



HEALTH & HYGIENE POLICY



Purpose

Insight Early Learning is committed to providing a safe, healthy, and hygienic environment for all children, families, staff, and visitors. In line with the Education and Care Services National Regulations and Staying Healthy in Childcare guidelines, this policy ensures effective hygiene practices to minimise the risk of illness, infection, and harm.

Policy Statement

At Insight, we will:

- Implement effective hygiene and cleaning practices to prevent the spread of illness.
- Maintain compliance with relevant legislation, regulations, and best practice standards.
- Ensure all staff, children, and families contribute to a safe and healthy environment.

Scope

This policy applies to all children, families, educators, management, contractors, and visitors at Insight Early Learning.

Legislative Requirements

Education and Care National Law	
Regulations	Description
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
171	Policies and procedures to be kept available

Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children’s Health and Safety		
2.1	Health	Each Child’s health and physical activity is supported and promoted
2.1.1	Wellbeing and Comfort	Wellbeing and comfort
2.1.2	Health Practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	Safety	Each child is protected

Implementation

To maintain high standards of health and hygiene, we will:

- Conduct daily cleaning of high-touch areas, bathrooms, and nappy change spaces.
- Employ professional cleaners and ensure pest inspections are carried out regularly.
- Enforce exclusion periods for unwell children, staff, or visitors to prevent the spread of infection.
- Implement strict hygiene procedures for handwashing, nappy changing, toileting, food preparation, and handling bodily fluids.
- Ensure toys, equipment, and resources are cleaned and sanitised in accordance with Staying Healthy in Childcare.
- Use and store all cleaning chemicals safely in line with manufacturer’s instructions and Safety Data Sheets.
- Maintain regular pest control inspections carried out by an accredited pest control company
- Provide accessible cleaning equipment and follow safe procedures for cleaning blood, vomit, urine, and other bodily fluids.
- Restrict children’s access to kitchens and hazardous areas.

- Follow recommended exclusion periods for individuals who are unwell to reduce the spread of infectious illness

Education and Training

Educators receive training on infection control, hand hygiene, and cleaning practices. Ongoing reminders and resources (e.g., posters, checklists) are displayed and available. Families are informed about exclusion requirements, hygiene practices, and their role in supporting a healthy environment.

Monitoring and Compliance

Daily room checks ensure hygiene tasks are completed and signed off. There is a regular schedule to review cleaning, pest inspection reports, and incident records. Compliance with the Education and Care Services National Law, National Regulations, and National Quality Standard (Quality Area 2: Children’s Health and Safety) is monitored through regular audits and policy reviews. Policies are reviewed annually or earlier if legislation or best practice guidelines change.

Health and Hygiene Processes

Each service must maintain processes to ensure consistent health and hygiene practices are embedded in daily operations. The following provides guidance on the areas that are managed under the Health & Hygiene Policy.

- General Cleaning & Hygiene
 - Bathrooms, toilets, and hand basins cleaned daily.
 - Floors vacuumed and/or mopped daily.
 - High-touch surfaces (e.g., benches, tables, door handles) disinfected daily.
 - Educators clean and disinfect resources/equipment as required throughout the day.
 - End-of-day cleaning tasks completed and signed off on room checklists.
 - Cleaners attend daily/weekly as per service contract.
 - Regular pest inspections carried out and documented.
- Illness & Exclusion
 - Children, educators, or staff with infectious symptoms excluded in line with the Control of Infectious Diseases Policy.
 - Families informed of exclusion periods and return-to-care requirements.
 - Educators monitor children daily for signs of illness.
- Toys & Equipment
 - Toys washed and sanitised regularly using detergent and warm water.
 - Mouthed toys cleaned immediately after use.
 - Baby toys sanitised daily.
 - Outdoor toys cleaned and disinfected regularly.
 - Wooden toys wiped with mild detergent (not soaked).
 - Dress-up clothes laundered weekly or when soiled.
 - Books wiped with a damp cloth if dirty and dried before reuse.
 - Pillows and soft furnishings laundered as per service schedule.
 - Playdough replaced weekly, stored hygienically, and made with food-grade ingredients.
- Nappy Changing & Toileting
 - Nappy change areas cleaned with detergent and warm water after each use.
 - Bathrooms checked and cleaned regularly; deep cleaned daily.
 - Soiled cots cleaned and disinfected before reuse.
 - Soiled clothing/items bagged, stored securely, and laundered promptly.

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- Hand Hygiene & Protective Equipment
 - Children and staff wash hands with soap and water at key times:
 - On arrival/departure
 - After toileting or nappy changes
 - Before and after meals
 - After outdoor play
 - After coughing/sneezing
 - Alcohol-based sanitiser available where appropriate.
 - Gloves worn when in contact with bodily fluids.
 - Gloves removed and disposed of correctly, followed by handwashing.
 - All cuts/abrasions covered with waterproof dressings.

- Managing Spills & Bodily Fluids
 - Spill kits readily available in all areas.
 - Spills of blood, urine, faeces, or vomit cleaned immediately following these steps:
 - Wear gloves and protective equipment.
 - Absorb and dispose of waste in a sealed bag.
 - Clean area with detergent and warm water.
 - Disinfect where appropriate (avoid carpets).
 - Blood spills covered with absorbent material, removed, disinfected, and disposed of safely.
 - Nasal discharge managed with tissues/disposable cloths, gloves worn, tissues disposed of immediately.
 - Children taught to cover coughs/sneezes with tissues or elbow; tissues disposed of promptly; hand-washing follows.

- Cleaning Products & Chemical Safety
 - All chemicals stored in original labelled containers, locked securely.
 - Safety Data Sheets (SDS) available for all hazardous substances.
 - Bleach diluted appropriately and used only on non-porous surfaces.
 - Gloves worn and areas ventilated when using bleach.
 - Chemicals never accessible to children.

Kitchens & Food Preparation

- Kitchens remain child-free zones.
- Food prepared separately from toileting/nappy change areas.
- Bottles for children under two prepared hygienically and stored appropriately.
- Refer to Nutrition and Food Safety Policy for detailed requirements.

Source

Australian Children’s Education & Care Quality Authority. (2014).
 Cancer Council NSW. Early childhood and care sun protection policy: <http://www.sunsmartnsw.com.au/wp-content/uploads/2015/11/Childcarepolicy1.pdf>
 Cancer Council SunSmart <https://www.sunsmart.com.au/communities/early-childhood-schools/resources-schools-early-childhood/earlychildhood-resources/family-notice-info-sheets-ec>
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Standard. (2017).
 KidSafe Australia: <https://kidsafe.com.au>
 National Health and Medical Research Council. (2012) (updated June 2013). Staying healthy: Preventing infectious diseases in early childhood education and care services.

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Revised National Quality Standard. (2018).

Standards Australia. AS 1851-2005 (incorporating Amendment No. 1). Maintenance of fire protection systems and equipment:

[https://www.saiglobal.com/PDFTemp/Previews/OSH/as/as1000/1800/1851-2005\(+A1\).pdf](https://www.saiglobal.com/PDFTemp/Previews/OSH/as/as1000/1800/1851-2005(+A1).pdf)

Work Health and Safety Act 2011

Related Policies

Administration of Medication Policy

Arrival and Departure Policy

Child Protection Policy

Clothing Policy

Control of Infectious Diseases Policy

Emergency Evacuation Policy

Governance Policy

Hand Washing Policy

Immunisation Policy

Incident, Illness, Accident and Trauma Policy

Incident, Injury, Trauma and Illness Policy

Nappy change and Toileting Policy

Orientation of New Families Policy

Physical Environment Policy

Safe Storage of Hazardous Chemicals Policy

Safe Transportation Policy

Sleep and Rest Policy

Sick Children Policy

Sun Safety Policy

Water Safety Policy

Occupational Health and Safety Polic

Review

This policy will be reviewed annually as legislation, regulations, or best practice changes.

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