LOWER PLENTY PRIMARY SCHOOL OSH 

126 Main Road, Lower Plenty 3093

Phone: 9435 2585 Fax: 9432 0844

Email: lower.plenty.ps@edumail.vic.gov.au

Website: www.lowerplentyps.vic.edu.au

CARE ● HONESTY ● ACHIEVEMENT ● RESPECT ● RESPONSIBILITY ● FUN

# HYGIENE POLICY

## PURPOSE

Lower Plenty 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.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

### 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
  + 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 Lower Plenty Primary School OSHC.
* Lower Plenty 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 Lower Plenty 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 thoroughly 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 were used, or suspected to have been used, in a non-hygienic environment will not be used at Lower Plenty Primary School OSHC...

## FURTHER INFORMATION AND RESOURCES

* Children Services Act, 1996 (part 4)
* National Regulations 77
* Food Safety Act
* National Quality Framework Quality Area 2

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.