

Caroline Chisholm School- Preschool Unit Storing Dangerous Products Procedure

The following procedures are to always be followed in the preschool environment by all educators, to ensure the safety of children.

- In each preschool room, items such as liquid detergents, cleaning agents, commercial cleaners, eucalyptus oil etc. are put in an overhead cupboard with a **child-proof lock out of reach of children**.
- When cleaning the tables after being used by children, staff ensure any cleaning agents are returned to the correct cupboard.
- Any accidents or spillages on the carpet required the area is blocked off from the children. Water and detergent are used to clean the carpet, and the area is disinfected. All cleaning agents are returned to the correct area and locked for safe keeping.
- The carpet is cleaned on a regular basis by a hired cleaning agency.
- Chemicals used for cleaning floors, toilets, sinks etc. are stored in a cupboard in the staff kitchen/cleaner's storeroom, which is **locked at all times**.
- Accidents and spillages in the bathroom are cleaned with a mop and bucket, specifically used for bodily fluid accidents, and the area is disinfected. Information is passed onto the cleaner to ensure further treatment. All cleaning agents are returned to the correct area and locked for safe keeping.
- Sanitisers are used regularly with children; educators are to monitor the use by children and complete a risk assessment discussion with children on using this product safely and correctly.
- Relevant Safety Data sheets are kept on file

Reviewed July 2022