

CEEC HS POL HEALTH AND HYGIENE POLICY

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Related policy documents	Archdiocese Of Brisbane Health And Safety Policy CEEC HS POL Food Safety And Nutrition Policy CEEC HS PRO Nutrition Procedure CEEC HS PRO Food Safety Procedure CEEC HS POL Immunisation Policy CEEC HS POL Medical Conditions Policy CEEC HS POL Sleep And Rest Policy CEEC HS POL Children's Dental Health Policy
Related legislation	Education And Care Services National Law Act 2010 Education And Care Services National Regulations 2011 Education and Care Services National Amendment Regulations 2017 Guide To The National Quality Framework QLD Public Health Act 2005 WHS Act 2011 WHS Regulations 2011 NSW Public Health Act 2010

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline the commitment of Catholic Early EdCare to provide and maintain hygienic facilities and the health practices all Services are required to implement in compliance with Regulations 77, 106 and 109 of the Education and Care Services National Regulations 2011.

SCOPE

This policy applies to staff members as defined in the Education and Care Services National Law.

1. POLICY STATEMENT

1.1 Catholic Early EdCare Services are required to maintain high standard of hygiene at all times via the implementation of health practices including –

- Exclusion of ill children and workers (when required in accordance with CEEC HS POL Food Safety Policy, the CEEC Parent Handbook and Staying Healthy
- Encouraging immunisation of children and staff members in accordance with CEEC HS POL Immunisation Policy
- Trained workers
- Correct use of cleaning equipment and the implementation of effective cleaning practices
- Promoting and supporting oral/dental health amongst young children through liaison and communication with Parents/Carers as detailed in CEEC HS POL Children’s Dental Health Policy)
- Following the guidance provided within Staying Healthy
- Adherence to Catholic Early EdCare policy and procedures
- Services will display visual and written information for children, staff members, visitors and Parents/Carers about the Service’s hygiene practices
- Providing staff members and Parents/Carers with current information about relevant infectious/contagious diseases that may present as a risk to staff or children
- Provide induction training to all staff members in hand washing practices, hygienic nappy changing procedures, toileting practices, handling of bodily fluids and in house cleaning procedures (including use of cleaning products/chemicals)
- Staff members encouraging and teaching children to follow hygiene practices pertaining to hand washing, toileting and in their interactions with others
- Maintaining hygiene supplies that support a healthy and hygienic environment in accordance with
 - CEEC HS POL Hazardous Chemical policy
 - CEEC HS PRO Procurement procedure
 - CEEC HS PRO Contractor Management procedure

1.2 Parents/Carers are requested to –

- Inform the Services as soon as possible if their child is suspected or diagnosed with sign/symptoms of an infectious disease. This notification allows the Service to monitor the child in question and implement practices to minimise the exposure to other children/staff members
- Adhere to the exclusion guidelines provided in the CEEC Parent Handbook and as enforced by the Service and as per Staying Healthy
- Provide (if requested) a medical clearance prior to a child returning to the Service following exclusion

- Ensure current and up to date contact information is provided to the Service
- Adhere to CEEC HS POL Medical Conditions Policy
- Ensure a child's immunisations are up-to-date before commencing at a Service. Children who are not immunised, have incomplete immunisation or have no record of immunisation may be excluded for the prescribed period during any outbreak of a vaccine preventable disease. Children's immunisation information must be maintained whilst at the service. NOTE: Children who do not have a complete and up-to-date immunisation record may be treated as non-immunised.
- Advise the service when other family members are unwell and to alert staff members to watch for signs of illness in the child

1.3 Services are required to respond to an outbreak or suspected outbreak of an infectious disease by –

- Completing CEEC HS FORM Incident, Injury and Illness form and submit to Catholic Early EdCare WHS
- Display Catholic Early EdCare Health Alerts (as per Staying Healthy) at the Service to notify Parents/Carers of infectious conditions and the related signs and symptoms
- Displaying the QLD Department of Health's Time Out fact sheet for all staff members and Parents/Carer to observe (For Queensland based Services)
- Display Qld Department of Health Communicable Disease information, as provided by the Dept. of Health (For Queensland based Services)
- Display relevant NSW Health fact sheets for all staff members and Parents/Carers to observe
- Maintaining confidentiality at all times to ensure that affected children and staff members are not identified in breach of the Privacy Act

1.4 Staff members are required to –

- Acknowledge that any external contract cleaner is engaged by Catholic Early EdCare to maintain the standards of cleanliness at a Service and are not engaged to absolve staff from cleaning responsibilities. Equally, external contract cleaners are not engaged to 'clean up' after staff
- Ensure that hand washing occurs as per recommended guidelines in Staying Healthy
- Inform the Responsible Person in Charge when signs and symptoms of children's health are observed and/or reported
- Follow Staying Healthy exclusion guidelines and the QLD Department of Health's Time Out fact sheet under the governance of the QLD Public Health Act 200 when a staff member presents with signs and symptoms of illness. For NSW Services, consult the relevant fact sheets available from NSW Health
- Utilise disposable gloves whilst –
 - changing nappies
 - wiping children's noses

- assisting with toileting
 - when in contact with blood or bodily fluids
 - when undertaking cleaning activities
 - in accordance with the CEEC HS POL Food Safety Policy and CEEC HS PRO Nutrition Procedure
 - when interacting with cleaning chemicals
 - as required by any safety data sheet (SDS)
 - Interacting with a child who is ill
- 1.5 Catholic Early EdCare Staff will provide care for children who are unwell by–
- Monitoring and recording signs and symptoms of an ill child
 - Informing the Responsible Person in Charge immediately upon being made aware or following observation of illness in a child
 - Providing care for the child consistent with the level of training the staff member has undertaken and in accordance with relevant Catholic Early EdCare policies and procedures
 - Minimising the potential for spreading any infections through the adoption of hand washing techniques following contact with the child who is ill and prior to contact with other children, equipment or other staff members
 - Assisting the Responsible Person in Charge to establish contact with the Parents/Carer and/or emergency contacts as required
 - Assisting the Responsible Person in Charge with providing first aid commensurate with the level of training held
 - Implementing instructions from emergency services should an ambulance be required and prior to their arrival
- 1.6 Catholic Early EdCare Services will maintain a healthy environment by –
- Reviewing and implementing the infection control and hygiene practice and cleaning recommendations contained within Staying Healthy following an outbreak or suspected outbreak of a disease or infectious condition
 - Maintain an up to date illness register. In the event of a number of children and/or staff member are identified with similar symptoms, the Responsible Person in Charge will contact the Area Manager and arrange to contact the Queensland Public Health Unit or NSW Public Health Unit (as relevant) for advice and assistance
 - Provide clean and fresh drinking water at all times for children in the care of Catholic Early EdCare
 - Staff actively cleaning the Service
 - Engage an external contract cleaner only with the approval of the relevant Area Manager
- 1.7 Implement a daily cleaning schedule in accordance with Staying Healthy including but not limited to –

- Cleaning bathrooms and nappy change areas (washing tap handles, toilet seats, toilet handles and door knobs)
 - Checking the bathroom during the day and cleaning, if obviously soiled
 - Cleaning toys and objects put in children’s mouths
 - Cleaning surfaces which children have frequent contact with (e.g. bench tops, taps, cots and tables)
 - Launder Mattress covers and linen
 - Clean all floor surfaces
- 1.8 Implement a weekly cleaning schedule in accordance with Staying Healthy including but not limited to –
- Clean all shelving
 - Clean all other surfaces, toys, equipment etc often touched by children

SUPPORTING DOCUMENTS

N/A

COMPLIANCE

Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Staff Member	In relation to an education and care service, means any individual (other than a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as an <ul style="list-style-type: none"> ▪ Educator ▪ Director/Coordinator ▪ Nominated Supervisor; ▪ Or otherwise.
Educator	Educator means an individual who provides education and care for children as part of an education and care service.

2. RECORD KEEPING

- 2.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping.
- 2.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 2.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 2.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 2.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 2.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.