Educators and staff will use a spill kit to immediately clean up spills of blood, urine, vomit and faeces.

Spill kits will contain:

- disposable gloves
- paper towel
- disposable cloths or sponge
- detergent
- disposable scraper and pan to scoop
- bleach solutions which will be prepared to manufacturer's instructions daily. Any bleach solution which is not used after 24 hours will be discarded.

## **Blood**

To clean up a spot of blood educators and staff will:

- wear gloves
- wipe up blood immediately with a damp cloth, tissue or paper towel
- place the cloth, tissue or paper towel in a plastic bag, seal and put in the outdoor bin
- remove gloves and put them in the outdoor bin
- wash surface with detergent and warm water
- disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious
- wash hands with soap and water

To clean up a small blood spill educators and staff will:

- wear gloves
- place paper towel over the spill and allow the blood to soak in
- carefully lift the paper towel and place it in a plastic bag, seal and put in the outdoor bin.
- remove gloves and put them in the outdoor bin
- clean the area with warm water and detergent using a disposable cloth or sponge and place the cloth in the outdoor bin
- wipe the area with diluted bleach and allow to dry
- wash hands with soap and water

To clean up a large blood spill, educators will:

- wear gloves
- cover the area with an absorbent agent (e.g. sand) and allow the blood to soak in
- use a pan to scoop up the absorbent material and any unabsorbed blood or body fluids
- place the absorbent agent, the scraper and the pan into a plastic bag or alternative, seal and put in the outdoor bin
- remove gloves and put them in the outdoor bin
- mop the area with warm water and detergent and wash the mop after use
- wipe the area with diluted bleach and allow to dry
- wash hands with soap and water

## **Faeces, vomit and urine**

To clean up faeces, vomit and urine, educators and staff will:

- wear gloves
- place Vomit Control Agent over the spill and allow the spill to soak in and/or use appropriate mop
- carefully remove the Vomit Control Agent and any solid matter using a dust pan and scoop, place in a plastic bag, seal and put in the rubbish bin
- clean the surface with warm water and disinfectant, and allow to dry
- wash hands thoroughly with soap and warm running water.

### Nasal discharge

When cleaning children's noses, educators and staff will:

- Children will be encouraged to wipe their own noses and dispose of dirty tissue immediately
- wash hands after every nose wipe or use an alcohol base hand sanitiser to clean hands. If wearing gloves, educators and staff will do this after removing gloves
- dispose of dirty tissues immediately.

## 11. Dental Hygiene and Care

- The service will arrange for dental health professionals to attend the service to discuss good dental health practices and guidelines with educators, children and family members.
- Educators should actively seek to be positive role models for children and families in attendance at the service.
- Oral hygiene practices undertaken at the service when appropriate.
- Educators form positive relationships with family members and children to discuss and encourage good dental health practices and ensure the continuity of care of each child. Information including how to access local dental services should be made available to family members and educators in their home language.
- The service integrates educative information and guidelines on good dental health practices into the daily routine. This should include information on tooth brushing, tooth friend snacks and drinks and going to the dentist and/or dental health professionals.
- The service will actively encourage good dental health practices including eating and drinking habits, tooth brushing and going to the dentist and/or dental health professionals.
- Children will be encouraged to drink water (preferable tap) at all times to quench their thirst and remain hydrated.
- Family members should be informed without undue delay any incident or suspected injury or issue with their child's dental health which may include teeth and gums, gum swelling, infection in the mouth, or problems, pain or discomfort the child has with chewing, eating or swallowing food or drink.
- Educators will be aware of dental first aid and receive appropriate professional development opportunities where appropriate.

## 12. Dental Accidents

If a dental accident occurs at the service, it will be managed as an emergency and injury forms will be completed.

For baby teeth:

- Do not try and replace the tooth in child's mouth
- If unsure whether the tooth is an adult or baby tooth, store tooth in milk, sterile saline or child's saliva as outlined below (enough to cover the whole tooth.)

- Seek dental advice as soon as possible (ie immediately) and ensure staff or the parent takes the tooth/tooth fragment to the dentist with the child.

For permanent teeth:

- If tooth is dirty, gently rinse the tooth/tooth fragments in clean milk, or if unavailable, sterile saline or child/adult's saliva (eg get them to spit into cup) for a few seconds to remove excess dirt and blood. Do not rinse with water.
- Handle the tooth by its crown (the white enamel top part of the tooth), not its root and be careful not to rub off the endothelial fragments on the root of the tooth as these are needed for the tooth to take if replaced by the dentist.
- If child/adult can be relied on not to swallow their tooth, replace tooth back into the socket. (Ensure the tooth is replaced the correct way round, in its original position, using the other teeth next to it as a guide). Hold the tooth in place by gently biting on a clean handkerchief or gauze pad.
- If unable to reinsert the tooth, get the child/adult to hold the tooth inside the mouth next to the cheek or place the tooth in clean milk, sterile saline, or wrap in plastic wrap with some of the person's saliva if these unavailable. Do not store in water. Do not transport the tooth in a tissue or cloth as this will dry the tooth out.
- Seek dental advice as soon as possible, and ensure you or the family takes an injured child to the dentist with the tooth/tooth fragments within 30 minutes, as the root endothelial layer begins to deteriorate after 30 minutes.
- If the tooth has been in contact with dirt or soil, advise the family that tetanus prophylaxis may be required and advise them to consult with both their dentist and doctor.

### 13. Food Preparation and Food Hygiene Procedure

Currently the Centre is a Lunch Box Centre where families provide all food for their children. The Service provides fruit. When relevant, we will follow all procedures listed below.

Our service will follow appropriate food preparation hygiene techniques to meet the requirements of the *Food Standards Australia New Zealand* such as:

- Wash hands before food preparation.
- Cleaning food preparation area before, during and after use.
- Using colour-coded chopping boards in order to prevent cross contamination of raw food.



- Ensuring that individuals preparing food know, follow and adhere to the appropriate hygiene procedures. This includes:
  - Washing their hands
  - Keeping their personal hygiene at a high level. For example, tying their hair back or keeping it under a net
  - Not wearing jewellery (wedding band excluded)
  - Covering cuts with a blue bandaid and gloves
  - Always wearing gloves if they are wearing nail polish, nail decorations or artificial nails or have long fingernails
  - Not changing nappies before preparing food.
- Avoiding the contamination of one work area to another by using colour-coded wash cloths and having specific cleaning implements (for example gloves and scourers) for a specific area.
- Avoiding the contamination of one work area to another by using the colour-coded wash cloths system and restricting the movement of contaminated items (such as gloves and cleaning implements) from one area to another.
- Wipe children's tables before and after eating food.
- Educators will actively encourage and monitor children so they do not use drinking or eating utensils which have been used by another child or dropped on the floor.
- Providing families with current and relevant information about food preparation and hygiene.
- Showing and discussing with children the need for food hygiene in both planned and spontaneous experiences.
- Staff will check children's lunch boxes for food that may cause an allergic reaction to children with allergies.

### Cooking with Children

We sometimes include cooking experiences in our service's programming for the children. When these experiences are carried out, educators that are supervising will be vigilant to ensure food preparation remains a hygienic and safe experience. The relevant points from the above food preparation procedure will be followed during the children's cooking experiences.

Examples of the type of activities children will participate in during cooking experiences include:

- Helping choose what to cook.
- Measuring and weighing ingredients.
- Stirring or mixing ingredients.
- Washing salad, vegetables or fruit.
- Setting the tables.

## 14. Food Safety and Temperature Control

**We will, to the best of our ability, educate and promote safe food handling and hygiene in the children and families by:**

- Provide food safety information from Safe Food Australia and NSW Food Authority.
- Encouraging parents to the best of our ability to continue our healthy eating message in their homes.
- Encouraging educators to present themselves as role models. This means maintaining good personal nutrition and eating with the children at meal times.
- Providing nutrition and food safety training opportunities for all staff including an awareness of other cultures food habits.

**The bacteria that commonly cause food poisoning grow rapidly between 5°C and 60°C; this is commonly referred to as the “temperature danger zone”.**

**To keep food safe:**

- Don't leave perishable foods in the temperature danger zone for longer than 2 hours.
- Keep cold food in a fridge, freezer, below 5°C until you are ready to cook or serve, e.g. if you are serving salads keep them in the fridge until ready to serve.
- Keep hot food in an oven or on a stove, above 60°C until you are ready to serve.
- Use a thermometer to make sure your fridge is below 5°C. Don't overload refrigerators, as this reduces cooling efficiency.
- All foods (dry, cold and frozen) will be used by the FIFO rule (first in, first out). This will allow a rotation of food to make sure older stock is used first.
- Store dry foods in sealed, air-tight containers.
- Store food on shelving.
- Any food removed from its original container must be stored in a container with the used by date of the food written on it. The ingredients must also be listed with the date it was opened.
- Ensure the food storage area is well cleaned, ventilated, dry, pest free and not in direct sunlight.
- Prevent pests by cleaning spills as quickly as possible and removing garbage/waste frequently.
- All foods are wrapped, covered, dated (used by date and date it entered the Service) and labelled.
- Store foods on shelves, never on the floor including play dough material.
- Store raw and cooked foods separately. NEVER store raw foods on top of cooked foods as juices may drip down and contaminate the cooked food.
- Store food once it has sufficiently cooled down. Foods cool quicker in smaller, shallow containers.
- Fridges and freezers need to be cleaned regularly and fridge door seals checked to be in good repair.
- The operating temperature of the fridge and freezer need to be checked regularly and a record kept of this.

**Protecting food from contamination will be achieved by:**

- Using containers with lids or by applying plastic film over each container. These materials will be suitable for food contact to ensure that they do not contain any chemicals that could leach into the food.
- Aluminium foil, plastic film and clean paper may be used and food will be completely covered.
- Food already in packaging may not need additional coverage. However, if additional coverage is required the above will apply.
- Previously used materials and newspaper will not be used

## **15. Food Storage Procedure**

In order to implement safe food storage practices to the highest possible standard, educators will access and amend their practices to the latest known information. This information will be passed onto families. Educators will then implement these standards in the Service by inspecting food items when first brought into the Service to ensure they are in good order, for example, not in damaged packing, within their used by date period and at a correct temperature. Educators will then see that they are appropriately stored as per the following:

- All foods (dry, cold and frozen) will be used by the FIFO rule (first in, first out). This will allow a rotation of food to make sure older stock is used first.
- Store dry foods in sealed, air-tight containers.
- Store food on shelving.
- Any food removed from its original container must be stored in a container with the used by date of the food written on it. The ingredients must also be listed with the date it was opened.
- Ensure the food storage area is well cleaned, ventilated, dry, pest free and not in direct sunlight.
- Prevent pests by cleaning spills as quickly as possible and removing garbage/waste frequently.

**For cold storage, the following applies:**

- All foods are wrapped, covered, dated (used by date and date it entered the Service) and labelled.
- Foods are stored at the correct temperature depending on the product. Cold foods need to be stored at less than 5 degrees (C) and frozen foods at minus 18 degrees (C).
- Store foods on shelves.
- Store raw and cooked foods separately. NEVER store raw foods on top of cooked foods as juices may drip down and contaminate the cooked food.
- Store food once it has sufficiently cooled down. Foods cool quicker in smaller, shallow containers.
- Fridges and freezers need to be cleaned regularly.
- The operating temperature of the fridge and freezer need to be checked regularly and a record kept of this.

## Play Dough

To reduce the risk of spreading infections, educators will:

- Store play dough in an airtight container
- Make a new batch of play dough at the beginning of the week and dispose of at the end of the week for the 3 – 4-year-old and 4 – 5 year old room
- Discard play dough immediately if there is an outbreak of vomiting and / or diarrhoea/infectious disease.

## 16. Sources

Education and Care Services National Regulations 2011  
Early Years Learning Framework  
National Quality Standard  
Food Standards Australia New Zealand  
Safe Food Australia, 2nd Edition. January 2001  
Caring for Children- Food, Nutrition and Learning Experiences 2014  
Australian Guide to Healthy Eating  
Australian Dietary Guidelines 2013  
Infant Feeding Guidelines 2012  
Staying Healthy Preventing Infectious Diseases in ECEC services (5th Edition) NHMRC  
Food Safety Standards for Australia 2001  
Food Standards Australia and New Zealand Act 1991  
Food Standards Australia New Zealand Regulations 1994  
Food Act 1984  
Department of Health Vic: Food Safety  
Occupational Health and Safety Act 2004  
Occupational Health and Safety Regulations 2007  
Dental Association Australia  
Use and care of dummies (pacifiers) SESI Health Service NSW  
Sterilising bottles, teats and dummies Qld Health  
Bottle feeding with formula: Better Health Vic Govt  
Bottle Feeding (cleaning and sterilising bottles and equipment): HealthDirect Australia

## 17. Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Date Reviewed: February 2023**

**Name of Reviewer:** Approved Provider

**Signature:** AA Neal

**Name of Reviewer:** Nominated Supervisor

**Signature:** K Osborn

## NAPPY CHANGE PROCEDURE

- Nappy changing will be done only in the nappy change area.
- Always prepare change area first: put on gloves, place paper towel (for soiled nappy) and wipes nearby.
- At all times one hand must be kept on the child to prevent them falling from the change table.
- Assist the child up to the nappy change table.
- Remove the soiled nappy.
- Clean the child's bottom using wipes, wiping from front to back.
- Place nappy in the bin.
- Place any soiled clothing into the sink (to be placed into plastic bag once nappy change is complete)
- Remove gloves and place in bin before touching any clean clothing or the clean nappy.
- Dress the child and guide them down from the change area using the steps.
- Assist child to wash and dry their hands, take the child away from the change area.
- Clean the nappy change surface area after each use and sink, if soiled clothing has been placed in there, with disinfectant spray.
- Wash your hands.
- Disinfect after the last nappy change in a series of nappy changes.
- At the end of each day the nappy change area will be disinfected.

## TOILET PROCEDURES

- Educators will at all times encourage the child to be independent in their toileting habits and provide assistance as and when needed.
- It is better to use the toilet when toilet training for effective hygiene and infection control factors.
- The service will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use.

### **Disposable gloves should be used for any of these stages in the toileting procedure:**

- Encourage the child to remove clothing and assist if required
- Help child onto toilet where required
- Help the child to wipe themselves, encouraging them to wipe front to back.
- Encourage the child to flush the toilet themselves.

Encourage the child to wash and dry hands and then to leave the bathroom.

### **If the child has soiled or wet their clothing:**

- Wearing gloves remove any wet/soiled clothing and seal in a bag and place in a tub, stored securely for parents to collect that afternoon.
- Clean and dry the child.
- Remove your gloves and wash hands.
- Encourage the child to dress and assist if required,
- Encourage the child to wash and dry their hands and assist if required.  
Have them leave the bathroom.
- Wear gloves and clean any spills following procedure for cleaning spills of body fluids.
- Remove and dispose of gloves, wash, and dry your hands.