Two Wells Community Children's Centre aims to apply measures to prevent infections within the centre, and these measures will be followed by all people.

Child Care and Kindy is not an appropriate environment for children who are unwell. Therefore, these children should not be brought into the centre and will be sent home if their condition does not improve.

**Hand Washing**

Hand washing is considered to be the most effective way of controlling infection within the service. Staff and children will be encouraged to wash their hands with soap and water and dried with a paper towel and/or hand drier. It is recommended that staff and children wash their hands:

- Before handling and preparing food and eating
- On arrival to or leaving the centre
- After wiping a nose
- After playing outside
- After playing with animals
- Staff will also have available the Alcohol hand rub

**Nappy Changing**

Staff will follow the hygienic nappy changing procedure as stated below. The procedure will also be displayed in the nappy changing area.

Nappy changing is to be a positive experience involving warm interactions for example; singing, talking about what is happening and general conversation. Children's nappies will be checked regularly, to ensure the child is free from wet or soiled nappies.

**Hygienic Nappy Changing Procedure**

PLEASE SEE THE ATTACHED PROCEDURE

Record time and state of nappy on the nappy chart. S-soiled, W-wet or D-dry.

Nappies will be done only in the nappy change area which will be properly stocked with disposable gloves, paper towels, plastic bags, fresh nappies, clean clothes, and a rubbish bin with a sealed lid.

**Toilets and Hand Washing**

The service will ensure that the toilets and hand washing facilities are easily accessible to children. Children will be encouraged to flush the toilet and wash hands after use. A soap dispenser, air dryer and/or paper towels will be provided for children.
Use of Tissues
Staff will use separate cloths or tissues to wipe each child’s face and nose. Tissues will be disposed of immediately after wiping a child’s nose. Staff will use disposable gloves, at their discretion, when wiping children's face and nose, and then they will wash their hands.
Staff will encourage children to cough or sneeze into their inner elbow if they can not get to the tissues.

Bedding
Each child will be allocated their own bedding. The bedding is to be washed regularly or daily if wet or sweaty.
The laundering will be the responsibility of this service. If the bedding is soiled it will be removed and soaked in disinfectant then washed, and the bed disinfected. Staff will ensure that cots and mattresses are cleaned on a weekly basis and between children.

Dummies
Parents will be informed that they need to send two dummies per child to the centre. This is so that one dummy can be in use and another can be sterilized.
- When not in use dummies will be kept in storage containers marked with the child’s name in the childcare room.
- Staff will follow the correct procedures of using the Milton sterilizing agent as indicated on the Milton's container.
- Staff will wear gloves when taking the dummies out of the container.
- Staff will shake any excess water out of the dummy teat before giving it to a child.

Toys
Toys will be washed regularly depending on their use in hot soapy water, the dishwasher and/or disinfected with a non-toxic product. One criteria for selecting new toys will be their ease to clean. The sharing of toys will be monitored to reduce the spread of infection, and soiled toys will be placed in a container clearly marked for cleaning of mouthed toys.
Surfaces will be cleaned thoroughly with detergent (Big L) after each activity and all surfaces will be cleaned daily. Floors in the room will be washed each day.

Sterilizing Bottles and Teats
Bottles and teats will be sterilised in the microwave steam steriliser. The following procedure will be adhered to:
- Separate bottles and teats.
- Use bottle brush with warm soapy water to clean bottles and teats.
- Rinse out soapy water.
- Place bottles and separated teats into bottle sterilizer.
- Fill up sterilizer with one bottle of water.
- Place in microwave for 5 minutes.
- Take bottles and teats out and place them on the drying rack, cover with a clean tea towel.
- With gloves on, place dry bottles and teats back in the drawer – with the teat inverted.
When the Children are Eating

- Staff will ensure that children do not eat food that has been handled by another child or dropped on the floor.
- Staff will be expected to sit with the children and model good eating habits.
- Information on hygiene and dental care practices will be available at the centre.

Dental Hygiene

- Encouraging children to understand the value of oral hygiene and tooth brushing.
- Encouraging children to drink water from an early age.
- Offering tap water (Pura tap) as it contains fluoride.
- Offering young babies room temperature pre-boiled water.
- Being consistent in providing low sugar meals and snacks.
- Encouraging children to drink water after each meal to help minimise tooth decay.
- Facilitating group and individual discussion with children about oral hygiene.
- Promoting oral hygiene awareness visually and orally with parents and children.
- Establishing links between dental care and good eating and drinking habits.
- Promoting nutritional and healthy eating practices.

Governor Council Member’s Signature: ________________________________

Director’s Signature: ________________________________

Two Wells Community Children’s Centre’s Common Seal

Date Reviewed: March 2015
Next Review Due: March 2017
Sources:
- Women's and Children Hospital, CAYHS, 2012
- Australian Government National Health and Medical research Council June 2013 reference CH55h
- Evanston School Dentist Barnet Road 2010
- Staff consultation at the TWCCC