



DAME NELLIE MELBA  
KINDERGARTEN  
EST 1915

# Hygiene Policy

Best Practice– Quality Area 2



## PURPOSE

This policy will provide guidelines for procedures to be implemented at DNМК to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic.

## POLICY STATEMENT

### VALUES

DNМК is committed to protecting all persons from disease and illness by minimising the potential for infection through:

- implementing and following effective hygiene practices that reflect advice from recognised health authorities
- implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff and any other persons in attendance at the service
- fulfilling the service's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved with the service are protected from harm
- informing educators, staff, volunteers, children and families about the importance of adhering to the *Hygiene Policy* to maintain a safe environment for all users and communicating the shared responsibility between all involved in the operation of the service.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of DNМК, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<b>R</b> indicates legislation requirement, and should not be deleted					
Ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within	<b>R</b>	√	√		
Ensuring the nominated supervisor, early childhood teachers, educators, staff and volunteers at the service implement	<b>R</b>				

adequate health and hygiene practices, and safe practices for handling, preparing and storing food ( <i>Regulation 77(1)</i> )					
Establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy ( <i>National Law: Section 167, Regulation 77</i> )	R	√			
Developing an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities ( <i>National Law: Section 167, Regulation 77</i> )	R	√	√		
Arranging for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule ( <i>National Law: Section 167, Regulation 77</i> )	R	√			
Reviewing the cleaner's contract and schedule on an annual basis	√	√			
Contacting the local council's Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use	R	√			
Ensuring the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering ( <i>Regulation 106(1)</i> )	R	√			
Ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children ( <i>Regulation 106(2)</i> )	R	√	√		√
Ensuring that there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way that prevents unsupervised access by children ( <i>Regulations 112(2)&amp;(4)</i> )	R	√			
Ensuring that adequate, developmental and age-appropriate toilet, hand washing, and hand drying facilities are provided for use by children, and that these are safe and accessible ( <i>Regulation 109</i> )	R	√			
Reviewing staff training needs in relation to understanding and implementing effective include hygiene practices in relation to hand washing, toileting, nappy changing and cleaning of equipment	√	√			
Providing a copy of the NHMRC guidelines for the prevention of infectious diseases in child care for the service ( <i>refer to Sources</i> )	√	√	√		
Providing hand washing guidelines for display at each hand washing location ( <i>refer to Procedures</i> )	√	√	√	√	√
Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times	√	√			
Developing effective hygienic systems for cleaning, such as using colour-coded cloths in each area	√	√	√		
Ensuring cloths are cleaned, rinsed and stored separately, and replaced regularly	√	√	√		√

Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills	√	√	√		√
Ensuring that an inspection of the outdoor areas, in particular the sand and soft-fall areas, are conducted daily to ensure they are maintained in a safe and hygienic manner	√	√	√		√
Informing the approved provider of any issues that impact on the implementation of this policy		√	√		√
Actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators	√	√	√	√	√
Storing or presenting items, such as beds, bedding and sunhats, in such a way as to prevent cross-contamination	√	√	√		√
Ensuring that there is a regular and thorough cleaning and disinfecting schedule for all equipment and toys	√	√	√		√
Ensuring any chemicals and cleaning agents are non-toxic and stored out of reach of children	√	√	√		√
Ensuring that all educators/staff wear disposable gloves when changing nappies or dealing with open wounds or other body fluids, and dispose of those gloves and soiled materials in a sealed container or plastic bag	√	√	√		√
Maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills	√	√	√		√
Actively encouraging educators and staff who have or are suspected of having an infectious disease to not attend the service in order to prevent the spread of infection to others attending the service.	√	√	√		√
<b>In relation to changing nappies for children:</b>					
Attending to the individual personal hygiene needs of each child as soon as is practicable		√	√		√
Changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures ( <i>refer to Procedures</i> )		√	√		√
Disposing of soiled nappies in a safe and hygienic manner in line with this policy.		√	√		√
Ensuring that current nappy-changing procedures are displayed in toilet and nappy-changing areas ( <i>refer to Procedures</i> )	√	√			
<b>In relation to the toileting of children:</b>					
Ensuring soap and drying facilities are available at all times when children are in attendance at the service, providing an alternative if hand-dryers are not working/available.	√	√	√		√
Ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes	√	√	√		√
Encouraging children to flush the toilet after use		√	√		√

Ensuring that information about correct hand-washing procedures is displayed in relevant areas of the service including food preparation areas ( <i>refer to Procedures</i> ), including visual aids for children	√	√			
Encouraging and assisting (where required) children to wash their hands according to hand washing guidelines ( <i>refer to Procedures</i> ) after toileting		√	√		√
Encouraging children to tell a staff member if they have had a toileting accident		√	√		√
Monitoring and maintaining toileting facilities in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area		√	√		√
Respecting diverse styles of toileting children due to cultural or religious practices		√	√		√
Respecting the possible need to maintain privacy of toileting and dressing		√	√		√
<b>In relation to cleaning toys, clothing and the service in general:</b>					
Removing equipment/resources that a child has sneezed or coughed on (place in a 'equipment-to-be-cleaned' box)		√	√		√
Wearing gloves when cleaning (general purpose gloves are sufficient; wash and hang outside to dry when finished)		√	√		√
Washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun		√	√		√
Wiping over books with a moist cloth treated with detergent		√	√		√
Ensuring washable toys and equipment are cleaned term by term or annually, as required		√	√		√
Washing and disinfecting mattress covers and linen, where applicable		√	√		√
<b>In relation to children's contact with one another:</b>					
Educating and encouraging children in good personal hygiene practices, such as: <ul style="list-style-type: none"> <li>washing their hands after blowing and wiping their nose</li> <li>not touching one another when they are cut or bleeding</li> <li>disposing of used tissues promptly and appropriately, and not lending them to other children</li> <li>using their own equipment for personal care, such as toothbrushes, hats, brushes and combs</li> <li>only touching food they are going to eat</li> <li>using their own drink bottles or cups.</li> </ul>		√	√		√
<b>In relation to indoor and outdoor environments:</b>					
Keeping the indoor and outdoor environments as clean and hygienic as possible at all times, including the safe disposal of discarded needles/syringes/sharps		√	√		√
Promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures		√	√		√

Covering the sandpit when not in use to prevent contamination		√	√		√
Emptying water containers, such as water trays, each day (refer to Water Safety Policy)		√	√		√
Disposing of any dead animals/insects found on the premises in an appropriate manner.		√	√		√
<b>In relation to the safe handling of body fluids or materials in contact with body fluids:</b>					
Avoid direct contact with blood or other fluids		√	√		√
Not be at eye level when cleaning/treating a child's face that has blood on it, as a child's blood can enter the mouth/nose of a staff member when a child cries or coughs		√	√		√
Wear gloves wherever possible		√	√		√
Cover any cuts/abrasions on their own hands with a waterproof dressing.		√	√		√
<b>In relation to effective environmental cleaning:</b>					
Clean with detergent and warm water followed by rinsing and drying to remove the bulk of infectious organisms from a surface. Particular attention should be paid to the following: <ul style="list-style-type: none"> <li>• toilets/sinks must be cleaned daily, and separate cleaning cloths/sponges must be used for each task</li> <li>• mouthed toys must be washed immediately or placed in a separate container for washing at a later time</li> <li>• all bench tops and floors must be washed regularly</li> <li>• children's cups/drink bottles used for water must be washed daily</li> <li>• when washing at the child care premises, staff are to consider washing items separately to minimise cross-contamination, for example, tea towels washed separately from sheets, face washers washed separately to play mats/rugs</li> <li>• nappy change areas/mats must be washed with detergent and warm water after each use</li> </ul>		√	√		√

## PROCEDURES

### NAPPY CHANGE

Download and attach the poster: Changing a nappy without spreading germs, from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

<https://www.nhmrc.gov.au/file/5131/download?token=M7dUSsl->

### HANDWASHING GUIDELINES

Download and attach the poster: *How to wash hands* from the website of the National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55g-how-wash-hands-poster.pdf>

## BACKGROUND AND LEGISLATION

### BACKGROUND

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

An infection can be spread when an infected person attends the service premises and contamination occurs. A service can contribute to the spread of an infection through poor hygiene practices that allow infectious organisms to survive or thrive in the service environment.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- immunisation.

Other strategies to prevent infection include:

- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment.

The NHMRC suggests that if these strategies are not implemented, all other procedures described in the service's *Hygiene Policy* will have reduced effectiveness in preventing the spread of infection and illness.

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Food Act 1990
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions Attachment

**Cleaning:** A process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent. During this process, micro-organisms will be removed but not destroyed

**Communicable disease:** A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly

**Cough etiquette:** The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either soap and water or a disinfectant hand rub

**Hygiene:** The principle of maintaining health and the practices put in place to achieve this.

**Infectious disease:** A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service (*refer to Dealing with Infectious Diseases Policy*)

**Neutral detergent:** A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'

**Sanitising:** A process that destroys micro-organisms. Sanitising a surface can reduce the number of micro-organisms present. The process of sanitisation usually involves ensuring a surface is thoroughly cleaned with both heat and water, followed by the use of chemicals.

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## SOURCES AND RELATED POLICIES

### SOURCES

- Department of Health, Victoria, Food Safety: [www.health.vic.gov.au/public-health/food-safety](http://www.health.vic.gov.au/public-health/food-safety)
- Department of Health, Diseases information and advice, A-Z list of blue book diseases: [:https://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice](https://www.health.vic.gov.au/infectious-diseases/disease-information-and-advice)
- Department of Health: <https://www.health.vic.gov.au/public-health/infectious-diseases>
- National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5<sup>th</sup> edition): <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

### RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Child Safe Environment and Wellbeing
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Food Safety
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety
- Privacy and Confidentiality

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## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



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## **ATTACHMENTS**

- Attachment 1: General Definitions
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## **AUTHORISATION**

This policy was adopted by the approved provider of DNМК on Aug 2023

**REVIEW DATE:** Aug 2026

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## Attachment 1.

### General Policy Definitions

**Approved Provider:** An individual or organisation that has completed an application and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services. Where the applicant is an organisation, each person with management and control (see definition below) of that organisation must complete a separate application form. (Note: Under the Education and Care Services National Law Act 2010, Section 5, Definitions:” **person with management or control**, in relation to an education and care service, means – (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service”.)

**Australian Children’s Education and Care Quality Authority (ACECQA):** The national authority established to oversee the National Quality Framework and guide its implementation in a consistent way throughout Australia.

**Department of Education and Training (DET):** The Victorian State Government department with Primary responsibility for the approval, monitoring and quality assessment of services in Victoria in accordance with the national legislative framework and in relation to the *National Quality Standards*

**Early childhood teacher:** A person with an approved early childhood teaching qualification as listed on the ACECQA website [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Educational Leader:** The Approved Provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, coordinator or other individual to lead the development and implementation of education programs at the service (Regulation 118). This person must have a thorough understanding of the Early Years Learning Framework (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in their implementation practices.

**Educator:** An individual who is qualified to provide education and care for children as part of an education and care service.

**Learning frameworks:** Under the National Quality Framework (NQF), education and care services are required to ensure that the program delivered to all children being cared for and educated by the

service is based on and delivered in a manner that accords with an approved learning framework. In Victoria, the approved frameworks are:

- ☐ *Early Years Learning Framework (EYLF)*
- ☐ *Victorian Early Years Learning and Development Framework (VEYLDF)*
- ☐ *My Time, Our Place: Framework for School Age Care in Australia.*

**National Law:** Refers to the *Education and Care Services National Law Act 2010*: the national law regulating education and care services for children.

**National Quality Framework (NQF):** This framework for the early childhood education and care sector helps providers to improve the quality of services in areas that impact on a child’s development. The framework includes:

- ☐ a National Law – the Education and Care Services National Law Act 2010
- ☐ National Regulations – the Education and Care Services National Regulations 2011 (please check online to ensure the most current version is being used)

☐ the National Quality Standard

☐ an assessment and rating system

☐ a Regulatory Authority in each state and territory with primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard

☐ the Australian Children's Education and Care Quality Authority (ACECQA). The national body responsible for providing oversight of the system and ensuring consistency of approach.

**National Quality Standard (NQS):** The NQS sets a National benchmark for the quality of children's education and care services. The NQS is comprised of guiding principles, quality areas, standards and elements. There are seven quality areas which capture aspects critical to the provision of quality education and care.

**National Regulations:** Refers to the *Education and Care Services National Regulations 2011*: the regulations or rules under which education and care services must operate. The regulations are the way in which the law is applied.

**Nominated Supervisor:** A person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. The Approved Provider must take reasonable steps to ensure that the Nominated Supervisor is a fit and proper person (in accordance with Sections 12, 13 and 14 of the National Law), with suitable skills, qualifications and experience. The Regulatory Authority must be notified if the Nominated Supervisor for the service changes, or is no longer employed at the service.

**Person with management or control:** Means— (a) if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service; or (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or (c) if the provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or (d) in any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service (Note: Under the *Education and Care Services National Law Act 2010*, Section 5).

**Person in day-to-day charge:** A person is in day-to-day charge if (a) the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the education and care service after meeting the definition for a service supervisor certificate: and (b) the person consents to the placement in writing (Regulation 54)

**Policy:** A formal statement of principles which provides a framework for decision-making and indicates the course of action to be taken in specific circumstances. Policies provide services with an approved way of operating in relation to particular matters and improve the management of risk. They reflect the values and beliefs of a service, current thinking, national standards and community expectations, and are relevant in terms of current laws and regulations.

**Procedures:** The steps required to implement and comply with a policy. Procedures specify how to achieve the necessary result by outlining who does what and when. Procedures are succinct, factual and to the point, and are generally expressed as a list.

**Program:** The group/activity in which a child is enrolled and which has specific hours of attendance.

**Regulatory Authority:** see definition for the Department of Education and Training.

**Responsible Person:** The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or person who has been placed in day-to-day charge of the service in accordance with the National Regulations.

**Service Supervisor Certificates:** On 1st November 2016 the National Regulations were amended to expand the classes of people who may be covered by a prescribed class supervisor certificate.

The new prescribed classes are set out in regulation 238A, and include a person who is:

- ☐ *responsible for day to day management of the service, or*
- ☐ *exercising supervisory and leadership responsibilities for part of the service, or*
- ☐ *a family day care coordinator*

Certificates issued for people working in one of these roles are referred to as “*service supervisor certificates*”.

Service supervisor certificates will not be issued to a particular person. Instead they may apply to any person working at the service who has been identified by the approved provider as working in one of the above roles.

For example, if the service director is responsible for day to day management of the service, they can be covered under the service supervisor certificate. Similarly, a room leader who is responsible for supervising part of the service can also be covered by the service supervisor certificate.

With this new flexibility, most individuals do not need to apply to the regulatory authority for a supervisor certificate.

Under these arrangements, a person is covered under the service supervisor certificate and may be a nominated supervisor if:

- ☐ the approved provider identifies that they meet the definition for a service supervisor certificate and
- ☐ they give their written consent to be the nominated supervisor (required under sections 35, 44 and regulation 56).

Nominated supervisors have specific obligations under the National Law (See Nominated Supervisors above).

A person is covered and may be placed in day to day charge of the service if:

- ☐ the approved provider or the nominated supervisor identifies that they meet the definition for a service supervisor certificate and
- ☐ they give their written consent to be placed in day to day charge of the service (required under regulation 54).

These arrangements apply for centre based and family day care services, and make it easier for providers to meet the requirements to ensure that:

- ☐ for centre based services, either the approved provider, nominated supervisor or certified supervisor in day to day charge is present at the service at all times the service is educating and caring for children (section 162) and
- ☐ for family day care services, either the approved provider, nominated supervisor or a certified supervisor in day to day charge is available at all times to support family day care educators

**Staff:** Any individual (other than the Nominated Supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service.