

# HAND WASHING POLICY

Having and encouraging effective hygiene practices in Out of School Hours Care Services is essential for reducing the risk of infection. Helping children to develop appropriate personal hygiene habits, such as hand hygiene, will become embedded as they grow and develop. It is important to work with families to ensure children follow simple hygiene rules by incorporating good hygiene strategies in both the OSHC Service and home environment.

## NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, Hygiene and safe food practices
88	Infectious diseases
93	Administration of medication
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed

## RELATED POLICIES

Administration of Medication Policy Animal and Pet Policy Dealing with Infectious Disease Policy Health and Safety Policy	Incident, Injury, Trauma and Illness Policy Pregnancy in Early Childhood Policy Sick Children Policy Supervision Policy Work Health and Safety Policy
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## PURPOSE

Our Out of School Hours Service is committed to ensuring the health and safety of all educators, staff, volunteers, families, and children by providing a safe and healthy environment. Effective hand hygiene significantly reduces the risk of infection and is therefore of the utmost importance. We aim to implement specific hand washing hygiene practices regularly to minimise the risks associated with cross infection of viral and bacterial borne diseases.

## SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, and visitors of the OSHC Service.

## IMPLEMENTATION

Infection can be spread through direct physical contact between people, airborne droplets from coughing and sneezing or from contact with surfaces and objects. Children come into contact with a large number of other children and adults, play equipment, eating utensils and other resources whilst being cared for in Out of School Hours Care services. This high degree of physical contact with people and the environment creates a higher risk of children being exposed to and spreading infectious illnesses. Whilst it may not be possible for services to prevent the spread of all infections, we aim to create a hygienic environment to minimise the spread of diseases and infections.

Effective hand washing is a vital strategy in the prevention of spreading many infectious diseases.

Research emphasises effective and frequent handwashing as the single most important way to reduce the spread of bacteria, germs, viruses, and parasites that may infect educators, staff and children in school aged care services and in our general population.

Micro-organisms such as bacteria, germs, viruses, and parasites are present on the hands at all times and live in the oil that is naturally produced on your hands. The use of soap or detergent and water remove most of these organisms and decreases the risk of cross infection.

Our OSHC Service will adhere to National Regulation requirements, standards, and guidelines to support the effectiveness of our hand washing policy. We aim to educate and encourage children to wash their hands frequently and effectively which will help to reduce the incidence of infectious diseases, adhering to guidelines provided in *Staying healthy: Preventing infectious diseases in early childhood education and*



care services and recommendations from the Department of Health- Australian Health Protection Principal Committee (AHPPC) to guide best practice.

### TO ENSURE THE GREATEST LEVEL OF PERSONAL HYGIENE OUR OSHC SERVICE WILL ENSURE:

- all employees, parents, children and visitors wash their hands with soap and water for at least 20 seconds upon arrival to the Service or, use the alcohol-based sanitiser under adult supervision
- hands are thoroughly dried using hand towel and disposed of in the bin provided
- disposable tissues are used to wipe noses, eyes or mouths and disposed of in the bin provided immediately after use
- hands are washed following the use of tissues
- hands are washed thoroughly using soap and water before and after using the toilet
- signage is provided to prompt visitors and children to wash their hands regularly and effectively when visiting our Service.

### THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL ENSURE:

- educators and staff wash their hands with soap and water for at least 20 seconds regularly
- educators and staff wash their hands
  - before and after eating and handling food
  - before and after applying sunscreen or other lotions to children
  - after using the toilet
  - after blowing their own nose
  - after supervising children near toilet facilities
  - after touching animals
  - after cleaning high touch surfaces- (tables, light switches, door handles, computers, iPads)
  - after cleaning or mopping floors
  - after changing learning environments – outdoor play area, indoor learning
  - whenever their hands are visibly dirty (after gardening, painting)
  - before leaving the OSHC Service at the end of the day
- educators and staff adhere to effective food preparation and food handling procedures
- educators and staff wash hands before and after wearing disposable gloves when:
  - preparing food
  - administering medication
  - administering first aid

- cleaning spills- faeces, vomit or blood
- cleaning with disinfectant or chemicals
- after handling garbage and/or contaminated materials

### EDUCATORS WILL ENSURE:

- children are explicitly taught the correct process of hand washing
- children are carefully supervised when handwashing
- children are reminded to wash their hands frequently throughout the day
- they model effective handwashing procedures
- the required equipment and resources are easily accessible and appropriate to use- liquid soap, running water, paper towel

We believe the hygiene practices of children being cared for should be as rigorous as those of staff and educators. Our environment supports the creation of appropriate healthy hygiene habits to ensure lifelong healthy decisions and actions.

### STRATEGIES EDUCATORS WILL USE TO ENCOURAGE EFFECTIVE HAND HYGIENE PRACTICES

#### INCLUDE:

- talking about the importance of hand hygiene
- talking about when hand washing is appropriate and why
- singing a song or rap as a guide to how long it should take to wash hands
- using a clear visual poster with step-by-step instructions
- using positive language
- ensuring equipment is accessible (liquid soap, hand towels)
- ensuring adequate supervision and assistance is available when required
- use STEM opportunities to teach about germs and prevention (ie: pepper and soap experiment)

### HAND DRYING

Effective hand drying is just as important as comprehensive hand washing. Research states that wet hands can pick up and transfer up to 1000 times more bacteria than dry hands. Drying hands thoroughly also helps remove any germs that may not have been rinsed off.

Our OSHC Service provides children, staff, and educators with disposable paper towel/warm air dryers to ensure effective hand hygiene. Bins are provided with foot control lids to dispose of used paper towel.



Where possible, our Services aims to find sustainable alternatives to paper towel that may harm the environment.

### HAND WASHING PROCEDURE

**Wet** hands with clean, running water, turn off the tap.

**Rub** soap all over your hands

**Rub** hands together for as long as it takes to sing “Happy Birthday” twice

Don’t forget the backs of your hands, your wrists, between your fingers and under your fingernails

**Rinse** the soap off your hands under running water

**Dry** your hands using paper towel or under a hand dryer.

### ALCOHOL-BASED HAND SANITIZER

Where possible, staff will use soap and water to clean their hands however, if this is not possible and hands are not greasy or visibly dirty, an alcohol-based hand sanitiser may be used.

Hand sanitiser must be kept out of reach of children at all times as it can be very dangerous if swallowed. Directions should be followed on how to use the sanitiser correctly. The effectiveness of an alcohol-based hand sanitiser to kill microorganisms or prevent their growth should be at least 60% alcohol.

As per National Regulations, a safety data sheet will be kept on file for any alcohol-based hand sanitiser used in the OSHC Service.

### HAND SANITIZER PROCEDURE

**Apply** liquid to the palm of one hand

**Rub** it all over both hands until the sanitiser dries

This takes about 20 seconds

Be careful not to wipe the sanitizer off before it is dry.

### RELATED INFORMATION/RESOURCES

Be a Soapy Hero! <https://www.betterhealth.vic.gov.au/campaigns/soapy-hero>

Child Care Centre Desktop- Handwashing posters (see below)

NSW Department of Health [Handwashing poster](#)

[Teaching washing your hands with pepper experiment](#)

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Handwashing Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

## CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Hand Washing Procedure
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## SOURCE

Australian Children’s Education & Care Quality Authority. (2014).

Australian Government Department of Health Australian Health Protection Principal Committee (AHPPC)

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2023).

National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).

Revised National Quality Standard. (2018).

Victoria State Government Better Health Channel [Handwashing-why it’s important](#)

[Western Australian Education and Care Services National Regulations](#)

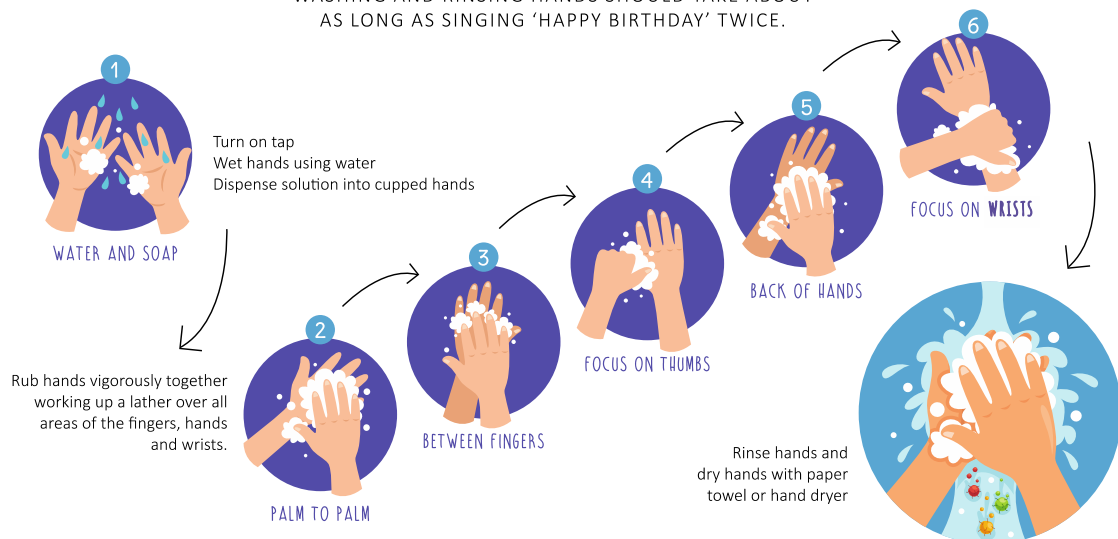
## REVIEW

POLICY REVIEWED BY	Libby Haines	Director	June 2023
POLICY REVIEWED	JUNE 2023	NEXT REVIEW DATE	JUNE 2024
VERSION NUMBER	V8.6.23		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• COVID-19 Management policy reference removed</li> <li>• hyperlinks checked and repaired as required</li> <li>• minor formatting edits within text</li> <li>• continuous improvement/reflection section added</li> <li>• Childcare Centre Desktop Resources section added</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JUNE 2022	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> </ul>	JUNE 2023	
JUNE 2021	<ul style="list-style-type: none"> <li>• minor edits</li> <li>• sources checked and revised where required</li> </ul>	JUNE 2021	
MAY 2020	<ul style="list-style-type: none"> <li>• Major rewrite of the policy to incorporate Department of Health AHPPC recommendations</li> </ul>	JUNE 2021	

	<ul style="list-style-type: none"> <li>• Related information and resources added</li> <li>• Addition of alcohol-based sanitiser information</li> <li>• Procedure of handwashing and hand rub added</li> <li>• Sample posters included in policy</li> </ul>	
JUNE 2019	<ul style="list-style-type: none"> <li>• Some grammar, punctuation and spelling edited.</li> <li>• Some Sentences refined.</li> <li>• Sources/references added and alphabetised.</li> <li>• Minor formatting for consistency throughout policy.</li> <li>• 'Related policies' alphabetised.</li> </ul>	JUNE 2020
JUNE 2018	<ul style="list-style-type: none"> <li>• Included the 'Related Policies' section and updated the 'Purpose' statement.</li> </ul>	JUNE 2019
NOVEMBER 2017	<ul style="list-style-type: none"> <li>• Updated the references to comply with revised National Quality Standard</li> </ul>	JUNE 2018

## WASH YOUR HANDS

WASHING AND RINSING HANDS SHOULD TAKE ABOUT AS LONG AS SINGING 'HAPPY BIRTHDAY' TWICE.





Sanitise your hands  
on entry – Thank You.

HOW TO USE SANITISER CORRECTLY

Dispense 1-2 pumps, rub vigorously palm to palm, rub with interlocked fingers, rub palm over back of each hand, cover tips and bottoms of fingers to each palm, include thumbs, and wrists, rub until dry.