

## Hygiene and Infection Control Policy

Southern Montessori ELC

Version	Approved By	Date	Maintained By	Next Review
2	Board of Governors	Sept 2023	Management	Sept 2026

Regs	77	Health, hygiene and safe food practices
	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	88	Infectious diseases
	90	Medical conditions policy
	162	Health information to be kept in enrolment record

QA	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
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### Background

Infections are common in children and often lead to illness. Children first enter early childhood education and care services at a time when their immune systems are still developing. Effective hygiene strategies and practices assist services to protect all persons from, and minimise the potential risk of communicable diseases. Vaccination is recognised as the safest and most effective way to prevent the spread of most serious infectious diseases. Southern Montessori Early Learning Centre is committed to providing a safe and healthy environment for all. Children and staff should be immunised against vaccine-preventable diseases according to the National Immunisation Schedule prior to involvement with Southern Montessori Education Centre.

### Policy Statement

Southern Montessori Early Learning Centre is committed to providing a safe and healthy environment for all children and their families, staff and any other persons attending the Centre, through effective implementation and monitoring of hygiene and infection control strategies.

### Strategies and Practices

#### Hygiene

- All educators are required to observe and maintain high standards of hygiene in the Centre.
- Educators model personal hygiene practices and intentionally and explicitly teach children health and safety practices to prevent the spread of contagious diseases.

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- Hand hygiene is considered to be one of the most effective ways to reduce the spread of communicable diseases and minimise cross infection. Educators and children are encouraged to wash their hands:
  - when arriving at the Centre
  - before and after handling food and eating
  - before and after giving medication
  - after going to the toilet
  - after coming into contact with blood, faeces or vomit
  - after wiping a nose
  - after handling animals
  - after handling rubbish
  - after coming in from outside play.
  
- Notices displaying effective handwashing procedures are displayed next to hand washing basins.
  
- Hand washing basins are monitored and cleaned regularly to ensure hygiene is maintained.
  
- Educators are informed of the symptoms of excludable illnesses and disease through staff meetings and professional development, and are provided with educational materials. They are alert to the signs of illness in children and respond accordingly. The signs include:
  - severe, persistent or prolonged coughing
  - breathing difficulties (e.g. noisy, wheezy)
  - yellowish skin or eyes
  - irritated eyes, eye lining red, pus from eyes
  - unusual spots or rashes
  - vomiting and/or diarrhoea
  - temperature over 38 degrees Celsius
  - behaviour exhibited that is not 'normal' for the child (e.g. sleeping, being unable to participate in the daily activities as usual).
  
- Educators ensure that if there is an occurrence of an infectious disease at the Centre, reasonable steps are taken to prevent the spread of that infectious disease. Educators are informed of infection control through staff meetings and professional development, and are provided with educational materials.
  
- The Centre strictly adheres to the National Health and Medical Research Council's recommended minimum exclusion periods for infectious conditions. Information about infectious conditions and minimum exclusion periods is included in the Parent Handbook provided to parents at enrolment, and is available from the office.
  
- If a confirmed outbreak of an infectious disease occurs in the Centre, parents are informed verbally and/or by written notice. Information given to parents will include the nature of the illness, symptoms, incubation and infectious periods and the Centre's exclusion requirements for the illness.
  
- Should a child become unwell during the day with a suspected infectious illness, the parents or authorised persons are contacted immediately to collect the child. The parent will be asked to sign the Incident, Injury, Trauma and Illness Record. Wherever possible, the child is separated from the main group of children and one educator nominated to care for the child to reduce the risk of cross infection.
  
- Parents are asked not to bring any unwell child into the Centre, and not to enter the Centre if they are unwell themselves. The Nominated Supervisor/Principal can refuse entry to any child or adult (including a staff member) who comes to the Centre seriously unwell.
  
- Staff who become ill during the day are sent home and a relief staff member is organised.

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## Immunisation

- Parents are required to provide documentation of their child's immunisation status before their child commences at the Centre, and evidence of vaccinations thereafter.
- Administration staff will contact you within 2 weeks of your child's fourth birthday as a courtesy reminder to update your child's immunisation record
- The Centre encourages staff to discuss immunisation with their doctor and the additional risks of contacting a vaccine preventable disease due to their regular close contact with children. The Centre strongly recommends that staff considering pregnancy apply for screening for immunity for infections which carry risks of miscarriage or damage to the fetus.

## Responsibilities of Parents

This policy is explained to parents when they enrol their child in the Centre, and their attention is specifically drawn to their responsibilities under the policy. Parental responsibilities include:

- keeping the Centre informed of their child's current immunisation status
- complying with recommended minimum exclusion periods
- keeping their child at home if they are unwell or have an excludable infectious disease
- arranging prompt collection of their unwell child if contacted by the Centre
- informing the Centre at any time their child has been exposed to an infectious disease.

## Related Policies

- Enrolment and Orientation Policy
- Cleaning Policy
- Medical Conditions Policy
- Incident, Injury, Illness and Trauma Policy

## Sources, Further Reading and Useful Websites

### Sources

- Education and Care Services National Regulations 2011
- Frith, J., Kambouris, N., O'Grady, O. (2003). Health & Safety in Children's Centres Model Policies & Practices. 2nd Ed. (rev).  
[http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/resources/CCModelPolicies.pdf/\\$file/CCModelPolicies.pdf](http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/resources/CCModelPolicies.pdf/$file/CCModelPolicies.pdf)  
accessed 2 April 2012 National Quality Standard 2011
- National Health and Medical Research Council. (2012). Staying healthy in child care: Preventing infectious diseases in child care. 5th Ed. <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services> accessed 1.4.19

### Useful Websites

- The Royal Children's Hospital (RCH) – [www.rch.org.au/](http://www.rch.org.au/)
- SAHealth – You've got what?  
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/healthy+living/protecting+your+health/preventing+disease+and+infection/youve+got+what>  
Health Direct. School Exclusion Periods. <https://www.healthdirect.gov.au/school-exclusion-periods>

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### Document History and Version Control Table

Version	Date Approved	Approved By	Brief Description
1	2019	Board of Governors	This is a new policy developed as a result of consolidating the following policies: <ul style="list-style-type: none"><li>• Handwashing Policy</li><li>• Dealing with Infectious Diseases</li><li>• Immunisation Policy</li></ul>
2	Sept 2023	Board of Governors	Review ratified at Board

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