

2.6 Hand Washing

Applies to: All Koorana staff working in Preschools, families attending Koorana Preschools and visitors.

Purpose

To establish practices that minimise the spread of infection and the risks associated with infectious diseases.

Version: 1

Date approved: 20/4/2016

Next review date: 20/4/2018

Approved by: CEO

Policy context: This policy relates to

Standards or other external requirements	National Quality Standards – Quality Area 2 – Standard 2.1, Element 2.1.3 & 2.1.4. http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf
Legislation or other requirements	Children (Education and Care Services National Law Application) Act 2010 http://www.legislation.nsw.gov.au/#/view/act/2010/104 Education and Care Services National Regulations [Regulation 88; (2)(c) under Regulation 168] http://www.acecqa.gov.au/national-regulations Work Health and Safety Act 2011 https://www.legislation.gov.au/Details/C2016C00887 Work Health and Safety Regulation 2011 http://www.legislation.nsw.gov.au/#/view/regulation/2011/674 Public Health Act 2010 (NSW) http://www.legislation.nsw.gov.au/#/view/act/1991/10
Contractual obligations	N/A
Resources	Staying Healthy in Childcare, NHMRC, 5th edition, 2012 http://www.imagineeducation.com.au/files/GapTraining/Staying_Healthy_5th_Edition.pdf University of NSW - Health and Safety in Children's Centres (2nd Edition Revised, 2003) http://cccnsnsw.org.au/wp-content/uploads/CCModelPoliciesFinal.pdf

Documents related to this policy	
Related policies	2.5 Infection Control – Minimise Spread of Infectious Diseases and Exclusion 2.7 Nappy changing and toileting 2.10 Nutrition, Food safety and Dental care
Forms, record keeping or other organisational documents	N/A

Definitions
<p><i>“Koorana” means Koorana Child and Family Services Incorporated.</i></p> <p><i>“Parents” includes a legal guardian.</i></p> <p><i>“Visitors” includes students, volunteers, visiting professionals, performers and contractors.</i></p> <p><i>“Staff” is a Koorana staff member working in the Preschool, e.g. Educator, Administrator or Key Worker. This may also include other Koorana staff such as Case Managers, Early Linker, Therapists, Head Office Administrators, Home and Community Based Key Workers and Koorana Management when visiting or working in the Preschool.</i></p> <p><i>“Infectious disease” are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. (World Health Organisation)</i></p> <p><i>“Exclusion” means not being able to attend Preschool until cleared by a medical professional or the Preschool Leader to resume attending.</i></p>

POLICY STATEMENT

Staff and children in Preschools are at an increased risk of infectious diseases. Infections can be spread by a person/child who shows no signs of illness, particularly respiratory and diarrhoeal diseases. Regular effective washing of both adult and children’s hands significantly reduces the risk of transmission of infectious diseases.

PRACTICES

Why wash our hands?

Effective washing of hands is one of the most important ways of preventing the spread of infectious diseases. Washing hands loosens, dilutes and washes off germs and contaminates. Regular effective washing of both adult and children’s hands significantly reduces the risk of transmission of infection diseases.

When to wash your hands – Staff

- On arrival as this reduces the introduction of germs.
- Before and after eating or handling food.
- Before preparing or cooking food.
- After changing a nappy, or checking a nappy to see if it is soiled.
- After removing gloves.
- After going to the toilet.
- After cleaning up or any contact with urine, faeces, vomit, blood or other body fluids.
- After giving first aid or cardiopulmonary resuscitation (CPR).
- After wiping a nose (child's or your own) or contact with nasal or salivary secretions.
- Before and after giving a child medication.
- After handling garbage.
- After playing outside or in a sandpit or water trough.
- After patting or touching animals or pets.
- Before and after each application of sunscreen.
- After cleaning.
- Before leaving the service. This prevents taking germs home.

When to wash the children's hands

- On arrival as this reduces the introduction of germs. Parents are encouraged to help with this.
- Before and after eating.
- After having their nappy changed. Their hands will become contaminated while they are on the change mat.
- After going to the toilet.
- After coming in from outside play.
- After touching nose secretions.
- After coming in contact with blood, faeces or vomit.
- Before going home. This prevents taking germs home. Parents can help with this.
- Parents are encouraged to wash their hands on arrival and departure with their children.

How to wash our hands?

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds.

There are five steps to washing hands:

1. Wet hands with running water (preferably warm water, for comfort).
2. Apply soap to hands.
3. Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails. Rub hands together for at least 15 seconds.
4. Rinse thoroughly under running water.
5. Dry thoroughly.

Please also refer to 'How to wash hands' poster – Staying Healthy in Childcare, 5th Edition,

2012 attached to policy.

Children will be taught to wash and dry their hands in the same way. Staff need to supervise, observe and guide children to ensure they develop effective hand washing habits.

Staff will assist children with diverse abilities to wash their hands.

If a child with diverse abilities is unable to stand at a hand basin staff will wash their hands with either pre-moistened wipes or wet disposable cloths, and then pat dry with paper towel.

Supplies required

- Age appropriate hand washing facilities.
- Liquid soap.
- Disposable paper towel or automatic hand-dryer. Cloth towels should not be used as they allow re-contamination of the hands.
- Rubbish bin.
- Moisturising lotion or sorbolene cream for staff to use after handwashing. Application of a hand cream may help to prevent skin cracking and dermatitis.
- A waterproofed visual poster of hand-washing procedure above all hand washing basins.

Soap Alternatives

- Sorbolene cream and water may be used instead of soap and water. Staff and children with sensitive skin e.g. eczema may have skin that is easily inflamed, gets itchy and is made worse by rubbing and scratching. These staff/children may find that frequent use of soap and water may irritate their skin. They can use sorbolene cream instead of soap. They can put the cream on and then gently rub off under running water. They should pat their hands dry rather than rub and apply more sorbolene cream if needed.
- Alcohol-based hand rubs (also known as antiseptic hand rubs, waterless hand cleaners, gels or hand sanitisers) have been proven to increase hand hygiene in healthcare settings, and thus are acceptable in Preschool. Alcohol-based hand rubs are useful when performing multiple tasks in which hands can potentially become contaminated, e.g. when on excursions, when assisting children with eating or in other situations where soap and water are not always available, e.g. in the playground. Alcohol-based hand rubs should NOT replace washing hands with soap and running water where possible. After several uses of an alcohol-based hand cleaner, hands will need to be washed properly with liquid soap and water.

Gloves

Wearing gloves does not replace the need for hand washing as gloves may have very small holes or be torn during use. Hands may also become contaminated during removal of gloves. New gloves must be used for each child and/or use with proper hand washing to follow.



How to wash hands

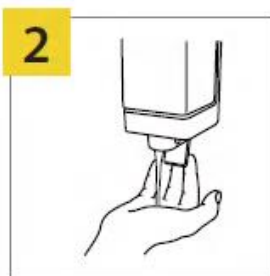
STAYING HEALTHY | 5TH EDITION | 2013



A hand wash should take around 30 seconds.



Wet hands with running water (preferably warm, for comfort).



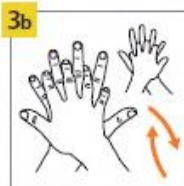
Apply soap to hands.



Lather soap and rub hands for at least 15 seconds, including:



palm to palm,



back of hands,



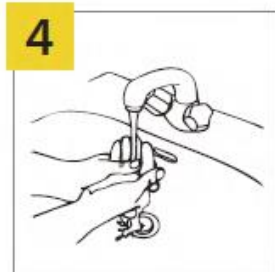
in between fingers and back of fingers,



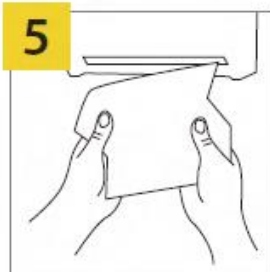
around thumbs and



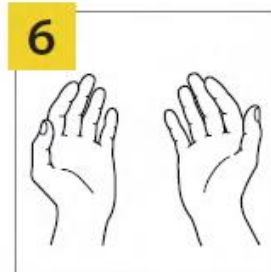
tips of fingers.



Rinse hands with water.



Dry hands thoroughly.



Your hands are clean.

THIS POSTER REFERENCES THE WORLD HEALTH ORGANIZATION'S 'HOW TO HANDWASH?' POSTER NHMRC Ref. CH55g Printed June 2013



Australian Government
National Health and Medical Research Council

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