



School No: 2068 Established 1878

4.5 Hygiene



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

For the ongoing and general health and wellbeing of the children, Cranbourne Primary School OSHC strives to ensure for its children and staff a standard of general hygiene which complies, as a minimum, with legal requirements and, as far as reasonably possible, with the standards expected in the wider community.

Procedures:

Use of Gloves

- When preparing food and when cleaning, or otherwise having contact with, bodily fluids (eg. blood, mucus, vomit, urine, faeces, etc.), staff will wear disposable gloves.
- Used gloves are to be carefully disposed of, immediately after use, in such a way that they would reasonably be expected to be secure from children or other staff.
- Staff are responsible to advise the Co-ordinator (or other responsible staff member) to ensure that there is an adequate store of disposable gloves available at all times.

Washing Hands

- Staff will wash their hands, and ensure that children wash their hands (thoroughly with soap and water) or apply hand sanitiser:
 - before handling, preparing and eating of food,
 - prior to and after giving First Aid,
 - after toileting, handling of animals or other activities which could lead to the spread of infection,
 - after contact with/cleaning of body fluids (blood, mucus, vomit, urine, faeces etc.), and
 - on arrival and departure from Cranbourne Primary School OSHC.
- Cranbourne Primary School OSHC will place noticeable signs/posters around the centre to alert children to the need to wash their hands.

Cleanliness

- Staff will ensure that premises used for Cranbourne Primary School OSHC and all toys, dress-up clothes, paint shirts and other materials and resources will be kept clean.
- Tables, benches, floor surfaces and toilets will be cleaned each day.

- Tables will be cleaned after activities or as required.
- The refrigerator will be cleaned once a week.
- Cupboards will be kept in a hygienic state to protect against any vermin outbreak.
- The premises will be regularly treated for the control of pests.
- Staff will ensure that all tissues are disposed of immediately after use.
- There will be a suitable area for waste disposal. This is to be covered and emptied daily into outside garbage units that are collected regularly.
- Recycled items (e.g. food packaging for craft activities) which are suspected to have been used in a non-hygienic environment will not be used at Cranbourne Primary School OSHC.

Relevant Law and Regulations

Children Services Act, 1996 (part 4) National Regulations 77

Food Safety Act

National Quality Framework Quality Area 2

Relevant Policies

Food Handling

General Health and Wellbeing Illness and Injury

Infectious Control

Medical Conditions Medication

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025