



Hand Washing Policy

Purpose

For Bullfrog Children's Centre to promote a healthy environment in which children will grow and learn about the world around them. The application of preventative measures such as hand washing will be an effective way of preventing the spread of infection.

Responsibilities

Approved provider/ Nominated Supervisor will

- Ensure safe, well maintained age appropriate basins are available for washing hands.
- Single use paper towels for the drying of hands in always available
- Foam or liquid Soap for children, visitors and educators/staff at the Service in always available.
- Alcoholic gel sanitiser is always available for children, visitors and educators/staff at the Service. Please note that children will only have access with their parents present.
- Follow the hand washing procedure.

Educators and Staff will

- Ensure that all dispensers for paper hand towel, soap, alcoholic gel sanitizer are always full
- Follow the hand washing procedure.

Families and Visitors will

- Follow the hand washing procedure.

Children will

- Follow the hand washing procedure.

Procedure

Hand washing is considered to be the most effective way of controlling infection in the Service. Educators/staff/, children and visitors should wash their hands either at a handwashing basin or with alcoholic gel sanitiser

- On arrival at the centre.
- Before eating or handling food.
- Before preparing or cooking food.
- Before and after changing a nappy, or checking a nappy to see if it soiled.
- After going to the toilet.
- After cleaning up or contact with urine, faeces, vomit, blood or other bodily fluids.
- After giving first aid or cardiopulmonary resuscitation (CPR).
- After wiping nose or contact with nasal or salivary secretions.
- Before and after giving a child medication.
- After playing outside or in a sandpit.
- After patting or touching animals or pets (including fish, birds, reptiles).
- Before leaving the centre.

All children, educators/staff and visitors to the centre will wash their hands as follows:

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Soap and Water Method:

- Wash hands using liquid soap and running water.
- Rub hands vigorously.
- Wash hands all over, making sure to include backs of hands, wrists, between fingers, and under finger nails. (This process should take as long as singing "Happy Birthday" twice).
- Rinse hands well.
- Turn tap off using a paper towel, where possible.
- Dry hands with single use paper towel or automatic dryer.

Hand Sanitizer Method:

- Apply alcohol-based hand rub to hands, then rub – palm to palm, back of hands, in between fingers, around thumbs and tips of fingers.
- Once dry, your hands are clean.

Posters showing how to wash your hands will be displayed at all hand washing areas. Educators/staff are to read and follow the instructions at all times.

Related Statutory Obligations and Considerations

Australian Children’s Education and Care Quality Authority (ACECQA)

<http://www.acecqa.gov.au/>

Children (Education and Care Services) National Law (NSW) No 104a

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

Education and Care Services National Regulations

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/full>

NSW Health - <http://www.health.nsw.gov.au>

National Quality Framework (NQF) - <http://acecqa.gov.au/national-quality-framework/>

Staying Healthy in Child Care 5th Ed 2012

NSW food Authority www.foodauthority.nsw.gov.au

Food Safety Standards www.foodstandards.gov.au

Amendment History

Current

Amendment Date	Amended by	Position	Summary of amendments	Next Review date
August 2019	Kimberly Wheatley	Coordinator	Annual review	August 2020

History

Amendment Date	Amended by	Position	Summary of amendments	Next Review date
August 2018	Kimberly Wheatley	Coordinator	Annual review	August 2019
August 2017	Kerrie Shakespeare	Coordinator	Annual review	August 2018
August 2016	Kerrie Shakespeare	Coordinator	Annual review	August 2017

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the Education and Care Services National Regulation, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

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