



Hygiene Practices

Enquiries to:	Centre Manager
Applies to:	Parents, whānau guardians, Kaiako (including relievers) and children
Purpose:	To ensure children are kept safe and hygienic procedures are in place.
Date Developed:	May 2021
Date Approved:	May 2021
Date Reviewed:	April 2023
Next Review Date:	May 2024

References: Child health policy, health and safety, Regional Public Health, procedures for soiled children, nappy procedures, child protection, 2008 MOE Regulations, pandemic policy Licensing Criteria, HS27, PF10, HS1, HS2, MOH / MOE Covid – 19 Advice on alert levels.

The following procedures are in place to prevent and contain the spread of infectious diseases.

General Cleaning:

The following procedures will be in place to ensure the centre is kept in a clean and hygienic manner:

- All soft coverings are to be washed regularly, and immediately if a tummy bug is present in the centre
- All Kaiako take responsibility to ensure the cleanliness of the centre is maintained as required.
- One Kaiako is to check the sandpit area before each session to ensure no animal fouling or hazardous objects are present. (as per daily hazard register)
- All cleaning products are to be kept in the cleaning area in the laundry up on top shelf on in the high cupboard in the Nui bathroom, or on a high shelf in the kitchen. All Kaiako to ensure that cleaning materials will be stored safely out of reach of children. This will be either in the Storeroom, kitchen or in the laundry in an area inaccessible to children.
- All toys will be cleaned each month.
- The centre dress-ups will be washed once a month in hot soapy water.

Specific cloths will be used for specific tasks to reduce the chances of contamination and spread of bacteria. Black for Art and general cleaning, Green for Kai table and Kitchenette, Paper towel for bathroom cleaning so they can be disposed of immediately.

Vomiting or Diarrhoea bugs that hit children unexpectedly at the Centre, (refer to procedures for soiled children located in the children's bathroom).

One Kaiako to look after sick child immediately to take child to bathroom, if applicable, wash down procedures to be followed as per the procedures for soiled children, child changed and taken to the office away from other children and adults. Minimise the risk/spread of infection. Clothing to be double bagged and placed in the laundry, where it can be collected from parents. DO NOT place soiled clothing in the child's bags as illness may be air borne and cause contamination and spread of infection.

One Kaiako to get the spill kit from the laundry area, which contains mask, bucket, mop, and gloves. This kit is strictly for cleaning up spills and sickness. Hot water and Bleach to be used to clean up spills and sickness.

The bucket is labelled and may only be used for this purpose.

To minimise the spread of the bug around the centre, all soft furnishing including cushions, mats, rug, dress ups, fabric are removed from the room and sterilised (Rugs and mat in the sun and cushions occurs, press-ups, fabric to be put through a hot wash)

All surfaces including tables, chairs, walls and toys will be cleaned with Beach 1:10 as marked on the bottle.

Hand sanitiser will be provided for Kaiako, whānau and tamariki to use.

Handwashing Procedures:

Handwashing is the most important way of preventing and controlling infection. The Centre will provide liquid soap and paper towels to reduce the chance of bacteria and infection spreading. Plus liquid Sanitizer is available all around the Centre for Kaiako/ Parents to use at all times.

They should use the 20/20 rule; 20 seconds wash with soap, 20 seconds dry hands properly.

Kaiako, other adults and children will wash or sanitize their hands using the 20/20 rule:

- Before eating, preparing food,
- Tamariki after eating food
- After going to the toilet
- After wiping noses
- After nappy changing
- After cleaning up body fluids including vomit, faeces, urine or blood
- After handling animals
- Global and or National pandemics or viruses

Nappy Changing and toileting: (refer to the Nappy change policy)

Hand washing for both the child and the Kaiako must be observed after every nappy change, using the 20/20 rule at all times. Any soiled underwear or cloths will be placed in a plastic bag, doubled bagged. These will NOT be machine washed as we use our washing machine for face clothes and bedding. The toilet will be sprayed with bleach solution 1:10 every day and when necessary. Any water on the floor is to be cleaned up immediately, any toileting accidents are cleaned up immediately using hot water and bleach and the mop designated for the bathroom, found in the hall cupboard.

Covid -19 refer to the guidance form the Ministry of Education and Ministry of Health. Refer to Pandemic Policy

Board of Trustees Consulted:	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by:	Designation:	Date:	