



NORTH AINSLIE P-6 HYGIENE POLICY AND PROCEDURES

School Context

North Ainslie Primary School is an ACT government school which works within the parameters of the ACTDET policy framework. It is situated in an inner northern suburb of Canberra. North Ainslie is a culturally and linguistically diverse school, which provides education for approximately four hundred and twenty students. North Ainslie is particularly unique because it is home, not only to a mainstream primary school (P-6), but also to an introductory English centre for migrant and refugee children (IEC), and to a learning support unit for students with autism (LSU). The main site at North Ainslie operates two fifteen hour preschool sessions. An additional preschool campus is located in the neighbouring suburb of Hackett. The school also provides mainstream integration for a number of children with learning disabilities. Our school community is one which covers a broad socio-economic base.

Purpose

This policy and set of protocols aims to ensure that appropriate hygiene practices are carried out at the school which will prevent the spread of infectious diseases. The protocols aim to educate students, staff, and parents accordingly.

Rationale

Infections can be spread by a person who shows no signs of illness. Hand washing and safe toileting practices are two of the most effective ways of preventing the spread of infection. These practices are applicable to all members of the school community, students and adults. The health, safety and welfare of students and staff are of paramount concern and hygiene, including effective hand washing, is an important public health issue.

HYGIENE PROCEDURES

Hand washing

The best way to prevent the transmission of disease is to wash and dry hands thoroughly. Hand washing is effective because it loosens, dilutes and flushes off germs and contaminated matter.

These hygiene practices should be taught explicitly in the preschool years and reinforced by all teachers in the later years of primary school.

How to wash hands

The following method should be used to make sure staff hands and the children's hands are as germ free as possible. The process of thoroughly washing and rinsing hands should take 10 – 15 seconds. This can be achieved by slowly counting to 10 when washing and then slowly counting to 10 when rinsing. This is about as long as it takes to sing 'Happy Birthday' twice.

- Wet hands with running water.
- Use liquid soap and spread over hands, including backs of hands, between fingers and up to wrists.
- Rub hands vigorously when washing them.
- Rinse hands thoroughly to remove all suds and germs. Thorough rinsing will help prevent dermatitis from suds.
- Pat dry hands with a clean paper towel.

Note: Taps at North Ainslie and Hackett preschools are hands free and turn off automatically. Most taps in the North Ainslie K-6 toilets are also hands free. In the event that a tap does not turn off automatically, students and staff will be encouraged to turn it off using paper towel. They will also be encouraged to not touch the tap after they have washed and dried their hands.

Soaps, towels and lotion

Wall mounted liquid soap dispensers are the preferred options for hand washing at North Ainslie. Antibacterial hand washes will not be used routinely as they may encourage the development of resistant bacteria. Alcohol-based hand

cleaners can have a role if proper hand washing facilities are not available (e.g. on excursions). After several uses of an alcohol-based hand cleaner, you will need to wash your hands properly with liquid soap and water.

Note: In the event that a student or adult is unable to use liquid soap because of a medical condition, efforts will be made to find an appropriate alternative.

Effective hand drying is just as important as thorough hand washing because wet surfaces transfer germs more effectively than dry ones. Disposable paper towels are the school's preferred option at preschool.

When staff should wash their own hands

- On arrival at the preschool/school, which reduces the introduction of germs;
- Before handling food;
- Before eating;
- After changing a nappy or pull-ups;
- After removing gloves;
- After going to the toilet;
- After cleaning up blood, faeces or vomit;
- After wiping a nose, either a child's or your own;
- Before giving medication;
- After handling garbage;
- After coming in from outside play; and
- Before going home. This prevents taking germs home.

When children should wash their hands

- When they arrive at preschool, which reduces the introduction of germs;
- Before and after eating and handling food;
- After having a nappy changed. Their hands will become contaminated while they are on the change mat;
- After going to the toilet;
- After playing sport or after coming in from outside play;
- After touching nose secretions;
- After coming in contact with blood, faeces or vomit;
- After being exposed to respiratory or other body fluids, such as discharge from nose or eyes e.g. after visiting a friend in the sick bay;
- At any other time when hands get dirty; and
- Before going home. This prevents taking germs home. Parents can help with this.

Gloves

Wearing gloves does not replace the need for hand washing as gloves may have very small holes or be torn during use. Hands may also become contaminated during removal of gloves. New gloves should be used for each child.

Toileting

Staff are required to:

- Help children use the toilet if necessary.
- Help children wash and dry their hands. Ask older children if they washed and rinsed their hands, counting slowly to 10 or singing for this length of time.
- Explain to children regularly that washing their hands and drying them properly will stop germs that might make them sick.
- Wash their own hands.

If a child is not a confident user of the toilet:

- Ask parents to supply several changes of clothing.
- Put gloves on to assist the child to change their clothing.
- Place soiled clothes in a plastic bag, tying the top firmly, for parents to take home at the end of the day. Soiled clothes will not be rinsed or washed at the preschool unit/school. (Explain to parents that washing soiled clothes at the centre can spread germs.)

Pull ups

Disposable 'pull-up' nappies may reduce the risk of infections as disposable nappies do not 'leak' as easily as cloth nappies and are able to be disposed of immediately. They also develop childrens' skills in pulling pants up and down. Check to make sure that all the supplies needed are ready.

- Always wear gloves when changing pull-ups.
- Walk child to the change area.
- Ask the child to remove their pull - up if they are able.
- Place the pull-up in a 'hands-free' lidded bin.
- Clean the child's bottom.
- Assist the child to pull up the fresh 'pull-up'.
- Wash and dry the child's hands. Wash own hands.
- Take the child away from the changing area.

Keeping equipment and toys clean

In the early childhood years it is important that staff adhere to the following practices:

- Wipe all puzzles and other play items with a disinfectant cloth before putting them away in storage containers.
- Wipe all books with a disinfectant cloth each time they are returned after borrowing.
- Wash all manipulative equipment throughout the year as necessary. Labels should be used to identify washed equipment and the cleaning date. Cleaning should take place when any chance of contamination has occurred e.g. when a child has sucked an item; when a child plays with a toy and appears unwell.
- Wash all toys and equipment which have had regular use at the end of each pre-school year and label with the date of cleaning in preparation for the new school year.
- Wash items that may become contaminated through regular use (e.g. play doh equipment) daily/weekly as necessary.

References:

Important ways of preventing the spread of infectious disease – information about hand washing and toileting. (ACTDET, 2012)

26/6/12

APPENDIX

Nappy Changing

Given the ages of children at North Ainslie it is unlikely that nappy changing will be needed. However the school is committed to providing equitable access to education for all students in a safe and welcoming environment. In the event that a student may enrol at North Ainslie who requires nappy changing, the following procedures would need to be enforced by staff.

Have an area specifically set aside for changing nappies. A change table with steps set at a safe height would be the school's preferred option.

Carrying a child away from your body is only necessary if there are faeces on the child and/or their clothing.

Use the following method to stop disease spreading through contact with faeces:

- Wash your hands.
- Place paper on the change table.
- Always wear gloves when changing nappies.
- Remove the child's nappy and put it in a 'hands-free' lidded bin.
- Remove any clothes with urine and/or faeces on them.
- Clean the child's bottom.
- Remove the paper and put it in a 'hands-free' lidded bin.
- Remove your gloves now, before you touch the child's clean clothes.
- Remove gloves by peeling them back from your wrists, turning them inside out as you go. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the bin.
- Dress the child in a fresh nappy and necessary clothing.
- Wash and dry the child's hands.
- Take the child away from the change table.
- Clean the change table with detergent and disposable paper towel, paying particular attention to the mat, at the completion of each nappy change.
- Wash your hands.

Paper on the change table

Every time a child has their nappy changed, germs are put on the change table. By placing a piece of paper on the change table many of the germs from the child are kept on the paper and do not contaminate the table at all. The paper is removed in the middle of the nappy change, before the child's clean clothes are put on, the paper and the germs are then put in the bin. Any paper can be used for this; paper towel is easy to use but can be expensive, greaseproof paper is another alternative.

Gloves

Gloves should be worn when changing nappies/pull-ups because there are always billions of germs in faeces.

Cleaning the child

Damp paper towels, pre-moistened towelettes or disposable cloths/wipes may be used to clean the child. However, each towel must be removed immediately after use and put in the bin. Wet the towels with water from the tap or poured from bottles. Don't reuse water from a bowl.

Cleaning the nappy change table

Use this method to help keep the nappy change table clean.

- After each change and at the end of the day, thoroughly wash the table (mat) well with detergent and paper towel. Use paper towel for cleaning and drying the surface.
- If faecal matter spills onto the change table (mat) clean with detergent and warm water, dry with paper towel.
- Wash and dry your hands.
- Mattresses and covers used on the nappy change table need to be smooth and in good condition because germs can survive in cracks, holes, creases, pleats, folds or seams.