

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<p><b>HAND WASHING POLICY</b></p> <p>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.</p>
<b>NATIONAL QUALITY STANDARD</b>	<p><b>QUALITY AREA 2- CHILDREN’S HEALTH AND SAFETY</b></p> <p><b>2.1 Health</b> 2.1.1- Wellbeing and Comfort 2.1.2- Health Practices and Procedures</p> <p><b>2.2 Safety</b> 2.2.1-Supervision</p>
<b>NATIONAL LAW AND REGULATIONS</b>	<p>77- Health hygiene and safe food practices 109- Toilet and hygiene facilities 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures</p>
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>▪ Handwashing procedure</li> <li>▪ Handwashing poster</li> </ul>
<b>SCOPE OF POLICY</b>	<p>This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.</p>
<b>AIM OF POLICY</b>	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding hand washing to ensure health and safety for all children and staff who attend the service. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p>
<b>SERVICE IMPLEMENTATION</b>	<p><b>Implementation</b></p> <p>The way that children interact with each other and with adults in education and care services means that diseases can quickly spread in a variety of ways, through the following manner:</p> <ul style="list-style-type: none"> <li>▪ Airborne</li> <li>▪ Contact</li> <li>▪ Droplets</li> </ul> <p>Germs are spread through coughing or sneezing, breathing contaminated air, direct contact with someone who is ill, animals and food.</p> <p>Whilst it is not possible to prevent the spread of all infections and diseases, minimising the risk is enhanced through the following:</p> <p><b>The 3 most important steps in childcare are:</b></p> <ul style="list-style-type: none"> <li>▪ Effective hand hygiene.</li> <li>▪ Exclusion of ill children and staff.</li> <li>▪ Immunisation.</li> </ul> <p><b>Further strategies are as below:</b></p> <ul style="list-style-type: none"> <li>▪ Use of gloves.</li> <li>▪ Appropriate cough and sneeze etiquette.</li> <li>▪ Cleaning and disinfection.</li> </ul> <p>The management and staff of the service will ensure that they promote handwashing practices for the following reasons:</p> <p>There are 3 steps in the chain of Infection, and it can be broken at any stage:</p> <ul style="list-style-type: none"> <li>▪ The germ has a source.</li> <li>▪ The germ spreads from the source.</li> <li>▪ The germ infects another person.</li> </ul> <p>One of the best methods of breaking the chain is effective hand hygiene or hand washing. The key to good handwashing is time – around 30 seconds is the current recommendation, which is about the time it takes to sing two rounds of the Happy Birthday song.</p> <p><b>Handwashing staff and children.</b></p> <ul style="list-style-type: none"> <li>▪ On arriving and leaving the service.</li> <li>▪ When hands are visibly dirty.</li> <li>▪ After going to the toilet.</li> </ul>

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- Before and after helping a child go to the toilet or changing a nappy, wash hands put on gloves, once completed remove gloves wash your hands and the child's, babies hands are to be cleaned with a wet wipe.
- After handling rubbish, household or garden chemicals, or anything that could be contaminated.
- Before you prepare or eat food or handle a baby's bottle.
- After touching raw meat.
- After wiping/blowing your nose or sneezing.
- Wash hands before and put on gloves for wiping/ blowing a child's nose, face, wash hands after removing gloves. Have child wash hands once all completed.
- After touching an animal.
- After cleaning up or touching sores, a wound/cut, blood, vomit or other body fluids or faeces.
- After removing gloves.
- Before and after giving medication.
- After playing outside.
- After cleaning or mopping floors and after changing learning environments – outdoor play area, indoor learning.
- Service will provide hand sanitiser as a back-up for situations that require clean hands and for a situation when staff may not be able to leave room to wash hands.
- Each room will have hand sanitiser, and each educator will ensure its not within child's reach.

**Educators will ensure that:**

- Children wash hands with running water and soap (both are required to be effective).
- They provide children with assistance if required.
- They give children adequate time and clear guidelines for handwashing.
- All children are supervised whilst toileting and hand washing in order to educate children about correct practices and to ensure that they are cleaning and drying hands properly. Babies' hands will be washed by staff by using wet wipes or clean face washers for individual use once only.
- Hand drying is just as important as handwashing. Damp or wet hands can pick up 1000 times more bacteria than dry hands. The best method for drying hands is disposable paper towel.
- Display the 6th Edition Staying Healthy Hand washing poster.

**Handwashing procedure**

- Wet your hands with running water. Turn off the tap.
- Cover your hands with liquid soap and rub your hands vigorously.
- Wash your hands all over, being sure to clean in between fingers, under fingernails, around wrists and both the palms and backs of hands for at least 30 seconds or the time it takes to sing happy birthday.
- Rinse your hands thoroughly to remove all soap and germs and to help prevent dermatitis.
- If you are wearing rings or jewellery on your hands, move the rings around while you lather the soap to ensure that the area underneath the rings and or jewellery is also being cleaned.
- Always wet hands first before applying soap. This helps the soap to lather more and prevents the skin from drying.
- Pat dry hands with paper towel.

**Hand sanitiser procedure**

- Apply liquid to the palm of one hand.
- Rub it all over both hands until the sanitiser dries.
- This takes about 20 seconds.
- Don't wipe sanitiser off hands until it is dry.

**Use of Gloves**

Gloves are to be used in conjunction with handwashing practices. They are a barrier that is required in the event of exposure to the following:

- At nappy changes- no exception- there are billions of germs in faeces and sometimes in urine
- When in contact or when cleaning up faeces, urine, blood, saliva, or vomit, including when it is on clothes.

Disposable gloves should never be reused or washed for reuse. They must be thrown away as soon as you have finished the activity that requires gloves. Always wash your hands before and after wearing disposable gloves.

Ensure that gloves are placed on both hands, it is not acceptable to only wear only one glove.

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They must be changed after each nappy change or contact exposure; gloves must be disposed of correctly and hands must be washed before applying next set of gloves.

**Correct disposal of Gloves**

- Pinch the outside of one glove near the wrist and peel the glove off so it ends up inside out.
- Keep hold of the peeled-off glove in your gloved hand while you take off the other glove—put one or two fingers of your ungloved hand inside the wrist of the other glove. Peel off the second glove from the inside, and over the first glove, so you end up with the two gloves inside out, one inside the other.
- Put the gloves in a plastic-lined, hands-free lidded rubbish bin, and wash your hands.

**Preventing and Managing dermatitis**

**Do the following:**

- Wet hands before applying soap.
- Use warm (not hot) water when washing hands.  
Apply moisturiser regularly if you have dry or sensitive skin.

**Do Not do the Following:**

Use products with fragrances or preservatives.  
Wash hands with soap and water immediately before or after using hand sanitiser.  
Put on gloves while hands are still damp from washing or sanitising.  
Dry hands with rough paper towels.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

**The Approved Provider**

- Will ensure the service is equipped with sufficient hand washing facilities that are in good working order.
- Will ensure all information regarding the prevention of infectious diseases is sourced and recognised from health authorities such as: Staying Healthy- Preventing Infectious Diseases in Childcare (5th edition).
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

**The Nominated Supervisor**

- Will ensure the service is stocked with the appropriate products for hand washing (liquid soap, disposable paper towel and sanitiser for when no other hand washing facilities are available).
- Will ensure correct hand washing procedures are displayed throughout the service.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.

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	<ul style="list-style-type: none"> <li>Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.</li> <li>Will encourage feedback from stakeholders and staff regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will ensure the policy is kept up to date with current legislation, research, and best practice.</li> <li>Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.</li> </ul> <p><b>Educators</b></p> <ul style="list-style-type: none"> <li>Will wash their hands on arrival and departure to assist stopping the spread of germs.</li> <li>Will ensure they role model correct hand washing procedures and ensure that children wash hands at necessary times throughout the day i.e., before meals, after using the toilet, after playing outside.</li> <li>Will educate children about hand washing practices and display hand washing procedures in visual form for children in bathrooms above sinks.</li> <li>Will ensure they restock supplies as necessary (i.e. refill soap and paper towel dispensers)</li> <li>Will monitor children suspected of having an infectious illness and respond to their health and emotional needs at all times.</li> <li>Will implement appropriate health and safety procedures when tending to ill children.</li> <li>Will implement the services health and hygiene policies and procedures (including handwashing, routine and daily cleaning, nappy change procedures, wearing gloves and food handling.</li> <li>Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.</li> <li>Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.</li> <li>Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.</li> <li>Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.</li> <li>Will provide feedback to the nominated supervisor or approved provider regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will provide feedback regarding policy review when required.</li> </ul> <p><b>Families</b></p> <ul style="list-style-type: none"> <li>Will be expected to abide by the service guidelines for handwashing on arrival and departure at the service.</li> <li>Will encourage children to follow guidelines and practices relating to handwashing at the service.</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to 77 health hygiene and safe food practices</b>	<p><b>Approved provider and Nominated supervisor will.</b></p> <ul style="list-style-type: none"> <li>Ensure that there is a designated hand washing sink only, available to staff to access and monitor practices regarding these sinks.</li> <li>Ensure that staff practice correct hand washing and drying procedures at all mealtimes and prior to serving food to children. Gloves are not a substitute for clean washed and dried hands.</li> <li>Staff will ensure that children wash and dry hands prior to eating.</li> <li>It is advised that staff who are involved in the preparation of food such as chef/cook refrain from changing nappies as this can increase the incidences of diarrhoea by 3 times in the service.</li> </ul>
<b>In regard to regulation 109-Toilet and hygiene facilities.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that children have access to handwashing facilities and adequate handwashing products.</li> <li>Ensure the nominated supervisor is given adequate budget to ensure service is stocked with the appropriate products for hand washing (liquid soap, disposable paper towel and sanitiser for when no other hand washing facilities are available.</li> <li>Staff will ensure that children are washing hands and drying hands after using the toilet.</li> <li>Staff will use wet wipes to clean babies’ hands after nappy changes if unable to stand at sink.</li> </ul>

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<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171- Policies and procedures to be kept available.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<b>CONTINUOUS IMPROVEMENT</b>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>Actively seeking feedback from children, families, and staff members.</li> <li>Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li><b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>Australian Children's Education &amp; Care Quality Authority. ACECQA</li> <li>Code of Ethics</li> <li>Education and Care Services National Regulations.</li> <li>Education and Care Services National Law Act 2010.</li> <li>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>Guide to the National Quality Framework.</li> <li>National Quality Standard.</li> <li>National Health and Medical Research Council. (2013). Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Ed.). Australia</li> <li>United Convention on the Rights of the Child</li> </ul>

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