

The Kinder Garden



Personal Hygiene Policy

Aim

The Kinder Garden aims to ensure that educators and other staff members take care of themselves and act as a role model for children, parents and visitors regarding personal hygiene.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011
Early Childhood Australia Code of Ethics
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
NSW Work Cover

Who is affected by this policy?

Educators
Staff
Families
Children
Management
Visitors

Implementation

Educators and other staff members are requested to:

- a) avoid coming to work when unwell. Any educator or other staff member who is suffering from an infectious condition will be excluded from work.
- b) maintain healthy clean habits, including clean nails and hair, and fastening back long hair.
- c) help children learn the concepts of good personal hygiene, good habits when handling food, correct use of toilet, and procedures for washing hands.

Frequent hand washing is the single most effective method of preventing the spread of disease.

Hands should always be washed:

- a) on arrival at the education and care service.
- ii) after toileting yourself or a child.
- iii) before and after changing nappies.
- iv) before and after giving medication.
- v) before and after giving First Aid.
- vi) after wiping a child's nose.
- vii) after removing gloves.
- viii) before leaving the education and care service.

To effectively wash hands, it is necessary to spend a period of fifteen seconds using soap and running water. All surfaces of hands should be cleaned, including the sides and between the fingers.

Posters which promote hand washing should be placed in prominent positions above each hand basin. Hand basins will not be used for:

- a) food and drink preparation.
- b) rinsing soiled clothing.
- c) cleaning potty chairs.

Notices with procedures for centre hygiene should be displayed in change areas, staff rooms and toilet areas.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Guide to National Quality Standards 2011

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

NSW WorkCover www.workcover.nsw.gov.au Retrieved: 29th August 2016

Staying Healthy in Child Care preventing infectious diseases in child care, 5th edition

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: August 2018

Date for next review: August 2019