



## Outside School Care NT

### OSC-NT.19 – Hygiene Practices Policy

<b>Policy Description</b>	This document outlines the guidelines that should be followed by OSC NT staff to ensure that they are following government recommended hygiene practices at all times.
<b>Key Points</b>	<p>A key concept is the <b>chain of infection</b>, which explains how germs can spread in education and care services. To stop infections spreading, you can <b>break</b> the chain of infection at any point through:</p> <ol style="list-style-type: none"><li>1. effective hand hygiene</li><li>2. exclusion of ill children, educators and other staff</li><li>3. immunisation</li><li>4. cough and sneeze etiquette</li><li>5. appropriate use of gloves</li><li>6. effective environmental cleaning.</li></ol>
<b>1.0 Effective hand hygiene</b>	<p>Hand hygiene is one very effective way to control the spread of infection. Hand hygiene is a general term that refers to washing hands with soap and water, or using an alcohol-based hand rub.</p> <p><b>Soap and Water</b></p> <p>The <b>most effective method</b> of hand hygiene is using soap and water. Washing your hands with soap and running water, loosens, dilutes and flushes off dirt and germs. Soap alone cannot remove dirt or kill germs—it is the <b>combination</b> of running water, rubbing your hands and the detergent in the soap that helps loosen the dirt, remove the germs and rinse them off your skin.</p> <p><b>Alcohol-based hand rubs</b></p> <p>it is important to remember that soap and water are the best option when your hands are visibly dirty. however, alcohol-based hand rubs have been proven to increase hand hygiene in healthcare settings, and it makes sense to have them in education and care services. Alcohol-based hand rubs are also known as antiseptic hand rubs, waterless hand cleaners, gels or hand sanitisers. They can be a fast and effective way to remove germs that may have been picked up by touching contaminated surfaces. Alcohol-based hand rubs reduce the number of germs on your hands; they do not remove dirt from your hands.</p> <p>Alcohol-based hand rubs are useful when performing multiple tasks in which hands can potentially become contaminated; for example, when assisting children with eating, when on excursions, in the playground, or in other situations where soap and water are not always available.</p> <p>It is a good idea to place an alcohol-based hand rub at the entrance to the education and care service. this can help remind parents, carers and children (as well as educators and other staff) to have clean hands when they enter the service.</p> <p>Alcohol-based hand rubs are safe to use as directed, but children may be at risk if they eat or drink, inhale or splash any alcohol-based hand rubs, into their eyes or mouth. Alcohol-based hand rubs should be kept well out of reach of children and only used with adult supervision.</p> <p><b>Antibacterial Soap</b></p> <p>Antibacterial soaps kill some (but not all) bacteria, and do not kill viruses. there is no place for the routine use of antibacterial soap in education and care services.</p>

	<p><b>Hand Drying</b></p> <p>Effective hand drying is just as important as thorough hand washing. damp hands pick up and transfer, up to 1000 times more bacteria than dry hands. drying your hands thoroughly also helps remove any germs that may not have been rinsed off.</p> <p>Using a disposable paper towel is the preferred option in education and care services to dry your hands. Cloth towels, if used, should be used by one person (i.e. not shared) and hung up to dry between uses.</p>
<p><b>2.0 Exclusion of ill children, educators and other staff</b></p>	<p>The aim of exclusion is to reduce the spread of infection. The less contact there is between people who have are infected and people who are at risk of catching an infection, the less chance the infection has of spreading. Excluding ill children, educators and other staff is an effective way to limit the spread of infection in an education and care service.</p>
<p><b>2.1 Exclusion procedure</b></p>	<p>to determine when a person should be excluded:</p> <ol style="list-style-type: none"> <li>a. identify whether the symptoms or a diagnosed illness have an exclusion period</li> <li>b. refer to table 1.1 for the recommended minimum periods of exclusion</li> <li>c. advise the parents, or the educator or other staff member, when they may return to the education and care service.</li> <li>d. Inform the families at the service that a child at the service has been excluded because they had an infectious disease.</li> <li>e. Ensure that all toys, surfaces, storage and anything else that may occupy the education and care service, is fully cleaned and sanitised to decrease the spread of infection.</li> </ol>
<p><b>2.2 Recommended Exclusion periods</b></p>	<p>OSC NT should refer to <b>Table 1.1 Recommended minimum exclusion periods (edition 5. Staying healthy <a href="http://www.nhmrc.gov.au">www.nhmrc.gov.au</a> )</b> - the recommended exclusion periods in table 1.1 are based on how long a person with a specific disease is likely to be infectious. These are the minimum exclusion periods—people may need to stay home for longer until they are well enough to return to the service. The recommendation ‘not excluded’ means that there is not a significant risk of spreading the infection to others, and exclusion is not necessary.</p>
<p><b>3.0 Recommended immunisations</b></p>	<p>Immunisation is a reliable way to prevent some infections. Immunisation works by giving a person a vaccine—often a dead or modified version of the germ—against a particular disease. this makes the person’s immune system respond in a similar way to how it would respond if they actually had the disease, but with less severe symptoms. If the person comes in contact with that germ in the future, their immune system can rapidly respond and prevent the person becoming ill. Parents are encouraged to vaccinate thir children by:</p> <ol style="list-style-type: none"> <li>a. putting up wall charts about immunisation in rooms</li> <li>b. reviewing which children are behind in their vaccinations each month, updating the child’s records kept in the education and care service, and</li> <li>c. request a copy of the child/rens immunisation record to have on file with the enrolment form</li> </ol> <p>When enrolling children, education and care services should make a note of when the child will need updates to their vaccinations. Services should review the vaccination status of all children, educators and other staff every year.</p>
<p><b>4.0 Cough and sneeze etiquette</b></p>	<p>The following etiquette should be encouraged:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Remember: cover your cough and sneeze to stop the spread of germs</b></p> <p>The correct way to prevent the spread of germs that are carried in droplets is by coughing or sneezing into your inner elbow, or by using a tissue to cover your mouth and nose. Put all tissues in the rubbish bin straight away, and clean your hands with either soap and water or an alcohol-based rub.</p>  </div>

<b>5.0 Appropriate use of gloves</b>	<p>Wearing gloves does not replace the need to wash your hands, and you should ensure that you perform hand hygiene before putting gloves on and after taking them off. Gloves provide a protective barrier against germs. When educators and other staff wear gloves appropriately, they protect both themselves and the children in their care from potential infection. it is important to <b>remember that using gloves correctly will reduce the spread of germs, but will not eliminate it.</b></p>
<b>6.0 Effective Environmental Cleaning</b>	<p><b>Effective Environmental Cleaning</b></p> <p>Some germs can survive in the environment, usually on surfaces such as bench tops, door handles and toys. the length of time a germ can survive on a surface depends on the germ itself, the type of surface it has contaminated, and how often the surface is cleaned. Reducing the number of germs in the environment can break the chain of infection.</p>
<b>Related Policy and Procedures and Forms and Checklists:</b>	<p>Cleaning Checklists  Toy Sanitising Checklist  Handwashing Procedure</p>
<b>Specific Information for Parents:</b>	<p>Edition 5. Staying Healthy in Childcare; Table 1.1 Recommended minimum exclusion periods</p>
<b>Sources/Reference:</b>	<ol style="list-style-type: none"> <li>1. Staying Healthy in Childcare 5<sup>th</sup> edition (2012)</li> <li>2. <a href="http://www.nhmrc.gov.au/files_nhmrc/publications">http://www.nhmrc.gov.au/ files_nhmrc/publications</a></li> <li>3. Education and Care National Amendment Regulations 2017. Regulations 77, 88</li> <li>4. NQF Resources Kit <a href="http://ncac.acecqa.gov.au/family-resources/factsheets/hygiene.pdfards">http://ncac.acecqa.gov.au/family-resources/factsheets/hygiene.pdfards</a></li> <li>5. National Quality Standards February 2018, standards 2.1, 2.1.3, 2.1.4, 2.2, 2.2.1,</li> </ol>
<b>Version Control/Updates:</b>	<p>Version: 2.0 December 2013  To be reviewed and updated by: June 2014</p> <p>Version: 3.0 August 2015  To be reviewed and updated by: August 2016</p> <p>Version: 4.0 August 2016  To be reviewed and updated by: September 2017</p> <p>Version: 5.0 September 2017  To be reviewed and updated by: September 2018</p>