

# NSK and NCC OSHC Health and Hygiene Policy

<b>Purpose:</b>	The purpose of this policy is to help ensure that high standards of hygiene are maintained at Next Steps Kindy and Northside Christian College Outside School Hours Care to assist in preventing the spread of infectious disease and to promote good health.	
<b>Scope:</b>	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> NSK Food and Nutrition Policy and NCC OSHC Food Handling Policy
<b>Authorised by:</b>	NSK and NCC OSHC Board	<b>Date of Authorisation:</b> 13 Jun 2018
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Education and Care Services National Law Act 2010</a></li> <li>• <a href="#">Education and Care Services National Regulations 2011</a>: Regulations 77, 106, 109, 168(2)(a) and (c), 170, 171, 172, 183, 184</li> <li>• <a href="#">National Quality Standard</a>: Quality Area 2 – Standard 2.1.3</li> <li>• <a href="#">Staying Health (5<sup>th</sup> ed)</a></li> <li>• Next Steps Kindy and Northside Christian College Outside School Hours Care Health and Hygiene Procedure</li> <li>• Next Steps Kindy and Northside Christian College Outside School Hours Care Food Handling, Storage and Mealtime Procedure</li> <li>• Next Steps Kindy and Northside Christian College Outside School Hours Care Infectious Disease Policy</li> <li>• Next Steps Kindy and Northside Christian College Outside School Hours Care Work Health and Safety</li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> 2020
<b>Policy Owner:</b>	Emma Thomas and Rachel Moore	

## Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to ensuring that a high standard of hygiene is maintained to assist in preventing the spread of infectious disease and to promote the good health of children, employees and others at the service.

In line with the *Education and Care Services National Regulations 2011* and *Staying Healthy* (5<sup>th</sup> ed), it is the policy of Next Steps Kindy and Northside Christian College Outside School Hours Care to take the following reasonable steps to help maintain high standards of health and hygiene:

- Implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, see the Next Steps Kindy and Northside Christian College Outside School Hours Care Health and Hygiene Procedure and Food Handling, Storage and Mealtime Procedure;
- Actively support children to learn hygiene practices;
- Provide hand washing guidelines for display at each hand washing location;
- Ensure there is an adequate supply of non-toxic cleaning and hygiene products;
- Ensure that adequate, developmental and age-appropriate toilet, washing and drying facilities are provided for use by children, and that these are safe and accessible;
- Ensure the service has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing and linen, including hygienic facilities for storage prior to their disposal or laundering;
- Ensure that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children;
- Develop an appropriate cleaning and sanitising schedule that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities of all surfaces, facilities, equipment, linen and toys;
- Arrange for the service to be cleaned and sanitised regularly, including floors and other surfaces, as per the cleaning contract and schedule, and review the cleaner's responsibilities and schedule on an annual basis; and
- If necessary, contact the local council's Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use.

## Definitions

Definitions relevant to this policy include:

**Health:** is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity

**Hygiene:** the principle and practice of maintaining health

## Responsibilities

Next Steps Kindy and Northside Christian College Outside School Hours Care

Next Steps Kindy and Northside Christian College Outside School Hours Care has the following role and responsibilities:

- Implement adequate health and hygiene practices, particularly in relation to food, hand washing, toileting and laundry facilities;
- Providing effective and safe hygiene products;
- Actively support children to learn hygiene practices;
- Develop an appropriate cleaning schedule;
- If necessary, seek advice on needle/syringe/sharps disposal; and

#### Employees

Employees of the Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Be aware of and act in accordance with this Policy and the Next Steps Kindy and Northside Christian College Outside School Hours Care Health and Hygiene Procedure;

#### Families

Families of the Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Be aware of and act in accordance with this Policy and the Next Steps Kindy and Northside Christian College Outside School Hours Care Health and Hygiene Procedure; and
- Encourage their child/ren to develop and follow effective hygiene practices.

#### Implementation

In practice, Next Steps Kindy and Northside Christian College Outside School Hours Care's commitment to maintaining high standards of hygiene and promoting good health means that it will implement the following measures:

- Awareness - regularly raise awareness of health and hygiene, including by the development and implementation of this Policy Next Steps Kindy and Northside Christian College Outside School Hours Care Health and Hygiene Procedure and via the clear support and promotion of this Policy;

#### Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.