

EDUCATION AND CARE GUIDING PRINCIPLE

Cleanliness and Hygienic Practices

Purpose

Cumberland City Council's Education and Care services are committed in providing a clean, safe and healthy environment for staff, children and visitors to its services [[Reg 103](#)].

Scope

A consistent approach to high standards of hygiene and safe food practices will be applied across all services to reduce the risk of infectious diseases and illnesses spreading.

The services will adopt universal hygiene procedures to:

- minimise the spread of infections and disease,
- promote the children's health and wellbeing,
- educate the children on good hygiene habits, and
- make the environment aesthetically pleasing for children.

Pest control will be conducted at all education and care premises in a manner that is safe for children, educators and families and that ensures buildings and grounds are kept free of vermin and pests.

Table of contents

General Hygienic Practices	2
Nappy change.....	3
Nappy disposal.....	4
Disposable nappies.....	4
Cloth nappies.....	4
Toileting procedure	4
Bathing procedure.....	5
Hand washing	6
Hand washing technique	6
Care practices following meal times	7
Linen storage and laundering.....	7
Cleaning up blood spills	7
Spot / drop of blood (less than the size of a 50-cent coin)	8
Small amount of blood (up to the size of the palm of your hand)	8
Large (more than the size of the palm of your hand)	8
Kitchen and food handling.....	8
Food arrival/deliveries/transportation and safe storage.....	9

All services.....	9
Centre-based	9
Food preparation	10
Bottle preparation.....	11
Serving food	11
Food/kitchen clean up	11
Centre-based only.....	11
Pest Control	12
Family Day Care	13
Attachments.....	13

GENERAL HYGIENIC PRACTICES

- Spray bottles must not be used at any education and care centre, including Family Day Care (FDC). D10 solution (centre-based)/antibacterial cleaning solution (FDC) must be prepared each morning in a squirt bottle and any unused solution must be discarded at the end of the day.
- Thermometers must be cleaned according to manufacturer's instructions between each use.
- Separate sponges or disposable paper towels will be used for various purposes; e.g. art/ craft, tables, food etc.
- Disposable gloves must be worn when dealing with any bodily fluids.
- Materials used to clean blood and bodily fluids will be disposed of immediately into outside red bins or sanitary bins.
- Vomit bags are recommended in all services when a child shows signs of vomiting. A supply of vomit bags are also to be kept in vans for when transporting children and taking them on excursions.
- The sharing of combs, brushes, toothbrushes, bottles and towels should be prevented at all times.
- Toys and resources will be washed with hot soapy water or where appropriate, put through the dishwasher at least once a week. To reduce the spread of infection, baby toys need to be washed regularly. Services are to have a schedule of cleaning and record when toys and resources are cleaned.
- Toys will be immediately placed in the sink for cleaning after having been in a child's mouth.
- A fresh batch of play dough should be made each day and stored in an airtight container away from children. Discard any unused play dough at the end of each day.
- Sand, kinetic sand, clay and play dough should not be used while the centre has any infectious disease outbreak.
- Surfaces will be cleaned with warm soapy water after each activity and all food preparation surfaces sanitised daily with D10 solution (centre-based) /antibacterial cleaning solution (FDC) if no table cloth has been used, and all other surfaces as required.

- Where babies and toddlers are in care, floors will be washed each day. Areas contaminated with bodily fluids will be disinfected with D10 solution (centre-based)/antibacterial cleaning solution (FDC) after washing.
- Ensure all high contact surfaces (door handles, toilets, taps) are sanitised daily and more regularly throughout the day during breakouts of communicable disease.
- Bottles, dummies and teats will be rinsed after each use and stored ready for collection by the family.
- Cots and strollers should be washed down and aired regularly.
- Chemicals must be kept in original containers or labelled with product name, purpose and ratio if mixed with water and mixing directions followed carefully and kept in a locked area.
- Every chemical kept at the service must have a current Safety Data Sheet (SDS).
- Potting mix and garden supplies must be stored out of reach of children, have correct labelling with product name and purpose and a current SDS.
- When cleaning blood spills refer to [Immunisation, Infectious Diseases & Illness Exclusion](#) Guiding Principle.
- Professional cleaners are employed by Council to clean the services daily (not FDC). Educators are responsible for daily spot cleaning.
- Separate tissues will be used to wipe different children's noses. Tissues will be disposed of immediately after wiping a child's nose. Gloves are to be worn when wiping noses.

NAPPY CHANGE

- Nappy changing will be done in the nappy change area. It **must not** be near any food preparation area.
- Nappy changing procedure will be displayed in the nappy change area (attached) and followed for every nappy change.
- Nappy change chart must be completed each time a nappy is changed and the full name of the staff member checking/changing the nappy must be printed (not FDC). This chart can be accessed via Kindyhub or by using the attached form.
- Disposable gloves **must** be used when changing both wet and soiled nappies. A different pair of gloves is to be used for each nappy change.
- The nappy change area will be properly stocked with paper towels, towelettes, wipes, plastic bags (which must be inaccessible to children), fresh nappies, clean clothes and a rubbish bin with a sealed lid lined with plastic.
- When changing soiled nappies, it is preferable to use disposable wipes or toilet paper (no washers are to be used). A washer that may sometimes be used for a child's face **must not** at any time be used on a child's bottom.
- Never leave a child unattended on change bench/mat. At the middle and end of the day, wipe mat down with warm water and detergent and dry it, preferably in the sun.
- If faecal matter spills onto the change mat, clean with detergent and warm water, rinse, dry, then clean with D10 solution (centre-based) /antibacterial cleaning solution (FDC) and a paper towel.
- All services to have spill kits to avoid direct contact with body fluids when cleaning up spills (except FDC homes).

- Exclude from the centre children with infective diarrhoea until 24 hours after a hard stool. Refer to the [Immunisation, Infectious Diseases & Illness Exclusion](#) Guiding Principle for more information.

Nappy disposal

Disposable nappies

- Place nappy in a plastic bag.
- Tie off the plastic bag.
- Place plastic bag in an outside bin that has a close fitting lid or in nappy bins provided at the service (LDPS and OOSH).
- Place wet and/or soiled nappy in a bag and dispose in a lidded bin in the bathroom and place in outside bin when possible (FDC).

Cloth nappies

- Place nappy in a lidded bucket (supplied by the family).
- Nappy bucket must be kept in the laundry up off the floor out of the reach of children with the lid on.
- Used nappies must be collected each day by the family.

NB: Educators are not required to clean the nappy or dispose of any faecal matter.

TOILETING PROCEDURE

- Services will ensure that toilets and hand washing facilities are easily accessible and available to children and not near food preparation areas. Children will be encouraged to flush toilets and wash hands after use. Soap and individual paper towels are to be used.
- Toileting procedure to be displayed in the toilet area (attached) and followed each time a child is toileted.
- Families to supply extra clean clothing for children who are toileting.
- Ensure the toilet is toddler friendly (a potty chair or a removable child's toilet seat can be used) - centre based care have children's toilets.
- Have a non-slip foot stool so the toddler can reach the toilet.
- Help the child use the toilet. Assist with the child's clothing if needed but they should be encouraged to do this themselves.
- Children should be encouraged to wipe their own bottom, however if they need help, clean the child's bottom (front to back) with toilet paper or moistened disposable wipes only. Gloves to be worn as per toileting procedure.
- Encourage the child to flush the toilet after every use.
- Encourage and assist child to wash their hands with liquid soap and water and wipe their hands with a paper towel or individual hand towel.
- Discuss with children that washing and drying their hands will stop germs that might make them sick.
- Always wash your hands even if you have been wearing gloves.

- Potty chairs must only be used in the bathroom and must be washed and wiped down after each use and where possible placed in the sun to dry (FDC).
- After each use of the potty, whilst wearing gloves empty contents of potty into the toilet. Wash and disinfect potty after use with D10 solution (centre-based) /antibacterial cleaning solution (FDC). Do not rinse or wash potty in a sink used for hand washing or food preparation.
- Wipe down the toilet and potty with D10 solution (centre-based) /antibacterial cleaning solution (FDC) at lunchtime and at the end of each day.
- Attend to little accidents discreetly and clean up with a minimum of fuss.
- Empty the contents of the soiled pants into the toilet then place soiled clothes in a plastic bag for parents to take home at the end of the day. Soiled clothes will not be rinsed or washed at the centre/service to reduce the spread of germs as recommended in Staying Healthy in Childcare 5th edition. Soiled clothes will be stored in an inaccessible location away from children - refer to Children's clothing section in the [Child Safe Environment and Practices](#) Guiding Principle. Soiled underwear is to be disposed of as per centre director or family instructions.
- Educators are to be aware of pre-schoolers and school aged children's right for privacy and encouragement in good hygiene practices.
- Educators are to be aware of the diverse styles of toileting children due to cultural or religious practices and ask families of any issues regarding toileting.
- FDC educators to place any soiled clothing in an airtight container labelled "soiled clothing".

BATHING PROCEDURE

Note: Children are only to be bathed if using overnight care (FDC) or in circumstances where a child has vomited or soiled themselves.

- Sensitivity will be shown towards the child, taking into consideration their age and emotional state.
- Bathroom door must be kept closed when bathroom is not in use.
- Child's towel and clothing must be accessible before putting the child into the bath/shower.
- A child must never be left alone in the bath/shower.
- Child must be bathed in a suitable facility; i.e. tub or shower.
- Ensure child is dried and dressed.
- Families (parents, guardians, caregivers) will always be informed if their child has needed to be bathed/showered.

FDC only

- Use a non-slip mat in the bath.
- Do not leave bathroom unattended from the time you start running the bath.
- Always check the temperature before putting a child into the bath. Use a bath thermometer. Recommended temperature is between 37°C and 38°C.
- Ensure the water level is low.

- Wash accordingly, lift child out of bath when finished. Remove plug to drain out the water immediately after the child is taken out of the bath. Place plug where it is inaccessible to children.
- Never use bubble bath in the water as children may have sensitive skin.

Centre-based only

- Two educators need to be present if needing to shower a school aged child (centre based).

HAND WASHING

- Hand washing is considered to be the most effective way of controlling infection.
- Educators and children should wash their hands regularly throughout the day, as well as:
 - before and after all cleaning tasks, e.g. mopping, cleaning toys, clearing away meal items
 - before handling, preparing food, especially raw food or serving food
 - wearing gloves
 - before eating
 - after administering first aid
 - before and after giving children medication (if giving medication to more than one child, between each child)
 - after all unhygienic tasks, e.g. nappy changing, craft, toileting, cleaning up faeces, vomit or blood, wiping a nose, playing outside, handling animals
 - ensure effective drying of hands using disposable paper towels
- Paper towels are used to dry hands for educators and children.
- Tissues and paper towels will be disposed of immediately after use.
- Antibacterial hand soap is available for educators, children and families to clean their hands (centre based).
- FDC have a non-slip foot stool so children can reach the sink.
- Hand washing procedure posters should be displayed near sinks to ensure good hand washing (attached).
- Visual hand washing procedures for children should be available in the children's bathrooms. Pictorial procedures are the most effective way for children to be reminded of this procedure. These are to be created with the children at the centre so they can more readily identify with the pictures.
- Alcohol based hand rubs and antibacterial soap may only be used if liquid soap and water are not available and only used with adult supervision.
- Children and adults using play dough, clay and kinetic sand should wash their hands with soap and water or use an alcohol-based hand rub before and after using them.

Hand washing technique

The best way to stop the spread of germs is to WASH YOUR HANDS WELL. The reason hand washing is so effective is because it dilutes and flushes off germs and contaminated

matter rather than killing germs directly. Use this method to make sure your hands are free of germs:

- Use SOAP and warm RUNNING WATER
- Rub your hands vigorously as you wash them
- Wash ALL surfaces, including:
 - back of hands
 - wrists
 - palms
 - between fingers
 - under fingernails
- Rub hands together for at least 15 seconds
- Rinse your hands well under running water
- Press dry your hands with a single use disposable paper towel
- Use skin lotion when needed to prevent dry cracked skin
- When outside and unable to access facilities, educators will use hand sanitiser.

CARE PRACTICES FOLLOWING MEAL TIMES

- Bibs must be removed immediately following meals, including bottles
- Following mealtimes, each child will be cleaned up as soon as possible.
- Babies and toddlers' faces and hands will be washed with individual cloths/wipes. Older children will be taught and encouraged to wash their own face and hands in the bathroom.
- Educators will use separate cloths to wipe different children's faces and wash hands.
- Children who have heavily soiled clothes, including significant wet patches from milk or drinks being spilt may need to be changed.

LINEN STORAGE AND LAUNDERING

- Clean sheets will be used for each child and will be changed between part-time children. Full time children's sheets to be cleaned weekly or more frequently if required (centre-based). Sheets must be cleaned by parents in FDC.
- Services must have a procedure for washing and storing bed sheets, including when sheets are washed (centre-based).
- Linen from children's bedding will be individually stored to prevent cross contamination.
- Cloths, towels and tea towels must be washed after each use. Gloves are to be worn when handling soiled laundry.

CLEANING UP BLOOD SPILLS

Should any blood spills occur, the below procedure must be followed to safely deal with spills:

Spot / drop of blood (less than the size of a 50-cent coin)

- 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 or alternative; seal the bag and put it in the rubbish bin
- Remove gloves and put them in the rubbish bin
- Wash surface with detergent and warm water
- Wash your hands with soap and water

Small amount of blood (up to the size of the palm of your hand)

- 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 or alternative; seal the bag and put it in the rubbish bin
- Remove gloves and put them in the rubbish bin
- Clean the area with warm water and detergent using a disposable cloth or sponge; place the cloth in the rubbish bin
- Wipe the area with diluted bleach and allow to dry
- Wash your hands with soap and water

Large (more than the size of the palm of your hand)

- Wear gloves
- Cover the area with an absorbent agent (e.g. kitty litter or sand) and allow the blood to soak in
- Use a disposable scraper and 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 the bag and put in the rubbish bin
- Remove gloves and put them in the rubbish bin
- Mop the area with warm water and detergent; wash the mop after use
- Wipe the area with diluted bleach and allow to dry
- Wash your hands lower arms with soap and water

The bagged material should be disposed of as soon as possible in an appropriate way (deposited in the ladies' sanitary bins or deposited in a contaminated waste container – DO NOT USE THE NAPPY BINS).

KITCHEN AND FOOD HANDLING

All cooks and educators are to attend a Food Handler's course, and attend a refresher course every 3 years.

Food arrival/deliveries/transportation and safe storage

All services

- Food must be stored in a designated area that is safe, clean and hygienic.
- Food will be stored depending on their storage requirements. Perishable food will be stored at the below recommended temperatures:
 - Food that is to be kept cold must be stored below 5°C.
 - Food that is to be kept frozen must be store below -15°C.
- The 'temperature danger zone' for food is between 5°C and 60°C. Bacteria does not grow rapidly outside of this zone.
- Children's lunches that are brought to the centre are to be taken out of their bags and placed in the refrigerator immediately upon arrival.
- Food that has been previously frozen, thawed or partially thawed must not be refrozen.
- Raw meat must be stored in the fridge below cooked foods in case any of the blood leaks or drips through the fridge.
- Food packets that have been opened must be suitably wrapped or stored to prevent food drying out or getting freezer burn.
- All food that is opened must be labelled from the first day of storage. Dry food must be stored correctly and by opening a product may change the use-by date. Opened packets or cans must be stored like perishable food.
- Labelled food must include what the food is, when it was opened and when it must be used by.
- Food will be transported to playsessions or outings at safe temperatures, using cold bags and ice bricks to keep food below 5°C and reduce the risk to food becoming spoilt.

Centre-based

- The fridge/freezer daily temperature log sheet must be completed daily to ensure the effectiveness of the fridge and freezers for safe food storage (form attached).
- All potentially hazardous foods must be checked with a thermometer at time of delivery. If the potentially hazardous food delivered to the centre does not meet the requirements, the food must be rejected – refer to Work Procedure Schedule - Completing the Foods Received form (Delivery of Potentially Hazardous Food).
- The Goods Received Form must be completed when deliveries arrive to ensure all perishable foods are accepted at the right temperature (refer to the attached form).
- Timeframes for food that is stored in the freezer must be considered as freezing food prolongs the life of the food. Services should follow the recommended freezer timeframes of food, based on the manufacturer's guidelines for the storage of food in the service's freezer.
- Food must not be packed into the fridge or freezer tightly as this may prevent food from being properly cooled due to lack of air circulation.
- Food that is transported once cooked, must be monitored prior to leaving the centre and arriving at the next centre (HCCGG and HCCBB only). Food does not immediately become unsafe when it is in the danger zone as it can be safe for up to 4 hours. Food that will be out for longer than 2 hours must be monitored via the attached Temperature Log Sheet.

- All staff food must be stored in the fridge in the staff room, if available, or clearly labelled so it is not given to children.

Food preparation

- Educators must have a designated area for food preparation that is safe, clean and hygienic.
- Educators /children will wash their hands before handling and eating food.
- Gloves may be worn during food preparation, however care must be taken to avoid contaminating foods by using them for one continuous task and then discarding them.
- Where possible, utensils or equipment for handling food must be used in place of using hands to prepare food.
- Cooks/ educators will observe hygiene practices when working in the kitchen (wear aprons, tie back hair, not wear jewellery or nail polish) (centre-based).
- Educators with cuts, abrasions, dermatitis or open skin on their hands must be covered with a water resistant dressing and should be changed each time it is soiled or wet.
- A person who is unwell must not handle food. This is vital if the person is suffering from or may be a carrier of a disease that could be transmitted through food. A person suffering Gastroenteritis must not handle food for at least 48 hours since their last bout of the illness.
- Educators will remove aprons when not in the kitchen.
- Food will be covered at all times.
- When preparing food, perishable food must not be kept out of the fridge for longer than 1 hour.
- Frozen food must be thawed thoroughly in the fridge or microwave.
- Vegetables and fruit will be washed thoroughly under running water.
- Separate cutting/chopping boards will be used for different food types. A guide to which board to use for each food type must be displayed in the food preparation area, clearly stating which board should be used for each food type, e.g. red board for raw meat, green board for fruit and vegetables, etc. The best boards to use are plastic as they can be cleaned and sanitised more effectively (centre-based).
- Keep raw and cooked foods separate. Utensils, cutting boards, hands etc. must be washed between preparing raw and cooked food (centre-based).
- When heating food this must be to 60° Celsius and then cooled (refer to the service's heating food procedure).
- If reheating food, do so just before serving, ensuring food is served at a safe temperature so as not to burn the child.
- Heat food/milk for bottles once only, do not allow it to cool and then reheat.
- In FDC, food must be provided by families and reheated only using a microwave or kettle. FDC educators are not to prepare or cook food unless it involves the children and is programmed for.

Bottle preparation

- Do not heat bottles in a microwave. Bottle warmers or milk warmed in a hot water bath are to be used to heat bottles for children. This must be done away from the children (refer to service's bottle warming procedure).
- Always keep baby bottles refrigerated if they are already made up, including breast milk. Bottles that have not had the formula added can be left on the bench until ready to be made up.
- Throw out all heated leftovers. Advise parents what food their child left, but do not return the leftover food to the family.

Serving food

- Educators /children will wash their hands before handling and eating food.
- If tablecloths are not used during meal times, tables are to be cleaned with D10 solution (centre-based) /antibacterial cleaning solution (FDC).
- Disposable gloves and serving utensils will be used by educators and children when handling food. Gloves must be removed when not serving food to eliminate cross contamination. Gloves must be removed prior to the educator eating. Gloves must not be re-worn once they have been removed.
- Food will be covered at all times, except when a child is eating.
- Bowls of food should not be topped up or combined with more food.
- Educators will ensure that children do not eat food that has been handled by another child or that has been dropped on the floor.
- Food prepared for children with allergies must be clearly labelled, kept separate from the other food and must be handled with separate serving utensils.
- Each child will be provided with their own drinking and eating utensils at each meal time. These utensils will be washed after each use. Educators will stop children from using drinking or eating utensils which have been used by another child or dropped on the floor.
- If children are sleeping during meal times, food must be kept for the child, stored correctly and reheated according to the reheating food procedure.

Food/kitchen clean up

- All cooking and serving equipment will be washed in dishwasher or hand washed and rinsed in hot water.
- Chairs, tables and the floor will be cleaned thoroughly after each use with detergent and warm water followed by D10 solution (centre-based) /antibacterial cleaning solution (FDC).

Extra care must be taken if children in care have allergies as residual food or traces may cause a reaction if touched or ingested.

Centre-based only

- Bench tops will be wiped down and sanitised several times daily.
- Equipment will be washed after each use.
- All kitchen surfaces, dishes, cups and utensils should be kept meticulously clean.

- Left-over food will be discarded daily.
- Appliances and equipment including fridges/freezers, microwaves, the dishwasher, oven, toaster, chopping boards, sponges etc are to be cleaned regularly (refer to the Cleaning and Maintenance Schedule attached).
- Floor will be mopped twice daily (using a kitchen only mop).
- Tea towels will be replaced after each use.
- Trolleys will be cleaned and sanitised before and after each use.

PEST CONTROL

- The nominated supervisor will need to ensure that a pest control service is carried out at their centre once every four months - January, May and September.
- All centres will be serviced, except Widemere OOSH which is covered by the school's pest control service.
- The treatment must be safe to be used in a child care setting.
- No educators or children are to be on the premises when a pest control service is being carried out.
- Pest control for centres will take place on a Saturday or Sunday by Competitive Pest Services.
- Council's Facilities department will advise proposed dates for the year to the Education and Care team.
- The Education and Care Coordinators will inform their respective centre directors of the dates and allocate Outlook reminders for two weeks prior to the scheduled service of each centre
- Nominated supervisors will ensure families are notified two weeks prior to a pest control via Kindyhub and a notice in the form similar to the attached displayed at the service, either on the noticeboard, front door or in the parent area. The notice must also be saved in ECM.
- Sherwood Grange OOSH, Ringrose OOSH and Parramatta West OOSH will also notify the school principals two weeks prior to the scheduled date of the pest control service.
- Council's Facilities Department will:
 - notify cleaners two weeks prior to ensure that the centre is cleaned on the Friday evening before the pest control service (not on the Saturday)
 - arrange internal and external access to the centres
 - provide a service report once Competitive Pest Services have completed all details of the service
 - be responsible for payment of the account.
- This pest control report should be kept at the centre and the nominated supervisor must scan and save the report in ECM.
- The nominated supervisor should read the service report and action any recommendations made in the report. The nominated supervisor is to document and date the action taken on the pest control report and save this to ECM using the **EDC Centre Minor Maintenance** Quick Add Profile.
- Educators are responsible for any set up requirements as specified by the pest controller e.g. chairs off the floor.

- If pests and vermin are seen, arrangements for additional pest control visits will be necessary. The nominated supervisor will email the Facilities department to make these arrangements.

Family Day Care

FDC educators must carry out pest control as follows:

- If completed by a professional pest control company, the treatment must be completed every 12 months or per their recommendation. A copy of the certificate must be forwarded to the FDC coordination unit.
- If completed independently, as per instructions on the packaging, a copy of the receipt and written evidence must be forwarded to FDC coordination unit, including the period the pest control is effective for as indicated on product/spray packaging.
- No children are to be in care while pest control treatment is being carried out.

ATTACHMENTS

	Page No.
<u>Nappy Change Procedure</u>	15
<u>Nappy Change Chart</u>	16
<u>Toileting Procedure</u>	17
<u>Hand Washing Procedure</u>	18
<u>Daily Temperature Log Sheet</u> (fridge and freezer)	19
<u>Goods Received Form</u>	20
<u>Temperature Log Sheet - 2 Hour/4 Hour</u>	21
<u>Cleaning and Maintenance Schedule (centre-based)</u>	22
<u>Cleaning and Maintenance Schedule (FDC)</u>	23
<u>Pest Inspection Notice</u>	24

Related Legislation and Online Resources

- [Children \(Education and Care Services\) National Law \(NSW\): Section 167](#)
- [Education and Care Services National Regulations: Sections 77, 103 & 106, Part 4.3](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards](#): Quality Areas 2.1.2, 2.2.1 and 3.1.2
- [Food Safety Standards Australia](#)
- [Health Direct](#)
- [National Health and Medical Research Council - Staying Healthy - Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#)
- [KidSafe NSW Inc.](#)
- [Pesticides Act 1999 No 80](#)
- [Pesticides Regulation 2017](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2017](#)
- KidSafe NSW – www.kidsafensw.org/
- NSW Environment Protection Authority: [Pest Management Technicians and fumigators – Pesticide record keeping fact sheet - December 2017](#)

Related Documents and Council Policies

- Council's Education and Care Guiding Principles:
 - [Child Safe Environment and Practices](#)
 - [Nutrition, Health and Wellbeing](#)
 - [Immunisation, Infectious Diseases & Illness Exclusion](#)
- Council's Education and Care Safe Work Procedures:
 - Nappy changes
 - Washing soiled items
 - Safe use of ovens
- Council's Education and Care Work Procedure Schedule:
 - Completing the Goods Received form (delivery of potentially hazardous foods)

Authorisation & Version Control

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Authorised by	<i>Education and Care Management Team</i>
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NAPPY CHANGING PROCEDURE

Preparation

1. Let the child know in advance that their nappy will be changed in 5 minutes
2. Wash your hands
3. Place paper on change table or change mat on the floor and have new nappy ready

Changing

4. Walk the child to the nappy change room
5. For children who become difficult and/or resistant to their nappy being changed, consider allowing the child to bring a small toy or item of interest. This could be used as a soothing / calming technique and deescalate resisting behaviours
6. If using the hydraulic lifter, encourage the child to climb on the lifter and place a hand on the child while the lifter is rising to the required height. If using a bench, lift the child on to the bench, using the correct lifting procedure (refer to pictures). If using a change mat on the floor, encourage the child to lie down and position yourself in a comfortable position. Only change a child on the floor if you are physically able to
7. Put disposable gloves on both hands
8. If child has a disposable nappy, remove nappy and put in the lidded nappy bin. If child has a cloth nappy, place nappy in the lidded bucket supplied by the family
9. Place any soiled clothes in a plastic bag
10. Clean the child's bottom using moistened wipes
11. Remove the paper and place in lidded nappy bin
12. Remove your gloves and put them in the bin
13. If using nappy creams, put on new gloves to administer the cream. Dispose of gloves after application
14. Place a clean nappy on the child
15. Dress the child
16. Take the child away from the change table
17. Wash your hands and the child's hands

Cleaning

18. After each nappy change, clean the change table or change mat with detergent and warm water, then rinse and dry. If the change surface is visually soiled, wear gloves and clean with D10 solution (centre-based) /antibacterial cleaning solution (FDC) and a paper towel
19. Wash your hands



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TOILETING PROCEDURE

1. For children that are toilet trained or toilet training, let the children know that they will be required to go to the toilet in 5 minutes. For children who become difficult and or resistant to leaving the activity to go to the toilet, consider allowing the child to bring a small toy or item of interest. This could be used as a soothing / calming technique and deescalate resisting behaviours. Please note: the child is not to continue holding the item whilst toileting but could have it in view of them.
2. Encourage the children to pull down their own pants and/or underwear prior to sitting on the toilet.
3. Children who are toilet training are not to be hurried or rushed so they feel comfortable and relaxed whilst learning to use the toilet.
4. Once a child is finished, they are to be encouraged to wipe their own bottom (front to back), using toilet paper or moistened disposable wipes. Please note: disposable wipes are not to be put in the toilet and should be disposed of in a plastic bag and thrown away immediately. Gloves must be worn by staff when children require assistance to wipe their bottom. Gloves must be removed and discarded after helping the child and they must wash their hands immediately after.
5. Children are to put their pants and/or underwear back up and be reminded to flush the toilet.
6. Children are then to wash their hands and promptly leave the toilet area.
7. Following toileting sessions, the toilets are to be cleaned while wearing gloves with detergent and warm water and paper towel. If the toilet seat is visually soiled, wear gloves and clean with D10 solution (centre-based) / antibacterial cleaning solution (FDC) and a paper towel.

How to wash hands

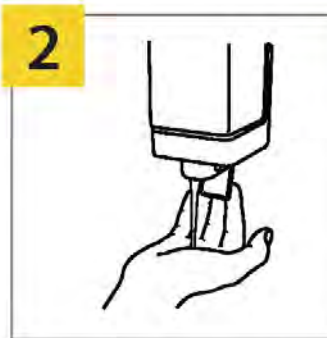
STAYING HEALTHY | 5TH EDITION | 2013



A hand wash should take around 30 seconds.



1
Wet hands with running water (preferably warm, for comfort).



2
Apply soap to hands.



3
Lather soap and rub hands for at least 15 seconds, including:



3a
palm to palm,



3b
back of hands,



3c
in between fingers and back of fingers,



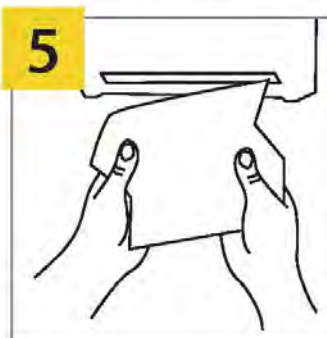
3d
around thumbs and



3e
tips of fingers.



4
Rinse hands with water.



5
Dry hands thoroughly.



6
Your hands are clean.

THIS POSTER REFERENCES THE WORLD HEALTH ORGANIZATION'S 'HOW TO HANDWASH?' POSTER NHMRC Ref. CH55g Printed June 2013



Australian Government
National Health and Medical Research Council

NHMRC

WORKING TO BUILD A HEALTHY AUSTRALIA



CUMBERLAND
CITY COUNCIL

EDUCATION AND CARE

Cleaning and Maintenance Schedule

Centre name: Week beginning:

What	How	With	When	Mon	Tue	Wed	Thu	Fri
Bench tops	Clean and sanitise. Leave one minute. Air dry. Clean under appliances at end of day.	Hot soapy water and swab. Kildet paper towels. Gremlin for stains.	On arrival After each task					
Trolleys	Clean and sanitise, wash with hot soapy water, paper dry. Spray with kildet, air dry	Hot soapy water and swab, paper towels, Kildet	On arrival After each use					
Thermometers	Visual check. Freezer minus 17°C Fridge below 4°C. Adjust thermostat if needed	Thermometers	Early in the day					
Water containers	Refill with filtered water - one flask for each room as required and one placed outside	Hot soapy water, hot rinse as required. Filtered water.	3-5 times weekly, in morning					
Deliveries	Check invoice, stamp and fill out details. Leave in invoice tray in director's office		Refrigerate on delivery					
Dishcloths, sponges etc	Replace with fresh solution and soak overnight Soak in bleach as required	Kildet solution, stored in pantry Bleach solution for stains and sanitising	Daily					
Washing up	Dishwashing and air-drying are desired methods. Sink washed items to be rinsed. Drying cloths to be changed after each use	Dish wash or sink wash in hot water above 44°C, rinse above 80°C	As needed					
Chopping boards	Prewash by scouring, dishwash.	Plastic scourers or brush, dishwasher	After each use					
Dishwasher	Remove filter, empty contents, rinse, replace	Rinse in clean water	Daily					
Water jugs	Refill and refrigerate	Filtered water	Before leaving					
Splashbacks	Wipe away splashes, paper dry, Kildet	Hot soapy water, paper towels, Kildet. Gremlin or squirt for stains.	Daily before leaving					
Cupboard doors	Check spills and clean if required	Hot soapy water, Gremlin or squirt for stains	Daily before leaving					
Cupboards internal	Return items to correct place. Discard broken, chipped or cracked items		Daily					
Stove	Wipe over stovetop, clean if needed	Hot soapy water, Gremlin or over clean for stains	Daily after use					
Oven	Wipe inside door, check base and shelves for spills	Door – hot soapy water Spills – over clean or Gremlin, scourers	Daily after use					
Tooth cup basket	Wash, rinse and air-dry. Line with paper towel, replace cups and return to classroom	Hot soapy water, hot rinse, paper towel	Daily					
Fridge	1. Discard leftover foods, clean up spills 2. Wipe over interior cabinet and shelves, wash drawers, paper line, Kildet surface	Hot soapy water, paper dry, Kildet	1. Daily 2. Weekly					
Floor	Sweep at end of day. Wet or slippery spills e.g. flour - clean up immediately	Broom and dustpan Spills – paper or cloth towels	End of day					
Refills – paper, gloves, Kildet	Visual check, check pantry stores and notify director when stock is low. Store one box of each in pantry when delivered	Gloves, paper towels, Kildet, premixed solution, paper rolls	Daily					
Microwave	Wash glass plate, interior and exterior with hot soapy water, paper dry, Kildet	Hot soapy water, paper dry, Kildet	End of day					
Sink	Clean drain, wipe over taps, sprout, draining boards and laminate surrounds	Hot soapy water, Gremlin, toothbrush if needed	End of day Weekly					
Recycling	Blue bin-paper, red-cans, glass, plastic 1,2,3	Recycling bins	3-4 times weekly					
Water jug	Wash when soiled	Dishwasher	2-3 times weekly More often if needed					
Bench tops	Clean work areas with Gremlin, rinse.	Gremlin	2 times weekly					
Splashbacks	Clean around all work areas	Gremlin	2 times weekly					
Cupboard doors	Wipe over all lower cupboard doors, rinse	Gremlin or squirt	Weekly					
Stove	Wipe splashback, knob surrounds	Squirt or hot soapy water	2 times weekly					
Cutlery basket	Remove items, dishwasher, dry, may be lined with paper	Dishwasher, paper towels	1–2 times weekly or when soiled					
Storage containers	Wash frequently. Air dry, empty open packets into storage containers	Dishwasher or sink using hot soapy water and hot rinse	When empty Large containers on refilling or at least annually					
Appliances	After use - see Audit	Hot soapy water, paper dry, Kildet	After use					
Menu	Display on kitchen door. Current and coming weeks' menu displayed near work bench	Menu copies, cyclic copies stored in file	Weekly					
Orders	Check pantry for stock and order, keep records	See order book and roster, fax/phone	As order roster					
Comments:								



CUMBERLAND
CITY COUNCIL

FDC EDUCATORS

Cleaning and Maintenance Schedule

Educator name: Week beginning:

Cleaning task	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Entrance door bell														
Entrance door handle														
Clean all door handles with disinfectant wipes														
Remove mouthed toys														
Clean all gates including stair gates, kitchen gates														
Wipe iPad with disinfectant wipes after parent use														
Wipe sign in table and children's sign in table														
Disinfect office equipment - desks, printer, keyboard and mouse														
Clean bathrooms														
Mop all room floors														
Clean tables and chairs, including table legs														
Disinfect all toys														
Furniture/shelving to be wiped														
Bins and bin lids disinfected														
Disinfect nappy change area and equipment														
Bottle preparation area cleaned and disinfected														
Children's bag area wiped over														
Cots, mattresses and children's bedding disinfected and changed														
Take cover off sand pit each morning to expose and rake prior to children arriving														

Cleaning task	WEEKLY
	Date completed
Machine wash cushions, blankets and soft toys	
Disinfect outdoor toys, furniture, gates and railings	
Laundry – disinfect laundry baskets, dirty clothes container etc.	



CUMBERLAND
CITY COUNCIL

PEST INSPECTION NOTICE

[Insert date]

Dear families

Please be advised that routine pest control treatment will be conducted

at

on.....

If you have any questions or concerns regarding this, please contact the Centre Director.

Kind regards

[Insert name of CD]

Centre Director