

BERMAGUI PRESCHOOL



4.04 Laundry

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: April 2026

Review Date: April 2029

Aim

Bermagui Preschool is committed to providing a safe and hygienic environment for children, families and employees. The service will take all reasonable precautions to minimise the risk of biological, chemical and physical hazards associated with laundry management.

This policy ensures that all staff follow safe and hygienic laundry procedures for linen, clothing, cloth nappies and other soiled items.

Laundry Schedule

- Linen and blankets used for rest/sleep mats and cots are to be laundered weekly for children attending 4–5 days per week, and after each use for children attending 1–3 days per week, or sooner if soiled or dirty.
- Kitchen and meal-related laundry is to be laundered daily.
- Dress-ups and fabric resources are to be laundered at the end of each term, or sooner if soiled or dirty.

Soiled Laundry Management

General Precautions

- Staff must perform hand hygiene before and after handling laundry.
- Gloves must be worn when handling soiled items and disposed of appropriately after use.
- Clean laundry must be kept separate from soiled laundry at all times.

Children's Soiled Clothing

- Children's soiled clothing (including cloth nappies) is sent home for laundering. Items must not be rinsed.
- Solid waste must be disposed of in the toilet prior to bagging clothing.
- Clothing is to be placed in a sealed plastic bag and stored for collection.
- At educator discretion, heavily soiled underwear may be disposed of in the red waste bin in line with infection control procedures.

Service Linen & Items

- Soiled linen must be placed in a sealed bag prior to transport to the laundry area.
- Any visible contamination (e.g. vomit or blood) is to be carefully removed into the laundry sink where appropriate.
- The laundry sink must be cleaned and disinfected immediately after use.
- Soiled linen is to be washed separately from other items.
- The washing machine must be disinfected after washing heavily soiled items.

Drying Procedure

- Linen may be dried on outdoor clotheslines or in a clothes dryer on an appropriate cycle.
- Clean, dry laundry must be placed in a designated clean laundry container and stored promptly in appropriate storage areas.

Laundry Facilities

- Manufacturer instructions must be followed for all laundry equipment.
- Laundry facilities are to be used for service items only.
- Soiled items must be stored separately from clean items at all times.
- Only approved laundry detergents are to be used. Detergents must not contain triclosan or nano-particles.
- Detergents are to be measured according to manufacturer instructions, and full wash/rinse cycles must be used.

Cleaning of Laundry Facilities

- Staff must perform hand hygiene and wear gloves when cleaning laundry equipment.

Washing machine:

- Remove visible debris after use.
- Wipe and disinfect internal surfaces using an approved disinfectant/bleach solution.
- Leave the door open after use to allow drying and prevent mould growth.

Dryer:

- Lint filters must be cleaned after each cycle.

General:

- Laundry sink must be cleaned and disinfected regularly.
- Laundry equipment is to be cleaned, disinfected and checked at the beginning of each term or as required.

Storage of Laundry Products

- All laundry products must be stored securely and out of reach of children.
- Safety Data Sheets (SDS) for all chemicals are kept on file and accessible to staff as required.

References

This policy aligns with national infection control guidance, including:

- National Health and Medical Research Council – *Staying Healthy: Preventing infectious diseases in early childhood education and care services*
- Education and Care Services National Regulations (NSW application)

Relevant Legislation

- Education and Care Services National Regulations
- Children (Education and Care Services National Law Application) Act

Version History

V1.0 – First Published: Pre-2021

V2.0 – Reviewed: April 2026

Updates include:

- Full structural rewrite for clarity and compliance
- Alignment with infection control best practice (NHMRC Staying Healthy)
- Clear separation of soiled vs clean laundry processes
- Strengthened PPE and hygiene procedures
- Improved chemical safety and storage wording