



Written By

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Aim

To minimise the risk of infection between children, and children and staff. To support our basic aim of providing a safe and loving environment for children and staff.

Strategies

Implementation:

The staff will endeavour to implement the following precautions to the greatest extent possible under the circumstances on any given day. It is anticipated that there will be occasions on which some of the precautions may need to be waived for some reason.

To avoid the risk of cross infection of communicable diseases:

- all body fluids will be treated as infectious
- gloves will be worn when administering first aid or attending to children where such body fluids are involved
- all open sores or wounds are to be well covered

Centre staff will take the following precautions during first aid:

- Use disposable gloves
- Avoid contact with blood, faeces and urine if your hands or lower arms have cuts or open wounds
- Wash hands, lower arms and other body parts in contact with blood, faeces and urine thoroughly with soap and water
- Place wastes after contact with blood in a plastic bag and seal for disposal
- Wash carpeted area with soap and water
- Wash thoroughly all scissors and other instruments in water to remove blood: instruments can be effectively sterilised by soaking in household bleach for 30 minutes
- If another child has his/her hands and lower arms contaminated with blood or faeces, body parts should be washed with soap and water, as well as any other parts in contact with products

The following procedures should be carried out at all times:

Always wash your hands:

- before preparing food
- after toileting children and self
- before eating – wash children's hands too!
- before (if possible) and after first aid

RELEVANT EDUCATIONAL INFORMATION FOR THE ABOVE IS AVAILABLE FROM YOUR LOCAL COMMUNITY HEALTH CENTRE.

Procedures

Hand Washing:**Hazards:**

- Cross infection
- Spread of disease

Equipment:

- Paper towel
- Liquid soap dispenser

What You Should Do:

- Use soap and running water
- Wash thoroughly and often
- Rub hands vigorously as you wash them count to 10
- Wash all surfaces
 - Backs of hands
 - Palm to palm
 - Palm over the back of hands
 - Palm and fingers joined
 - Back of fingers joined together
 - Rotate thumbs in palms
 - Rotate fingers in palms
 - Wrists
 - Between fingers
 - Under fingernails (nail brush if required)

When You Finish:

- Rinse well count to 10
- Turn off tap using a paper towel
- Dry well
- Dispose of towels in an appropriately lined pedal bin

When Hand Washing Should Be Undertaken:

A high standard of personal hygiene is essential and hands must be washed:

- On arrival at Bermagui Preschool
- Before and after preparing food
- After contact with blood or body fluids
- Before eating and/or drinking
- After toileting yourself or a child
- Before and after changing nappies and underpants
- Before and after applying sunscreen
- After wiping your or a child's nose
- After cleaning up urine, faeces or vomit
- After wearing disposable gloves
- After touching animals
- After carrying out cleaning procedures, for example, washing up and/or rubbish removal
- After messy play and other craft activities
- After outdoor play
- After using pesticides

Procedures

The Service Routine for Cleaning & Disinfecting Equipment:

Remember to clean first, then disinfect

- Washable toys are washed using hot water and detergent daily
- Dress up clothes are washed in hot water once a week
- Soft toys are washed in hot water once a week
- Books are checked and wiped over (where possible) once a week
- The sandpit is covered when not in use and raked daily. When a contamination does occur, the spillage is removed using a spade, placed in a labelled, sealed plastic bag and disposed of appropriately. The sandpit is also thoroughly hosed at this time
- Bathrooms are cleaned daily and as required throughout the day. Particular attention is paid to the toilet flushes and seats, door handles, and tap handles
- Nappy change tables are cleaned after each use and thoroughly at the end of each day
- Surfaces that are frequently used by the children are cleaned and disinfected daily and as required throughout the day
- Floors are cleaned daily and swept as required throughout the day, for example after craft activities and meal times
- Mattress covers and linen are changed each day and washed in hot water
- Bed mats are disinfected daily
- Other areas, for example, lockers and window ledges, and equipment, for example, chairs, and book shelves are washed and disinfected at least weekly

Colour Code for Cleaning Materials:

Kitchen: Yellow



Meals: Green



Art & Craft: Blue



Bathroom: Red



Procedures**Faeces, Vomit or Blood Spills:*****Equipment:***

- Disposable gloves
- First Aid kit
- Spillage kit
- Plastic bag for infectious waste

Before You Start:

- Treat all spills of body fluids as potentially infectious
- Move the child or person to safety and comfort
- Put on the PPE
- If possible, contain the source of the spill

What You Should Do:

- Avoid direct contact with the matter as far as possible
- Clean/mop up as much of the spillage as possible with paper towel or cat litter
- Disinfect the area
- Wash hands, lower arms and any other bodily parts in contact with, or splashed by blood. Thorough washing with soap and water is adequate
- If blood gets into the eye, rinse eyes gently but thoroughly with water while the eyes are open
- If blood gets into the mouth, spit it out and then rinse the mouth with water several times
- Toys and clothes, soak in bleach or chlorine solution cold water, wash in normal manner

When You Finish:

- Remove gloves (wrist first)
- Place gloves, any cloths, paper towels and/or cat litter used etc. in a sealed, leak proof, plastic bag marked as infectious waste
- Dispose of waste appropriately
- Wash hands thoroughly and dry well

Procedures**Soiled Cot or Bed:*****Hazards:***

- Cross infection
- Spread of disease

Equipment:

- Individual cloth towels or disposable paper towel
- Liquid soap dispenser

What You Should Do:

- Remove as much of the spill as possible with paper towel
- Place in plastic bag, seal off and mark as infectious waste
- Clean area with water and detergent
- Disinfect area
- Air dry if possible
- Replace the bed linen
- Soiled linen should be placed in the laundry bag for 'infectious' materials and washed as soon as reasonably practical

When You Finish:

- Wash hands thoroughly
- Rinse well, count to 10
- Turn off tap using a paper towel
- Dry well
- Dispose of towels in an appropriately lined pedal bin

Procedures**Using a Hazardous Substance:****Equipment:**

- MSDS (Material Safety Data Sheet)
- Rubber gloves
- Identified/designated cleaning cloth

Before You Start:

- Always read the MSDS

What You Should Do:

- Find a clear space for mixing, decanting or diluting a hazardous substance. Remember if there is someone nearby, or you are in a busy area you could be bumped and/or the container could be knocked over
- Follow the manufacturer's instruction and/or the MSDS information carefully

Never:

- Use an empty 'food' container or drink bottle to store decanted, diluted or a mixture of chemical products

Where to From Here:

- If an accident occurs follow the clean up and first aid procedures on the MSDS

When You Finish:

- Thoroughly clean the area where you have been decanting, mixing and diluting a hazardous chemical
- Store appropriately in a well-lit, ventilated, lockable, childproof cupboard away from the children. Leave a little space between each container and as far as possible store only those products with the same *dangerous goods* classification together on a shelf

Procedures

Cleaning Up After the Spill of a Hazardous Product:***Equipment:***

- Splash goggles, rubber gloves, long sleeved protective overalls
- A tray/box or cat litter
- Leak proof, heavy duty, plastic bags
- Plastic container/bucket with lid
- Tongs
- Dustpan & brush
- Floor mop
- Washing up liquid detergent
- Damp paper towel/cloth if broken glass is involved

Before You Start:

- Put on the PPE
- If possible, contain and remove the source of the spill

What You Should Do:

- Spread the cat litter on the chemical
- Remove the broken container using tongs and/or the damp paper towel/cloth and place in the plastic container/bucket
- Use tongs to place any pieces of glass and place in plastic container/bucket with lid
- Use dustpan and brush to clean up cat litter and place in heavy duty plastic bag/s

Never:

- Attempt to clean up a spill in a potentially harmful (for example, explosive) situation. In these instances, implement emergency evacuation procedures

When You Finish:

- Tie off/seal the containers/bags containing the cat litter, the container etc. and label the container/bags
- Dispose of the materials in accordance with the MSDS
- Mop the affected area using washing up liquid detergent
- Wash your hands and any other affected area thoroughly with soap and water (or alternatives if recommended on the MSDS)

Procedures**Manual Handling:****Equipment:**

- Step ladder
- Trolleys

Before You Start:

- Make sure you can see where you are going when carrying a large or awkward load
- Plan the lift
- Place feet comfortably apart, firmly on the floor and bend your knees
- Stand directly in front of the person or item to be moved
- Tuck your chin in

Never:

- Carry a child on your hip
- Twist while lifting
- Bend you back

What You Should Do:

- Kneel rather than bend down whenever possible
- Push rather than pull
- Minimise the need to reach above shoulder level
- Carry children only when necessary with one arm under their buttocks, the other supporting the child's back
- Hold the child or item close to you
- Use both arms to get a firm grip on an item and spread the weight
- Move with smooth, even actions
- Turn your whole body when changing direction
- Squat to lift heavy objects from a low level

Relevant Legislation

Education and Care Services National Regulations (2011)
National Quality Standards

Resources & References**Relevant Documentation****Date Adopted:**

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