



PROCEDURE

Document Name:	CELC 2.9.1 Hygiene, Health and Wellbeing Practices
Approved By:	Chris Warner Director CELC & Business Services
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PURPOSE

This procedure outlines the processes for maintaining effective hygiene practices, preventing the spread of infectious diseases, and responding to illness within Centacare Early Learning & Care (CELC). It aims to protect the health, wellbeing, safety, and cultural safety of children, educators, volunteers, and visitors by promoting a clean, healthy, and inclusive environment. The procedure supports educators to encourage and model positive hygiene practices and self-care skills for children, helping them develop lifelong healthy habits. It also CELC follows current health advice, infection control requirements, and best practice guidance from recognised health authorities to minimise the risk of illness and support the wellbeing of the CELC community

SCOPE AND AWARENESS

This procedure applies to all individuals who work in, attend, participate in, or visit CELC, including the Approved Provider, Nominated Supervisor, Responsible Persons, Educators, Staff Members, Volunteers, Students, Enrolled Children, Families and Visitors. All persons are required to follow CELC's hygiene, health and wellbeing procedures and work collaboratively to promote a safe, healthy, inclusive and culturally respectful environment. Through the consistent implementation of these procedures, CELC aims to minimise health risks, prevent the spread of infectious diseases, and support the wellbeing and safety of children, educators and the broader CELC community.

ROLES AND RESPONSIBILITIES

The Approved Provider

- Ensuring policies and procedures are developed, implemented and reviewed in accordance with legislative and regulatory requirements.
- Establishing and supporting effective hygiene, health, wellbeing and infection control practices across all services.
- Ensuring facilities, equipment and resources are adequate, accessible and culturally appropriate to meet the diverse needs of the CELC community.
- Providing sufficient resources to support hygiene, health promotion, cleaning and infection control practices.
- Supporting the health, safety, wellbeing and cultural safety of children, employees and visitors.

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Nominated Supervisor

- Collaborating with educators and employees to monitor and continually improve hygiene, health and wellbeing practices.
- Ensuring hygiene, health and infection control procedures are consistently implemented and monitored.
- Role-modelling and promoting positive health and hygiene practices.
- Monitoring the health and hygiene practices of educators, employees and children.
- Ensuring adequate supplies and resources are readily available, including soap, running water, paper towels, cleaning products and personal protective equipment (PPE) where required.
- Ensuring hygiene and infection control practices are implemented in accordance with recognised health guidelines, including *Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services*.
- Displaying handwashing and health promotion information in designated areas throughout the service.
- Providing induction and ongoing training for educators, employees, volunteers, students and contractors on hygiene, health, wellbeing, infection control and cultural safety practices.
- Reporting identified concerns and seeking support from the Approved Provider where required.
- Providing feedback and addressing hygiene, health and safety issues in a timely manner.

Employees and Other Employees

- Following all hygiene, health, wellbeing and infection control procedures at all times.
- Implementing daily hygiene and infection control practices to minimise the spread of infectious diseases.
- Consistently role-modelling positive hygiene behaviours, healthy habits and self-care practices.
- Supporting children to develop age-appropriate hygiene, health and self-care skills.
- Supervising and encouraging effective handwashing and personal hygiene practices.
- Using everyday interactions and teachable moments to promote health, safety and wellbeing.
- Modelling correct handwashing techniques in accordance with recognised health guidelines.
- Advising the Nominated Supervisor or Responsible Person if they are unwell or experiencing symptoms of an infectious illness.
- Promptly addressing and reporting any identified hygiene, health or safety concerns.
- Taking all reasonable steps to prevent the spread of infectious diseases within the service.

Families and Visitors

- Supporting the service's hygiene, health, wellbeing and infection control practices.
- Following hygiene and infection control requirements while attending the service.
- Informing the service of any health concerns, illnesses or infectious conditions that may impact the health and safety of others.
- Working collaboratively with educators and employees to promote healthy practices and maintain a safe environment for all children.

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Children

- Encouraged to participate in handwashing and personal hygiene routines.
- Develop age-appropriate self-care skills that support their health and wellbeing.
- Follow educator guidance regarding hygiene, health and safety practices.
- Take increasing responsibility for their own health and wellbeing in accordance with their age, development and capabilities.
- Develop knowledge and habits that help reduce the spread of illness and support a healthy environment for everyone.

PROCEDURE

Hygiene Practices

As an enduring protective measure, and consistent with the recommendations of '[Staying Healthy in Childcare](#)', the service will implement rigorous and routine hygiene practices to prevent the spread of infectious disease. These practices include:

Effective Hand Hygiene

A very effective method to prevent the transmission of disease and illness is through effective hand hygiene. Washing hands with soap and water is the preferred method as it removes both dirt and germs/viruses from the hands. Where soap and water is not available, then alcohol-based hand rub (sanitiser) can be used as alternative (or in combination).

At the Service, we aim to comprehensively educate and consistently encourage children to wash their hands frequently and effectively which will help to reduce the incidence of infectious diseases, adhering to recognised guidelines provided in the most current version of [Staying Healthy: Preventing infectious diseases in early childhood education and care services](#).

Facilities	• The Approved Provider will ensure adequate, accessible and culturally appropriate handwashing facilities are readily available for children and educators. • The Nominated Supervisor will manage supplies and resources. The service will ensure enough stock is kept on-site to replace items like soap and paper towel as needed. • Clear, engaging, and culturally inclusive signage will be displayed near the handwashing facilities to encourage effective handwashing behaviours.
Hand Washing Practices and Expectations	• Educators and children will wash and dry their hands with soap, water and disposable towel: • After handling, preparing, and eating of food. • Before and after administering first aid. • After toileting, handling of animals or other activities which could lead to the spread of infection. • After coughing, sneezing, or blowing their nose. • After contact with/cleaning of body fluids (blood, mucus, vomit, urine, faeces etc.). • After applying sunscreen • In the first instance, soap and running water is the preferred method to ensure clean hands. • Hand washing (scrubbing hands) should last at least 20 seconds.

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	Where possible, children will be supervised or otherwise monitored during handwashing to promote effective techniques and skills.
Hand Sanitisers	- Hand sanitisers will not typically replace soap and running water, however, in certain situations such as on excursions when soap and running water are not available a hand sanitiser may be used. - Hand sanitisers will only be available with direct adult supervision.

Using Alcohol Based Hand Gel:

Alcohol based hand gels must be labelled and kept out of the reach of children and should only be used when soap and water are not available.

Educators will only use an alcohol-based hand rub if their hands or the child's hands are not visibly dirty and ensure the hand rub only contains 60–80% alcohol. There are three steps to using alcohol-based hand rub:

- Apply the amount of hand rub recommended by the manufacturer to the palms of dry hands.
- Rub hands together, making sure you cover in between fingers, around thumbs, and under nails.
- Rub until hands are dry.

Personal Hygiene

General hygiene practices, which are both courteous and effective in limiting the spread of illness, will be modelled by educators and actively promoted among children. These include:

- Everyone (children and educators) should cover their mouth and nose with a tissue, their sleeve or a flexed elbow when coughing or sneezing.
- Children will be reminded to avoid touching their eyes, nose or mouth.
- Children who become unwell will be immediately and respectfully isolated from other children, while the parent/guardian is called to collect them, prioritising the wellbeing of the unwell child and preventing further transmission.

Transfer of Body Fluids

When dealing with a case of an infectious or communicable disease Educators will follow strict health and hygiene protocols. In the event of a transfer of bodily fluids to a persons skins, eyes or mouth, the first aider will wash/rinse the area with soap and water, saline or alcohol-free mouthwash.

Cleaning Nasal Discharge

Educators wiping the nose of a child will ensure they wash their hands (or use hand sanitiser rub) after each time and dispose of the dirty tissues immediately. Ideally, Educators should encourage children to wipe their own nose and wash their hands afterwards fostering independence and self-care skills.

Personal Protective Equipment (PPE)

Gloves	- Gloves will be used: - When coming into contact with bodily fluids (e.g. blood, mucus, faeces etc.). - Food preparation. - Cleaning activities.
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	• Used gloves are to be disposed of immediately after use and will be inaccessible to children. • Educators will thoroughly wash their hands once gloves are removed.
Masks	• Masks will only be required when stipulated by a relevant public health directive. • However, masks can be worn (and are made available) for children and educators who wish to wear them, supporting individual choice and comfort while adhering to public health guidelines.

Health and Wellbeing Practices

During times of hot weather, educators and children will be encouraged to follow CELC's Sun Safety Policy by wearing sun smart clothing, a broad brimmed hat and applying sunscreen, promoting healthy outdoor practices.

Additional practices for monitoring children's health and wellbeing during periods of extremely hot weather include:

- Encouraging the drinking of fluids more frequently throughout the session, particularly cold water to prevent dehydration.
- Keeping cool by wrapping a bandana or washer around their neck or using a mist bottle to spray themselves,
- Staying indoors, preferably in an air-conditioned or well-ventilated building with fans and open windows,
- Limiting strenuous outdoor activities by conducting games and activities indoors or in shaded areas outdoors, prioritising children's physical comfort and safety.

Soiled Clothing:

When clothing is contaminated:

- Wear disposable gloves.
- Remove soiled clothing promptly.
- Support the child to change while maintaining dignity and privacy.
- Clean affected skin if required.
- Place clothing into a sealed plastic bag.
- Store securely away from food areas and children.
- Notify families.
- Return clothing to families at collection.

Disposal

- Clothing not collected within 48 hours must be disposed of appropriately.

After Handling

- Remove gloves.
- Wash hands thoroughly.

Wet Clothing:

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- Remove wet clothing promptly to maintain the child's comfort, health, and wellbeing.
- Support the child to change into dry clothing while maintaining dignity and privacy.
- Assess the child for signs of discomfort, cold stress, skin irritation, or distress.
- Ensure the child is dry before dressing in clean clothing.
- Place wet clothing into a sealed plastic bag.
- Store securely away from food preparation areas and children.
- Notify families via OWNA or the approved notification system if a clothing change was required.
- Return wet clothing to families at collection.

Storage and Collection

1. Wet clothing and solid clothing should be collected by families at the end of the session wherever possible.
2. Any uncollected clothing should be stored hygienically and clearly identified.

Ear Care

Children will be encouraged to consider their own ear health through engaging discussions with educators on issues relating to their ears such as cleaning, noise, water and infections.

Dental Care

CELC will ensure parents/guardians and children are provided with appropriate, consistent and up to-date information on the development and maintenance of good oral health by:

- Providing information on dental health and hygiene through appropriate pamphlets in the sign in area, newsletters, posters and/or web links
- Providing food and drinks with consideration to the sugar content and ensure water is available at routine mealtimes,
- Encouraging fruit and vegetable consumption,
- Accessing dental health and hygiene services/programs to utilise within the Service program,
- Providing resources to support dental health learning such as books, posters, 'giant' teeth and toothbrushes, to make learning engaging and impactful.
- During vacation care families will be encouraged to provide food choices that support dental health and limit the provision of sweet foods and sports drinks to reinforce healthy dietary habits

CELC is committed to promoting children's oral health, preventing dental injuries, and ensuring appropriate management of dental trauma.

Dental Trauma

In the event of a dental injury, educators will administer first aid in accordance with current First Aid recommendations and contact the child's Parent/Guardian or authorised nominee immediately.

If a tooth is knocked out:

- Remain calm and locate the tooth or any fragments.
- Determine whether the tooth may have been inhaled. If suspected, seek urgent medical attention and arrange assessment at a Hospital Emergency Department.
- If the tooth is a **baby tooth**, do not reinsert it into the socket. Place it in milk or saline if unsure and seek dental advice.

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- If the tooth is a **permanent tooth**, place it in milk or saline immediately. Do not clean or allow it to dry out. Urgent dental treatment is required.

All dental injuries will be documented in accordance with the Service's Incident, Injury, Trauma and Illness procedures.

Oral Health Promotion in Early Learning

CELC will support good oral health by:

- Providing fresh drinking water throughout the day and at mealtimes.
- Offering nutritious meals and snacks and encouraging fruit and vegetable consumption.
- Implementing oral health education programs across all age groups.
- Ensuring babies are not put to bed with bottles containing milk or sweetened drinks and that children do not fall asleep with a bottle in their mouth.
- Storing dummies hygienically in individually labelled containers.
- Providing information on dental health and hygiene through pamphlets, newsletters, posters and web links.
- Sharing information on bottle use, prevention of bottle decay, thumb sucking, dummy use and regular dental check-ups.
- Accessing dental health services and programs to support children's learning.
- Providing oral health resources such as books, posters, model teeth and toothbrushes.
- Encouraging families to schedule regular dental check-ups.
- Encouraging healthy food choices during Vacation Care and limiting sweet foods and sports drinks.

Head Lice

Head lice cause concern and frustration for families, educators and children. Although head lice are not considered a health hazard, and do not spread disease, infestations can cause anxiety for all stakeholders.

To help prevent the spread of head lice, the Service will:

- remind parents/guardians to be vigilant in checking for head lice on a regular basis,
- confidentially and respectfully notify the parent/guardian of a child who is suspected of having live head lice and request that the child is treated, and all lice are dead, before returning to the Service the following day. This communication will be culturally sensitive and non-judgmental,
- keep parents/guardians informed if there is an outbreak of head lice at the Service, ensuring confidentiality is not breached by disclosing personal information,
- support parents/guardians and children who have head lice by providing factual, accessible and culturally appropriate information, reducing parental anxiety and ensuring no individual child is singled out or stigmatised due to head lice.

Environment

Hygiene and Health Promotion

Signs and posters will be strategically placed around the service to alert children to the need for and the steps to follow for effective hand hygiene.

Educators will endeavour to observe children's practices when washing hands and any relevant activities to support hygiene. Educators will provide verbal reminders of effective procedures to follow, fostering a culture of self-responsibility and health awareness.

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Service Cleanliness

Work health and safety practices, including daily routines and checklists will support the service's commitment to maintain a hygienic and clean environment for children and others. Routine cleaning and disinfecting includes:

- The kitchen environment.
- Frequently touched surfaces (e.g. door handles).
- Toilet facilities.

This will additionally be supported by:

- Ensuring all toys, dress-up clothes, paint shirts and other materials and resources are routinely maintained to be clean and functional. Where possible, these will be washed with disinfectants.
- Tables, benches, floor surfaces and toilets will be cleaned daily and sanitised as required.
- The kitchen and eating areas will be cleaned and swept before and after each session.
- The refrigerator and pantry area will be cleaned weekly.
- The premises will be routinely treated for the control of pests.
- All personnel will ensure that contaminated items (e.g. tissues) are disposed of immediately after use.
- There will be suitable bins available for waste disposal. These are emptied daily.
- Recycled items (e.g. toilet rolls for craft activities) will not be used if they were or may have been used in a non-hygienic environment.
- There will be suitable disposal facilities for first aid waste.
- There will be suitable facilities for the storage of soiled clothing. Soiled clothing will be placed inside a plastic bag and sealed. Soiled clothing will be returned to the family when the child is collected.

Colour-Coding System

Kitchen Chopping Boards

To minimise cross-contamination, colour-coded chopping boards will be used:

GREEN	Vegetables and Fruit
WHITE	Bakery and Dairy
YELLOW	Poultry
RED	Raw Meat
BROWN	Cooked Meat
BLUE	Seafood

Cleaning Cloths

Single-use paper towels are preferred. Where reusable cloths are used, they must be laundered and thoroughly dried after each use.

Colour coding for cleaning cloths:

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BLUE	General Cleaning
GREEN	Kitchen & Food Preparation Areas
RED	Toilet & Bathroom
YELLOW	Infection Areas

Mops

Mops must have detachable heads and be regularly laundered in hot water. Different coloured mops must be used in designated areas to reduce the risk of cross-contamination.

Colour coding for mops:

BLUE	General cleaning areas/Communal areas
GREEN	Kitchen & Food Preparation Areas
RED	Toilet & Bathroom
YELLOW	Bodily Fluids

Sandpits

Where sandpits are provided, the following practices will apply:

- Sandpits used solely by the service will be covered when the service is unattended.
- Sand will be raked daily to inspect for foreign objects and contamination.
- If contaminated by animal or human faeces, blood, or other bodily fluids:
 - Contaminated sand will be removed using a shovel and disposed of in a sealed plastic bag.
 - Remaining sand will be raked periodically throughout the day and exposed to sunlight where possible.
 - Where extensive contamination occurs, all sand will be removed and replaced.

Handling Waste and Rubbish Bins

To minimise the risk of infection and injury, educators and employees must follow safe waste handling practices.

- Do not place hands inside rubbish bins or bags where contents cannot be seen.
- Do not manually compress or push down rubbish in bins or bags.
- Hold rubbish bags away from the body when carrying or disposing of waste.
- Ensure rubbish bins are not overfilled and are emptied regularly.
- Wear disposable gloves when handling contaminated waste, including materials contaminated with blood or bodily fluids.
- Seal rubbish bags before disposal to prevent leaks or spills.
- Wash hands thoroughly after handling waste and removing gloves.

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The Nominated Supervisor will ensure appropriate waste bins, waste disposal systems and PPE are available and maintained throughout the service.

These measures support effective infection control, reduce contamination risks, and help maintain a safe and hygienic play environment for children. For more information please visit [Staying Healthy in Childcare Guidelines, 6th Edition](#)

POLICIES AND PROCEDURES

- CELC 2.8 Infectious Diseases Policy
- CELC 2.8.1 Infectious Diseases Procedure
- CELC 2.8.2 Infectious Diseases Work Instruction
- CELC 2.9 Hygiene, Health and Wellbeing Practices Policy
- CELC 2.9.2 Hygiene, Health and Wellbeing Practices Work Instruction
- CELC 6.9 Childhood Immunisation Policy
- CELC 6.9.1 Childhood Immunisation Procedure
- CELC 6.9.2 Agreement to withdraw a non-immunised child
- CELC 6.12 Staff Immunisation Policy
- CELC 6.12.1 Staff Immunisation Procedure
- CELC 2.5 Incident, Illness, Injury or Trauma Policy
- CELC 2.5.1 Incident, Illness, Injury or Trauma Procedure
- CELC 2.10 Medical Conditions in Children Policy
- CELC 2.10.1 Medical Conditions in Children Procedure
- CELC 7.6 Privacy Record Management Policy
- CELC 7.6.1 Privacy Record Management Procedure
- CELC 2.13 Safe Food Handling, Preparation and Storage Policy
- CELC 2.13.1 Safe Food Handling, Preparation and Storage Procedure
- CELC 2.6 Administration of First Aid Policy
- CELC 2.6.1 Administration of First Aid Procedure
- CELC 2.2 Supervision and Educator Ratios Policy
- CELC 2.2.1 Supervision and Educator Ratios Procedure
- CELC 7.18 Risk Management Policy
- CELC 7.18.1 Risk Management Procedure
- CELC 2.1 Providing a Child Safe Environment Policy
- CELC 2.1.1 Providing a Child Safe Environment Procedure
- Immunisation Information Checklist
- Employee Immunisation Record
- Fact sheet 'Cytomegalovirus (CMV) in early childhood education and care services' WHS Qld.
- Record of Illness
- OWNA Cleaning Schedule – Daily and Weekly (10 week)
- OWNA Cleaning Schedule – Monthly & Annual

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