

## Preschool handwashing procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation <a href="#">77</a> Regulation <a href="#">109</a>	<a href="#">Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</a>  Related Documents: <a href="#">Injury management, health and wellbeing – includes first aid and infection control</a> (Health and Safety Directorate - intranet only)  <a href="#">Student Safety</a> (Health and Safety Directorate - intranet)
<b>Pre-reading and reference documents</b>		
<i>DoE Preschool Handbook Wellbeing</i> , p. 27-29, 31, 33 - <i>Wellbeing Appendix 2.1</i> Standard precautions for infection control <i>Staying Healthy 5<sup>th</sup> Edition</i> - 3.1 Personal Hygiene		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul>	
<b>Preschool supervisor</b>	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.	
<b>Preschool educators</b>	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being actively involved in the review of this procedure, as required, or at least annually</li> <li>ensuring the details of this procedure's review are documented.</li> </ul>	
<b>Procedure</b>		
<b>Children</b>	<ul style="list-style-type: none"> <li>Children are required to wash their hands at regular intervals throughout the preschool day. These times are outlined below; <ul style="list-style-type: none"> <li>before and after any meal time or contact with food</li> <li>after going to the bathroom</li> <li>after patting or touching animals</li> <li>after coughing, sneezing or wiping their nose</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Children are taught hand washing procedures at the start of the year and reminded throughout each day of the importance of this hygiene practice.</li> <li>• Individual hand towels are used to ensure an avoidance of cross contamination.</li> </ul>
<b>Adults/Staff</b>	<ul style="list-style-type: none"> <li>• Adults are also required to wash their hands at the same regular intervals throughout the day, but more, including; <ul style="list-style-type: none"> <li>○ before and after assisting children with toileting</li> <li>○ before and after administering first aid or medication</li> <li>○ before and after preparing or handling food</li> <li>○ after wiping a child's nose</li> <li>○ after coming into contact with bodily fluids</li> <li>○ before and after applying sunscreen</li> </ul> </li> <li>• Staff model correct hand washing practices at the appropriate times and monitor children throughout the day.</li> <li>• Individual hand towels are used to ensure an avoidance of cross contamination.</li> </ul>
<b>Handwashing Practices</b>	<ul style="list-style-type: none"> <li>• Posters are displayed in the bathroom and kitchen areas as a visual prompt to remind children and staff of the correct hand washing procedures. Photos of children performing each step of the handwashing procedure are displayed in the children's bathroom to allow ownership and connection with the procedure. Photos are updated each term to ensure photos are relevant and current and to ensure the procedure is taught explicitly each term.</li> </ul>

Record of procedure's review

**Date of review and who was involved**

Term 4 – week 2, 2021 – Kristen McNeill

**Key changes made and reason/s why**

Formatting of content for clear guidance

**Record of communication of significant changes to relevant stakeholders**

Amiee Jahshan – School Principal  
Joanne Jurgeit –Preschool teacher  
Patricia May – Preschool SLSO

Record of procedure's review

**Date of review and who was involved**

Term 2 – 17 June 2022 – Joanne Jurgeit

**Key changes made and reason/s why**

No changes required

**Record of communication of significant changes to relevant stakeholders**

Amiee Jahshan – School Principal  
Patricia May – Preschool SLSO