

108 Hambidge Crescent
Chisholm ACT 2905
Australia
Email: info@chisholm.act.edu.au

Junior Campus
Phone: (02) 614 23555
Web: www.chisholm.act.edu.au

Senior Campus
Phone: (02) 614 23550
ABN: 69 561 547 852

Caroline Chisholm School – Chisholm Preschool Unit Hygiene Procedure

The risk of infection and contamination will be minimised through appropriate prevention procedures and the routine application of effective cleaning routines. The following procedures will be implemented.

Implementation of Personal Hygiene

Disposable gloves will be worn during:

- food preparation (washed hands acceptable)
- first aid procedures
- toileting
- nappy change
- handling body fluids
- washing soiled clothing
- nose wiping.

Educators will wash their hands thoroughly with soap and cool running water and then dry thoroughly after the above procedures and before and after food preparation and meal times.

Cleaning Duties

- a list of cleaning duties is displayed in every room which must be followed
- cleaning products and cloths are colour coded for ease of use.

Cleaning resources and equipment

- as far as possible, the children are discouraged from sharing mouthed objects, even though close supervision is required
- washable/wipeable resources are preferred
- following use and/or every term, all resources will be soaked in very hot soapy water for three minutes and then washed, left to dry (preferably sun dried) before being used again
- books which are visibly dirty will be wiped with hot soapy water
- preschool cleaners will be provided with instructions regarding cleaning schedules.

Cleaning Surfaces

- All surfaces which are touched frequently, such as tables, bench tops, taps and floors, are physically cleaned with a sanitising spray regularly.
- Table tops in playrooms are wiped clean with a sanitising spray throughout the day, which is mandatory before and after eating.
- Wherever possible, single-use cleaning materials such as paper towels are used and then disposed of appropriately. Alternatively, the cloths or sponges (colour code system) for use in each area are stored separately and are washed and/or replaced daily.

Cleaning Washroom and Nappy Change Areas

- Nappy change areas are washed and cleaned with a sanitising spray at the end of each nappy change and at the end of the day.
- Washroom surfaces – floors, taps, door knobs, basins, - are thoroughly cleaned on a regular basis.
- Washrooms are checked throughout the day and cleaned as necessary.
- Low shelves, door knobs and other surfaces less frequently touched by children are cleaned regularly, at least weekly.

Cleaning Linen and Clothing

- Tea towels, linen, feeders and face washers are to be machine washed in hot soapy water in a separate load to the family's washing. They should be sun dried where possible.
- Children's dress-up clothes should be washed every term or as soiled.
- No personal clothing or linen items are shared and should be stored apart.
- Clean linen (cushion cover, sunhat) is to be provided termly (or more often if soiled) from home.
- Laundering of borrowed Centre clothing before returning it to the Centre is mandatory.

Cleaning Kitchen Areas

- All kitchen surfaces, dishes and utensils are to be kept meticulously clean. Cloths used for dishes and utensils are to be washed weekly.
- Kitchen refuse is to be deposited in a lined bin and removed from the kitchen daily.
- Cutting boards are to be made from a non-porous material and washed daily.
- Cups and plates used by all children are to be thoroughly washed using hot water.
- Children will be encouraged not to use utensils which have been dropped on the floor or to eat food which has been handled by another child.
- Tables and chairs will be wiped down with a sanitising spray and floors will be swept and mopped after each main mealtime.

Cleaning and Disposal of Body Fluids – urine, blood, vomit, mucous and faeces

- The procedure for dealing with and cleaning up spills of body fluids will be displayed in a prominent place.
- Disposable gloves must be worn when cleaning up any spill of body fluid.
- Care is to be taken by the person who is cleaning the contaminated area not to expose their own open skin wounds, sores or mucous membranes (eyes, mouth, or nose) to body fluids, secretions or excreta.
- Staff with skin cuts or dermatitis should take care, by covering wounds with a dressing.
- The bulk of any spilt blood, faeces, vomit or urine will be first cleaned up with paper towels. The towels are then disposed of in sealed bags.
- The surface must be cleaned with hot soapy water, then disinfected and left for 30 minutes before being dried.
- Hands must then be washed and dried thoroughly.

Sandpit Requirements

- The sandpit will be securely covered when not in use to prevent contamination by cats and possums.
- The sand is to be renewed regularly and the old sand removed from the playground area.
- The sandpits will be checked by staff daily in the mornings for contamination by cats and possums.
- Should the sand be contaminated by faeces, blood or other body fluids, the affected sand will be totally removed and dumped before disinfecting the remaining sand by spreading and raking salt over the sand surrounding the contaminated area.
- All sandpits to be dug over and salted approximately every term.

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