

Health and Hygiene

Renmark Children's Centre aims to develop a safe, healthy and caring environment for both children and adults which complies with all government regulations and both local and departmental policies.

Staff, parents, visitors and children will be encouraged to apply preventative measures to control infection and ensure the safety and future wellbeing of all.

Health issues (both current and ongoing) will be incorporated in the Work Health and Safety segment of staff meetings.

Hygiene

Maintaining stringent hygiene procedures are the staff's responsibility and therefore, demonstrating positive role modelling for the children.

The staff will maintain cleanliness of the children's toys and equipment during the course of their day.

Staff will maintain cleanliness of all areas, with particular emphasis on toilet areas. Refer to Bathroom Cleaning Sheet.

Infectious diseases are spread in a variety of ways; airborne droplets, faecal-oral, skin or mucous membranes, saliva, urine, blood. Hand washing is deemed to be critical in the control of infection.

Staff wash their hands:

- after assisting a child at the toilet
- before and after changing a child's nappy
- after wiping noses
- after cleaning up messes
- after handling sick children
- administering first aid
- handling animals
- before preparing food
- before eating and drinking
- whenever necessary, at the staff's discretion

Children wash their hands:

- after using the toilet
- before and after meal times
- after messy play
- when they come inside from outside play
- before and after touching or blowing their nose
- whenever necessary, at the staff's discretion

When wiping a child's face and hands a clean (individual) face cloth is used for each child.

Nappy changing as per the nappy changing procedure.

- Children will be encouraged to flush toilets and wash hands after use.
- Staff will use separate cloths or tissues to wipe different children's faces and noses. Tissues will be disposed of immediately after using.
- Each child will be allocated their own bedding which will be washed at least once a week or after soiling.
- Bottles, dummies and teats will be cleaned after each use.
- Toys will be washed regularly. Toys will be selected for their ease of cleaning. The sharing of toys will be closely monitored to reduce the spread of infection.
- Frequent cleaning and washing of all surfaces including floors will be undertaken.
- Areas contaminated by body fluids will be disinfected with a bleach solution using the manufactures recommendations.
- Rules of hygiene and dental care will be included in children's programmes and staff will initiate discussion about these subjects with groups and individual children at appropriate times.
- Information on hygiene and dental care principles and practices will be available at the centre.
- Any animal or bird kept at the centre will be maintained in a clean and healthy condition. (Refer to DECD Animal Ethics Code). Children will be supervised during contact with animals and discouraged from putting their faces close to animals. Children will wash their hands after touching animals.
- Staff should report hygiene issues to the Director and/or the Work Health and Safety Representative (WHS Rep.).

Environment

- Passive smoking harms the lungs of young children and may trigger an allergic reaction therefore the environment is a smoke free zone.
- All rooms in the Centre will be well ventilated to prevent reduced concentration span, tiredness and lethargy, increased risk of infection and possible asthma attacks.
- Where possible windows and doors will be flyscreened to protect against flying insects. Prior to spraying insect protection the health of children and staff will be considered.
- The grounds will be checked on a regular basis for infestations of vermin, insects/spiders and physical hazards and managed as required.
- The Director, Staff and Governing Council will endeavour to ensure that lighting, heating and noise levels are comfortable and take into account specific activities (eg sleep time) and individual needs.

Kitchen/Meal Procedures

- Each child will be provided with their own drinking and eating utensils at each mealtime.
- All utensils will be washed after each use.
- Staff will encourage children not to use drinking or eating utensils which have been used by another child or dropped on the floor.
- Staff will endeavour to ensure that children do not eat food that has been handled by another child or that has been dropped on the floor.
- Staff handling food will complete a food handling course as available.

Staff handling food will:

- Wash hands effectively with running water and soap in hand basin on arrival.
- Wipe down and sanitize all bench tops on arrival and departure with spray and paper towel.
- Wash hands effectively with running water and soap in hand basin at regular intervals throughout the day, when changing jobs and especially before handling any food products.
- Put on and wear a clean apron each day while in the kitchen.
- If hair length is at the shoulders, it must be tied back or in a hair net.
- Use tongs or serving utensils when serving food.
- Use separate knives and cutting boards eg preparing fruit, raw and cooked meats on separate boards and cut with different/clean knives.
- As many items as possible in the kitchen must be put through the dishwasher cycle to be cleaned and sanitised.

- Keep bench tops and trolleys clean and free of mess - wiping down regularly throughout the day.
- Change regularly and use clean tea towels throughout the day.
- Sweep and wash kitchen floor before departing each day.
- Do not allow kitchen floor to become slippery or hazardous with water or food spillage.
- Wash all tea towels, aprons and kitchen cloths at the end of each day.
- Not prepare food if they are unwell.

Management Of Unwell Children

At Renmark Children's Centre, we aim to try to prevent the spread of infection to other children. For this reason infectious diseases will be handled according to the guidelines in the DECD publication "You've Got What?".

- If a child becomes unwell whilst at the Centre the parents/emergency contacts will be notified and asked to take the child home. The child will be made comfortable and separated from the other children until the parent/other arrives.
- All illness at the Centre is recorded in the accident/illness record.

Medication

All medications or preparations that are administered/applied must have a medication plan signed by an authorised health professional and parent.

Medicine must be brought in the original package and handed directly to a staff member who will:

- Check the expiry date is current
- Ensure the child's name and correct dosage is clearly marked on the label
- Enter the details in the medication log and clarify instructions
- Place the medicine in the appropriate place
- A medication log will be kept in each area to record information; child's name, date, medication name, dosage, time of medication, time of last dose, who administered the medication, person who verified
- Medication will only be administered by an authorised staff member and will be checked by a second staff member prior to administration.

Medication/preparations must be given directly to a staff member and not left in the child's bag or locker.

This policy applies to both prescribed and over the counter medications/preparations.

For medical conditions such as asthma, severe allergies (anaphylaxis), epilepsy etc. requiring specialised medication, staff will be trained as required. The currency of this training will be reviewed regularly.

Allergies/conditions

- A Health Support Plan is required for every allergy/condition requiring management by staff. The booklet 'Health Support Planning' provides sample forms for medical professionals, staff and parents. These forms outline the management steps for staff, the responsibilities of parents and the observable signs and symptoms for staff to assist in the decision making process about the child's condition.
- Where children have a known allergy/condition (either short or long term) parents are to record the information at the time of enrolment and make staff aware of any reactions/side effects that should be monitored.
- If a child has a severe (life threatening) allergy the parents consent will be requested to display a photo of their child in the most appropriate area/s with details and required action.

Exclusion

- Children and staff with infectious diseases will be excluded from the Centre in accordance with the National Health and Medical Research Council guidelines.
- A medical certificate is required after contracting diphtheria, Hib, hepatitis A, leprosy, polio, tuberculosis, typhoid and paratyphoid before the adult or child can be readmitted to the Centre.
- A medical certificate may be required for other infectious diseases prior to the child or staff member being readmitted to the Centre.
- If a child is unwell at home parents/guardians are asked not to bring the child to the Centre.
- If a staff member is unwell they should not report for work. Staff members should contact the Director/or delegate at the earliest possible time to advise of their inability to report for work.
- In the case of serious ill health or hospitalisation the child or staff member will require a medical certificate from their medical practitioner or specialist, verifying that their recovery is sufficient to enable their return to the Centre. In the case of staff members it is

expected that the medical opinion indicates they are well and able to undertake all required duties, the Centre may require a medical certificate from a practitioner appointed by the Centre.

- A notice of any current commonly contagious diseases, e.g. Mumps, Measles, German Measles, Chicken Pox, Tuberculosis and Whooping Cough, that may have passed through the Centre, via employees or children, will be displayed at the entrance for parents' and employees' attention.
- The Director or a member of the leadership team will inform public health authorities of any notifiable disease outbreak in the Centre. Determination of what constitutes an outbreak will be conducted in conjunction with the Department for Education.

Child Immunisation

- Parents will be encouraged to immunise their child against all diseases appropriate to their child's age and prevailing conditions.
- A record of the child's current immunisation status will be kept at the Centre. It is the parent's responsibility to ensure this information is current.
- Children who are not immunised will be excluded from the Centre during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council exclusion guidelines, even if the child is well.
- Information about immunisation is available for parents at the Centre.

Staff Immunisation

All staff will be encouraged to maintain their own immunisation status. It is the staff member's responsibility to keep up-to-date with their own immunisation requirements eg pregnancy issues.

While the Centre is supportive of immunisations for staff members, there is still a choice for individuals regarding this matter. At no stage will any staff members be forced into proceeding further with personal or professional immunisation plans.

Staff may, in some circumstances, share with the Director or leadership team their immunisation history. This will remain confidential as appropriate.

Vaccines recommended for child care workers:

- Flu vaccine - highly infectious, 1 vaccination per year
- Chickenpox (Varicella vaccine) - highly infectious, 2 vaccinations

- Rubella (MMR) - if not immune recommend immunisation
- Hepatitis A - vaccination recommended, requires 3 separate doses
- Hepatitis B (minimal risk) - staff should inquire at local public health authority
- Whooping Cough (Pertussis) - highly infectious, vaccination dependant on age and immunisation history

Staff who become pregnant or who are intending to become so should discuss the risks associated with certain infectious diseases with their health professional (eg CMV may be a risk to pregnant women).

Aids/Hepatitis B

This policy brings together the various occupational health, personnel management and child care placement issues arising from AIDS (Acquired Immune Deficiency Syndrome) and Hepatitis. In addition, the general principles outlined within are equally applicable to other medical conditions of a contagious or infectious nature.

- As part of its responsibility to ensure the health, safety and welfare of its employees, the Centre is committed to ensuring that all employees have access to accurate information relative to the potential risk, if any, of transmission of the Human Immunodeficiency Virus (HIV) infection or any other sicknesses of a contagious infectious nature in the workplace.
- At all times appropriate occupational health, safety and welfare procedures, particularly as they relate to first aid, principles of infection control, hygiene etc., will be followed.
- Persons who have the HIV infection or a sickness of a contagious or infectious nature should be protected from discrimination.
- There is no general obligation for persons to inform the Centre of their HIV / AIDS status. In the event that a person makes such a disclosure that person should be advised the Centre could only accept a written statement to this effect. In addition, the statement should contain written consent that the information may be passed to employees who may be at risk by their contact with the individual.
- The formal advice should be conveyed through the Director to the Management Committee, who will determine in light of the circumstances which employees, if any should be advised.
- Should the information form part of medical support for placement of a child in the Centre then it should only be used for this purpose. No further disclosure shall be made without the written authority of the

individual child's parent(s) / guardian(s).

- Only workers directly exposed to blood or body fluids could be at risk. Within the context of the Centre's operations, the risk of accidental exposure of an employee to HIV in the normal course of duties is very slight. Given sensible precautions this risk factor is even further reduced.
- Hepatitis is a viral disease which affects the liver and is transmitted by infected blood or other infected body fluids, including perspiration, saliva, tears, etc. It is highly contagious and can survive outside of the body for relatively long periods compared to HIV. Child care is currently considered a low risk occupation by Health authorities. Vaccination is an employee decision.
- On the basis of known medical evidence and in accordance with certain areas of legislation, the Centre will not tolerate unjustifiable discrimination against its employees or potential employees nor its children in placement who are known, proven or suspected of having contracted the HIV infection.
- Special precautions are necessary to prevent risk of transmission of the infection for all staff. Whilst there are no reported cases in which resuscitation of an infected person has resulted in transmission of the disease, staff required to deliver mouth-to-mouth resuscitation should use all possible precautions to avoid cross-infection, including use of the resuscitation face masks which are part of first aid equipment. Similarly, in order to prevent skin and mucous membrane exposure when in contact with blood or other body fluids, gloves should be worn whenever blood is present.
- A notice of any current infectious diseases that may have passed through the Centre, via employees or children, will be placed on the notice board in the Centre's foyer for parents' and employees' attention.
- Knowledge of child(ren) in placement HIV / AIDS status - In situations where parent(s) or guardian(s) have made known their child's HIV / AIDS status to an employee, they must be advised the information should be confirmed in writing to the Director and the details, excluding any names, will be conveyed to the Management Committee who will decide what action, if any, is necessary to ensure all reasonable protection of employees and the public which may include conveying the details, including relevant names, to other employees who come into contact with the affected individual.
- Confidentiality - It is important that confidentiality regarding all medical and personnel information be maintained. The Centre in both

roles of employer and provider of child care does not have the right to know whether its employees, children in placement or applicants have the HIV infection. Similarly, employees do not have the right to such information about their fellow employees or children in placement unless the employee can reasonably be deemed to be at risk, if not advised of the medical condition.

References:

Staying Healthy - Preventing infectious diseases in early childhood education and care services, 5th edition, 2012 www.nhmrc.gov.au
Health Support Planning, 2006 www.decd.sa.gov.au
You've Got What, 4th edition, 2009 <http://www.health.sa.gov.au>
Immunise Australia <http://immunise.health.gov.au>

Date Reviewed: August 2018

Review Due: August 2020