

(Revised October 2023)

Policy Statement:

For the ongoing and general health and wellbeing of the students, The Mueller College Outside School Hours Care Service strives to ensure for its students and educators a standard of general preventative health and wellbeing which complies, as a minimum, with legal requirements and, as far as reasonably possible, with the standards expected in the wider community. Hand washing is seen as critical to the ability to maintain good hygiene throughout the Service.

National Quality Standard (NQS):

Quality Area **1: Educational Program and Practice**
 2: Children's Health & Safety
 7: Governance & Leadership

1.2	Practice	Educators facilitate and extend each child's learning and development.
1.2.1	Intentional Teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

77	<p>Health, hygiene and safe food practices</p> <p>(1) The approved provider of an education and care service must ensure that nominated supervisors and staff members of, and volunteers at, the service implement—</p> <p style="padding-left: 20px;">(a) adequate health and hygiene practices; and</p> <p style="padding-left: 20px;">(b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service.</p> <p>Penalty: \$2000.</p> <p>(2) A nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement—</p> <p style="padding-left: 20px;">(a) adequate health and hygiene practices; and</p> <p style="padding-left: 20px;">(b) safe practices for handling, preparing and storing food—to minimise risks to children being educated and cared for by the service.</p> <p>Penalty: \$2000.</p>
106	<p>Laundry and hygiene facilities</p> <p>(1) The approved provider of an education and care service must ensure that the service has—</p> <p style="padding-left: 20px;">(a) laundry facilities or access to laundry facilities; or</p> <p style="padding-left: 20px;">(b) other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering—that are adequate and appropriate for the needs of the service.</p> <p>(2) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.</p>

Education and Care Services National Law

301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
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Objective:

Mueller College Outside School Hours Care is committed to ensuring cleanliness and hygiene are upheld to support the health and safety of all students, staff and families accessing the Service. This policy outlines the expectations for hand washing at the Service.

Procedures:

- Liquid or foam soap is to be used for hand washing to help prevent the transfer of germs. Recommendations suggest hands should be washed using a 20 second handwashing routine. (QLD Government, 21 Sept 2016)

- Hand washing sinks are provided in the toilets located at the Service and throughout the school grounds. Hands must NOT be washed in the sink that is used for washing dishes and preparing food. Educators will have provision to wash their hands in a separate hand washing sink when preparing food.
- Disposable paper towels or hand dryers are to be used for drying hands. Cloth towels are NOT to be used for drying hands. Paper towels should be used to turn off taps should be discarded immediately and a fresh towel used to dry hands.
- When taps and sinks for hand washing are not available, educators will use a sanitising hand gel to clean the hands of educators and students. This is not as good as hand washing.
- The Service will ensure that toilets and hand washing facilities are easily accessible to students. Students will be encouraged to flush toilets and wash hands after use.

HOW TO WASH YOUR HANDS:

1. Use **soap** and **running water**. Apply liquid soap to hands before wetting to prevent the soap slipping off.
2. Rub your hands vigorously as you wash them, **counting to ten**.
3. Wash your hands **all over**, including:
 - palms
 - back of hands
 - wrists
 - between fingers
 - under fingernails.
4. Rinse your hands well, **counting to ten**.
5. Turn off the tap with a single-use paper towel if possible. Discard the towel.
6. Dry your hands with a **new** single-use paper towels or using the hand dryers.

Note: If soap and running water are not available, evaporative soap will be used as an alternative.

WHEN TO WASH YOUR HANDS:

All students should be washing their hands upon entering the Service and before all meals. Staff are to ensure that this is done in such a way that students are not left waiting in line for long periods to do so.

Staff are to consider:

- Send no more than 10 students up to wash their hands at a time. Other students could be occupied with a group game while they wait.
- Encourage students to wash hands as soon as they arrive at After School Care as often they come in over a period of time dispersing the number waiting to wash their hands.
- Should a large group of students be waiting to wash their hands, a staff member should stand with the students sharing stories about their day or playing basic games like 'Simon says'.

Staff and Students should wash their hands:

- When you arrive at the Service. This reduces the introduction of germs.
- Before handling food.
- Before eating.

- After administering first aid.
- After going to the toilet.
- After wiping a nose, either a student's or your own.
- After cleaning duties
- When handling animals
- Before going home. This prevents taking germs home.
- Should students with severe allergies be present, students should also be encouraged to wash their hands after eating.

WEARING GLOVES

Gloves should be worn when:

- Preparing and serving food
- Administering First aid
- When cleaning bodily fluids
- When removing rubbish or unsafe matter from playground and play areas
- When gardening or using potting mix for activities (students included)
- Some students may need to wear gloves during cooking activities as per individual Risk Minimisation Plans.

REFERENCES:

- Education and Care Services National Law Act 2011, Current as at March 2023
- Education and Care Services National Regulations, Current as at October 2023
- My Time, Our Place – Framework for School Age Care in Australia – Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. Ver2.0, Revised 2022
- Guide to the National Quality Framework, Revised July 2023
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- Handwashing – Staying Healthy in Student Care 4th Edition, National Health & Medical Research Council
- Hygiene in Student Care – NCAC 2009
- Supporting Children's Hygiene Skills – NCAC 2009

See Also:

- Mueller OSHC Infectious Disease Policy & Procedure
- Mueller OSHC Food Handling and Safe Storage Policy & Procedure
- Mueller OSHC Cleanliness and Sanitising Policy & Procedure