

(Revised September 2025)

Policy Statement:

For the ongoing and general health and wellbeing of children and young people attending the Service, The Mueller College Outside School Hours Care (OSHC) Service strives to ensure 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.

Background:

The Education and Care National regulations require Service providers to have Policies and procedures that ensure the health and safety of children and young people in the care environment.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.

Legislation:

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>(a) adequate health and hygiene practices; and</p> <p>(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: \$2200.</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>(a) adequate health and hygiene practices; and</p> <p>(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: \$2200.</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>(a) laundry facilities or access to laundry facilities; or</p> <p>(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

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(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;

Principals:

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

Educators, children and young people should wash their hands:

- When they 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.

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.

Procedures:

Children and young people will:

- wash their hands upon entering the Service and before all meals and various other times as described above.

Educators will:

- ensure soap and paper towel supplies are maintained and available to children and young people at all times.
- when taps and sinks for hand washing are not available, use a sanitising hand gel to clean the hands of educators and children and young people.
- encourage students to wash hands as soon as they arrive at After School Care.

- encourage children and young people to flush toilets and wash hands after use.
- work to avoid having children and young people line up to wash their hands for long periods, by sending children and young people in small groups and engaging in activities while waiting. E.g Should a large group of students be waiting to wash their hands, a staff member should stand with the children and young people sharing stories about their day or playing basic games like 'Simon says'.
- not use sinks used for preparing food to wash their hands.
- not use cloth towels for drying hands.
- encourage paper towels should be used to turn off taps should be discarded immediately and a fresh towel used to dry hands.

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 (Children and young people included)
- Some children and young people may need to wear gloves during cooking activities as per individual Risk Minimisation Plans.

Approved provider & Nominated Supervisor will:

- provide 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)
- provide hand washing sinks 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.
- provide disposable paper towels or hand dryers are to be used for drying hands. Cloth towels are NOT to be used for drying hands.
- provide a sanitising hand gel to clean the hands of educators and children and young people when soap and water is not available. This is not as good as hand washing.
- ensure that toilets and hand washing facilities are easily accessible to children and young people. Children and young people will be encouraged to flush toilets and wash hands after use.
- Share the 'Hand Washing and Hygiene Policy and Procedure' with all employees upon their induction and ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.
- Additional professional development will be provided as needed and during review processes.

See Also:

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

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- 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
- 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
- Student health, QLD Education, <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health>, Nov 2023
- Health and hygiene, QLD Early Childhood, <https://earlychildhood.qld.gov.au/regulation/regulating-early-childhood-education-and-care/regulatory-priorities/health-and-hygiene>, Dec 2024

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	23/09/25
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MODIFICATIONS	<ul style="list-style-type: none"> • Updated references 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	PAST REVIEW DATE	
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	<ul style="list-style-type: none"> • Reformatted 	AUG 2025	