

**LA TROBE UNIVERSITY**  
**COMMUNITY CHILDREN'S CENTRE**

**INFECTION CONTROL**

Infections, with or without symptoms of illness, are common in children.

Many children will develop coughs and colds. Most of these illnesses are viral infections (common cold, croup, and bronchiolitis) and will not respond to treatment with antibiotics. Unless the child does not improve or becomes worse, these infections generally run their course and the child becomes well again. However, the rate of susceptibility to these infections is greater when the child is with other children consistently, such as in group care. The regular passing on of infection can cause further stresses for working parents if the infection requires them to take time off work.

Most childhood illnesses are relatively mild and can contribute to the development of immunities to those specific diseases.

What is of concern is when these respiratory illnesses become repeated with children having little time between to become well again. One possible outcome of recurrent colds is the increased likelihood of repeated ear infections for which medical attention should be sought. Untreated, these infections can lead to hearing and learning difficulties.

It is not possible to prevent the spread of all infections and illnesses within centres. However, some illnesses from infectious diseases can be prevented. Some infectious diseases require exclusion. The table for exclusion indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001– Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Many studies have found that regular hand washing reduces the spread of infections that are transmitted through the faecal, oral and respiratory routes.

In U.S. research, the reduction in infection rates has been significant in child care because of a greater awareness and practice by staff about infection control.

**The Centre Early Childhood Educators daily work practices include the following:**

**Contact with blood/body fluids (faeces, vomit and urine)**

1. *Put on disposable gloves;*
2. *Place paper towel over the spill. Carefully remove the paper towel and contents;*
3. *Place the paper towel and gloves in a plastic bag, seal the bag and put in the rubbish bin;*
4. *Put on new gloves and then using a green re-usable cloth clean the surface with warm water and detergent;*
5. *Rinse with water and allow to dry;*
6. *Remove and discard gloves;*
7. *Wash hands thoroughly with soap and warm water*

## Hand Washing

### How to Wash Hands:

1. Use liquid soap and warm running water.
2. Vigorously rub hands together while washing them (counting to 10).
3. Ensure you wash your hands all over - back of hands wrists between fingers and under fingernails.
4. Rinse your hands under running water (counting to 10).
5. Pat dry hands with disposable paper towel or a single use cloth towel.
6. Turn off the tap with paper towel or paper.
7. When taps and sinks are not available, use alcohol-based wipes or lotions. However, this is not as good as hand washing - if hands are contaminated with faeces, hand washing with soap is essential.

Teach the children under your care to wash their hands in this way. You will need to supervise and observe them so that they develop hand washing as a good habit.

*Staying Healthy in Child Care p.4.*

### When to Wash Hands

1. When you start work.
2. Before handling food.
3. Before eating.
4. After changing a nappy.
5. After going to the toilet.
6. After cleaning up faeces/vomit.
7. After wiping nose, either a child's or your own.
8. Before finishing work.

*Staying Healthy in Child Care p. 5.*

## Procedure for Nappy Changing

### Cloth Nappies:

**Collect all materials for the nappy change and have these within easy reach prior to placing the child on the change bench.... this ensure you never leave the child unattended. 2-3's Section and 3-5's Section (Sessional) are to ensure children use portable steps (OH&S)**

1. Place child gently on the change mat;
2. If required, put on disposable gloves: gloves must be worn for soiled nappies, gloves are optional for wet nappies;

3. Remove child's clothes and undo nappy (excess faeces wiped with soiled nappy).  
Ensure pins are closed. Then thoroughly clean bottom with wipes;
4. Immediately secure soiled nappy into plastic bag.
5. Remove gloves by peeling back from the wrists, securing wipes within. Place immediately into the rubbish bin and secure lid;
6. If cream needs to be applied to the child's bottom, a clean glove must be used;
7. Replace nappy. Ensure pins are placed in horizontal position with pin head facing outwards;
8. Dress the child;
9. a) Non Walkers: wash child's hands with clean wipe (explaining why we wipe our hands) and place into rubbish bin – secure lid;  
  
b) Walkers: remove child from change bench, provide them with a clean wipe and discuss with the child why and how we wipe our hands as you wash your own hands (as per hand washing procedure ) – then place child's wipe and your hand towel in the rubbish bin – secure lid;
10. Disinfect change bench and mat – spray with disinfectant and wipe over with paper towel, and place paper towel into the rubbish bin – secure lid;
11. Secure and clearly name plastic bag containing nappy ready for Parent collection. Staff need to remind Parents to take them home.

*Rinse any soiled clothing (using gloves if required), and secure in plastic bag. If unsure at anytime, please ask a fellow staff member for assistance.*

#### **SAFETY REMINDER:**

**Never leave a child unattended while on the change bench. At least one hand on child at all times.**

#### Disposable Nappies:

**Collect all materials for the nappy change and have these within easy reach prior to placing the child on the change bench..... this ensures you never leave the child unattended. 2-3's Section and 3-5's Section (Sessional) are to ensure children use portable steps (OH&S).**

1. Place child gently on the change mat;
2. If required, put on disposable gloves: gloves must be worn for soiled nappies, gloves are optional for wet nappies;
3. Remove child's clothes and undo nappy (excess faeces wiped with soiled nappy) then thoroughly clean bottom with wipes;
4. Immediately secure soiled nappy contents and wipes, by re tabbing nappy then place into the soiled nappy bin – secure lid;
5. Remove gloves by peeling back from the wrists – place into the rubbish bin – secure lid;
6. If cream needs to be applied to the child's bottom, a clean glove must be used;
7. Replace disposable nappy;
8. Dress the child;
9. a) Non Walkers: wash child's hands with clean wipe (explaining why we wipe our hands) and place into rubbish bin – secure lid;

- b) Walkers: remove child from change bench, provide them with a clean wipe and discuss with the child why and how we wipe our hands as you wash your own hands (as per hand washing procedure ) – then place child’s wipe and your hand towel in the rubbish bin – secure lid;

10. Disinfect change bench and mat – spray with disinfectant and wipe over with paper towel, and place paper towel into the rubbish bin – secure lid;

*Rinse any soiled clothing (using gloves if required), and secure in plastic bag.*

*If unsure at anytime, please ask a fellow staff member for assistance.*

### **SAFETY REMINDER:**

**Never leave a child unattended while on the change bench. At least one hand on child at all times.**

### Toileting:

#### Statement

The Centre strives to ensure that bathroom/toileting areas are not only clean and hygienic but also aesthetically inviting and comfortable places for children to enter either independently or with guidance. Staff are sensitive to children’s developing toileting abilities and will provide assistance accordingly.

#### Staff

Toileting occurs at any time throughout the day and is responsive to children’s individual needs.

- Staff are to be observant of the toilet area throughout the day.
- Staff must provide assistance and guidance to children in need.
- Staff must ensure that these areas are maintained in a clean and hygienic state.
- Staff must ensure that simple hygiene rules are being followed by all children.
- Staff will undertake this supervision in a relaxed, patient and sensitive manner whilst respecting all children’s dignity and right to privacy.
- Staff will also implement procedures outlined by the family for toilet training their child to support consistency of practice between home and the Centre.
- The installation of windows and mirrors, discreetly positioned, within the bathroom allows for staff supervision from both the playroom and garden areas.
- When toileting mishaps occur the following procedure is to be undertaken by staff in a sensitive and respectful manner:
  1. Reassure the child that you are here to assist;
  2. Assist child onto the toilet (if appropriate);
  3. Put on disposal gloves;
  4. Place paper towel over the spill. Carefully remove the paper towel and contents;
  5. Dispose of the used paper towel and gloves by placing in plastic bag, seal the bag and put it in the rubbish bin;
  6. Put on new gloves;
  7. Clean the soiled area using a green cloth with warm water and detergent, rinse with water and allow to dry;
  8. If required put on new gloves or wash hands and remove the child’s soiled clothing and place into plastic bag;
  9. Wash hands or remove gloves and place in the bin;

10. If required apply fresh gloves;
11. Using toilet paper (wipes can be used if required) wipe the soil affected skin areas;
12. Place toilet paper into the toilet - wipes need to go into the nappy bin as they block the sewage pipes;
13. If required ensure excess faeces from clothing goes into the toilet – use toilet paper for this purpose;
14. Remove gloves (if applicable) wash hands and place in the nappy bin;
15. Dress the child;
16. Remind the child to wash their hands;
17. Staff must reassure the child and encourage the child to resume play.

***Rinse any soiled clothing (using gloves if required), and secure in plastic bag. If unsure at any time, please ask a fellow staff member for assistance.***

**This procedure is to be displayed in each toileting area.**

### Families

The Centre encourages a free flow of information on children's development. Staff will share with families' observations of their child demonstrating interest in using the toilet and the development of muscle control for toilet training. Staff when approached by families provides guidance and suggestions either verbally or through written reference material on toilet training.

Families are advised when seeking additional information to access the web site [www.raisingchildren.net.au](http://www.raisingchildren.net.au) Commissioned by the Australian Government, it is a comprehensive online child health and support resource for parents and professionals covering all the basics about raising children from birth to eight.

### Nose Wiping Procedure

1. Place glove on hand.
2. Remove clean tissue/s from the box with the protected hand.
3. Wipe the child's nose (with the protected hand).
4. With the unprotected hand, pull the glove down, from the wrist, over the used tissue/s.
5. Then dispose of the glove with the tissue/s inside it, into the bin.
6. The above procedure is to be carried out for ***each*** child's nose you wipe and ***at all times***.
7. If for some reason you were unable to use a glove you must wash your hands using the recommended hand washing procedure or appropriate hand wipes.

*Taken from Childcare and children's health (Vol.6 No.2 June 2003)*

### Meal Time Procedure

1. Before meals, clean tables (warm water and soap) that are to be used for the meal.
2. Staff and children to wash hands.
3. Ensure food is of safe temperature before serving. Food must be served according to the guidelines under the Food Act (1984).
4. Staff must ensure that children's food preferences are respected.
5. Staff must ensure that meal times are relaxed and enjoyable social occasions for children.
6. Staff must ensure that meal times continue to be learning experiences for children including such things as nutritional value of certain foods etc.
7. Wipe up spills immediately.
8. Different cloths should be used for wiping tables to cloths used to wipe spills on the floor.
9. Staff to ensure children wash hands/face when lunch is finished.

## Procedure for Washing Toys/Equipment

1. Wash toys which have been used, daily.
2. Wash equipment/toys using detergent and warm water. Rinse them well and dry them. Some toys can be cleaned in the dishwasher.
3. Sections borrowing toys/equipment from other rooms must wash equipment before returning it.

*Staying Healthy in Child Care p. 11*

## Room Temperature and Ventilation

1. Keep rooms well ventilated to ensure fresh air is always circulating - open a window. Day-to-day infections are present and survive in all room temperatures. However, this is minimised by circulating fresh air.
2. Ensure children do not get too hot in heated rooms.
3. Room temperature needs to be comfortable - approximately 21-24°C is ideal (not too hot, not too cold).

*Royal Women's Hospital - Infection Control Department, 1 September 1997.*

## **NOTE:**

***Blue cloths are used for tables and other furniture/equipment***

***Green cloths are for floor use only***

## **Links to other documents:**

Information for Users and Conditions of Enrolment – Centre Information Manual p8;  
Staff and Family Induction checklists – Nappy Changing and Toileting Procedure;  
Daily Feedback Sheet;  
Clothing Policy

## **Reference:**

Occupational Health and Safety Act 2004 Sections [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) >Laws and Regulations > Acts and Regulations  
National Childcare Accreditation Council (NCAC): Quality Improvement and Accreditation System (QIAS) Quality Practices Guide (2005) – Principle 6.4  
Children's Services Act 1996, Section 27. Inadequate supervision of children  
Children's Services Regulations, 46. Observance of children using junior toilets  
Department of Human Services; Children's Services Guidelines [www.office-for-children.vic.gov.au](http://www.office-for-children.vic.gov.au) >  
Staying Healthy in Child Care – Preventing infectious diseases in child care – Fourth Edition  
Raising Children website - [www.raisingchildren.net.au](http://www.raisingchildren.net.au)  
Accreditation Information Sheet Number 12 of Update June 1997  
National S.I.D.S. Council of Australia 29 July 1997  
Royal Women's Hospital - Infection Control Department, 1 September 1997

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