

Policy Document No: ELC13
Category: Early Learning
Topic: **Minimising the use of Toxic materials**



Date of Issue: August 2007
Review date: December 2016

Considerations

Philosophy: Providing a safe, caring environment.

Children's needs: Protection from infection, clean hygienic environment, instruction about personal hygiene, without exposure to harsh chemical cleaning agents.

Parents needs: To feel confident that their child's health and well being & development is assured.

Staff needs: Clean and hygienic environment; appropriate equipment to ensure high level of hygiene is maintained and clear guidelines are provided in relation to their duty of care.

Management needs: Staff to maintain appropriate levels of hygiene and cleanliness to meet the required standards.

Legislation and Sources

Education and Care Services National Regulations Part 4, Reg. 168 (2h). Ministerial Council For Education, Early Childhood Development and Youth Affairs, 2011

Education and Care Services National Law, section 167

Guide to the National Quality Standard, standards 2.3; 3.1.2.

Staying Healthy in Child Care 4th Edition.

Health Act 1958 (VIC)

"Sure Protection against Infection"– Department of Human Services, 2000

QIAS Principle – 5.3.14

Policy Statement

Mount Scopus Memorial College believes that cleaning is an important element of infection control in our service. Cleaning is a form of disinfection as it removes all surface dirt. Thorough cleaning reduces contamination to such a degree that healthy children are not at risk of contracting disease. Our service is committed to ensuring high levels of cleanliness and hygiene whilst reducing staff and children's exposure to chemical cleaning agents.

How the policy will be implemented – practices and procedures:

❖ **Safe and effective procedures when children are present**

Staff are responsible for ensuring that colour coded clothes are used for daily cleaning so to reduce chance of contaminating children's environment.(See Appendix 1) Hot water and washing detergent is all that is to be used when children are present. Hot Soapy water will kill or remove any germs present. Any piece of children's equipment that is mouthed during the day is to be placed in container provided in each room to be cleaned thoroughly at the end of the day.

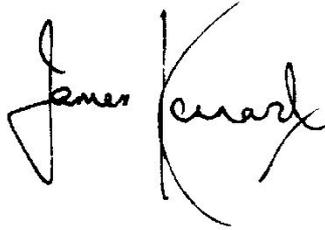
❖ **End of Day cleaning**

It is preferable that Hot soapy water is used in our children's learning environments, but it is also recognised that this method will not remove all stains on tables or floors: Once children have left the rooms, it is acceptable to using more astringent cleaning agents, such as 'Nifti' or an abrasive cream cleanser.

❖ **Other Points to Remember:**

- Air Drying is preferable for all cleaning utensils – as the sun is an effective, natural disinfectant.
- Disinfectant is only necessary where blood or bodily fluids is involved or when there is an outbreak of an easily transmittable disease. (See appendix 2)
- Washing Hands at all appropriate times, remember to wash after removing gloves. (See appendix 3)

Approved by the College Principal:

A handwritten signature in black ink, appearing to read "James Kerach". The signature is written in a cursive style with a large, stylized initial 'J' and 'K'.

Date: December 2016

Appendix 1 – Colour Coded Cloth System

Colour coded cloth system – to be displayed near any cleaning preparation area in every room.

Chux usage

Green – Tables after activities

Blue – Floor spills

Yellow – food service areas

Paper towel to be used and disposed after any bathroom cleaning

Appendix 2 – Disinfectant Usage

(v) General Cleaning

- Work areas need to be kept clean at all times.
- Routine cleaning with hot or warm water and detergent is sufficient to keep areas clean.
- Floors—should be cleaned using detergent and hot water with a mop. Mop heads and brushes should be washed and dried before reuse.
- Bathrooms—wash tap handles, toilet seats, toilet handles and door knobs with detergent and warm water. Check the bathroom during the day and clean as necessary.
- Walls and ceiling—should be cleaned as necessary with warm water and detergent to prevent accumulation of dirt.
- Beds—should be kept clean.
- Surfaces (bench tops, taps, and tables)—should be cleaned regularly with detergent and warm water.
- Mops and cleaning cloths need to be well dried after use. Drying is an important part of the cleaning process as moisture may provide conditions in which germs may grow. Sunlight is excellent.

Disinfectants

- Disinfection is only required where contamination with blood and body fluids is likely to have occurred or when there is an outbreak of an easily transmitted disease. Using disinfectants should never replace good cleaning.

Rules to Follow When Using Disinfectants

1. Always wear gloves when handling disinfectants.
2. It is important to clean surfaces before applying disinfectant.
3. Measure the disinfectant then add it to the right amount of clean water according to manufacturer's instruction.
4. Always use freshly diluted disinfectants as disinfectants gradually deteriorate after dilution.
5. All disinfectants take time to work.
6. Do not mix different solutions.
7. Store bulk supplies of disinfectant in a suitably labeled closed container in a cool, dry place off the floor and use before expiry date.
8. Remember that disinfectants are easily contaminated, and if handled carelessly will spread **infection**.

Cleaning Blood and other Body Fluids

It is important to treat all blood and body fluids as potentially infectious.

Disposable gloves should be worn whenever contact with blood or body fluids is likely to occur. Care should also be taken to prevent splashing of blood and other body fluids on to mucous membranes such as eyes and mouth.

Procedures for Cleaning Blood Spills

When cleaning spills with bleach:

- Where possible, isolate the area.
- Wear gloves.
- Apply absorbent paper to soak up substance and discard.
- Cover area with freshly prepared bleach for ten minutes (use 1 part hospital grade bleach to 10 parts water).
- Wipe area with bleach.
- Wipe with warm water and detergent.
- Dry area so that it is not slippery.
- Place gloves and all disposable paper towels in plastic bag.
- Seal bag and dispose of in rubbish bin in residential facility
– for hospitals or training centres place in bags appropriately labeled and dispose of in line with Environment **Protection** Authority (EPA) regulations.
- Wash hands thoroughly.

Remember

Hot water will make blood stick to the surface it is on. For this reason, cold water should always be used for the first contact with blood or blood stained articles.

If a spill occurs on carpeted or soft areas and you are concerned about discoloring the carpet you may use detergent, but make **sure** the area is cleaned and dried thoroughly before allowing other people to come into contact with the area.

Procedures for Cleaning Spills of Other Body Fluids

Body fluid spills (for example faeces or urine) can be cleaned with detergent unless blood is visible.

When cleaning spills with detergent:

- Wear gloves.
- Apply absorbent paper to soak up substance and discard.
- Clean surface with detergent and warm to hot water.
- Dry area so that it is not slippery.
- Place gloves and all disposable towels in plastic bag, seal bag and dispose of (refer to section Handling Infectious Waste).
- Wash and dry hands thoroughly.

Soiled clothes are to be sealed in a plastic bag and sent home to be washed.

Appendix 3 - Handwashing

How to wash hands

- Use liquid soap and running water
- Wash your hands thoroughly while counting slowly from 1 to 10
- Rinse your hands while slowly counting from 1 to 10
- Turn off the tap with paper towel
- Dry hands well with new paper towel

When to wash hands

- On arrival (this reduces new germs being introduced to the centre)
- Before handling food, including a baby's bottle
- Before eating
- Before and after changing a nappy
- After removing gloves
- After going to the toilet
- After cleaning up blood, faeces or vomit
- After wiping a nose
- Before giving medication
- After handling garbage
- After playing outside
- Before going home (this prevents taking germs home)

Washing and rinsing your hands should take about as long as singing 'Happy Birthday' twice.