

Hand-Washing & Hygiene Policy

Policy Statement & Commitments

Hands can play an important role in the spread of infection. The best way to prevent the transmission of disease is through effective hand hygiene. This can be done with soap and water, which removes both dirt and germs from the hands, or by using an alcohol-based hand rub, which reduces the number of germs on the hands.

The Brunswick East Primary School OSHC Service (BEPS OSHC Service) is committed to ensuring that educators and children alike understand the importance of good hygiene and washing hands.

Procedures for Hand-Washing

Staff will model effective hand-washing procedures to children, and posters showing effective hand-washing procedures will be displayed for staff and children in all hand-washing areas.

In order to avoid causing an outbreak of food poisoning, you should wash your hands:

- before commencing work
- before handling food
- after visiting the toilet
- after handling raw food
- after using a nasal tissue
- after handling garbage
- after touching your ears, nose, hair, mouth, or other parts of your body
- after smoking
- after handling money
- before eating
- after playing outside
- after participating in indoor or outdoor activities.

Staff — How to Wash Your Hands:

The most effective method of hand hygiene is using soap and water. Washing your hands with soap and running water loosens, dilutes and flushes off dirt and germs. Soap alone cannot remove dirt or kill germs — it is the combination of running water, rubbing your hands and the detergent in the soap that helps loosen the dirt, remove the germs and rinses them off your skin.

- Wet your hands with warm water and apply an antibacterial soap.

Approved	June 2017	Review date:	March 2019
----------	-----------	--------------	------------

- Rub your hands together in rotary motion, getting the soapy water between your fingers, under your nails and up to your wrists.
- Lather thoroughly.
- Rinse your hands under running warm water, with the water flowing down from your wrists to your fingers.
- Hands must be thoroughly dried with single-use disposable paper towels.
- When preparing food, latex gloves must be worn.

Children — How to Wash Your Hands:

- Use anti-bacterial soap and running water.
- Wash hands vigorously.
- Rinse hands well.
- Dry hands well with the paper towel.

Hand Drying

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

- Children and staff are provided with paper towels for hand drying.
- Paper towels used for hand drying are to be disposed of in the waste bins provided.

Food Handling & Risk

The personal hygiene of all people who handle or prepare food at BEPS OSHC Service is a key factor in reducing the risk of food poisoning. As far as possible, food-handlers must stop bacteria from entering food by maintaining a high standard of personal hygiene and to avoid any possibility of cross-contamination by being aware of all possible sources of contamination.

This policy should be read in conjunction with:

- General Service Information Policy
- Nutrition, Food, beverages & Dietary Requirements
- Dealing with Illness & infectious Diseases

Sources & Legislative References

National Health and Medical Research Council 2012, *Staying Healthy in Child care. Preventing infectious diseases in child care (5th edition)*, NHMRC Publications Unit, http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf

Approved	June 2017	Review date:	March 2019
----------	-----------	--------------	------------

<i>Education & Care Services National Law Act 2010 (Vic) – Sections 169, 301 (h)(m)&(i)</i>
<i>Education & Care Services National Regulations (2011) – Regulations 145, 147, 149, 151, 168(2)(iii), 170, 171, 181, 183</i>
<i>National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standards 1.2, 4.1, 4.2 & Elements 7.1.2, 7.1.3, 7.1.5, 7.3.5</i>

Approved	<i>June 2017</i>	Review date:	<i>March 2019</i>
-----------------	------------------	---------------------	-------------------