

Coonamble Public School Preschool



Preschool Hand Washing Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1.2	Reg 168	Leading and operating department preschool guidelines Health and Safety - Nutrition, food and beverages and dietary requirements Staying Healthy in Childcare - 5th Edition
Pre-reading and reference documents		
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Staff roles and responsibilities		
School principal	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">• the preschool is compliant with legislative standards related to this procedure at all times• all staff involved in the preschool are familiar with and implement this procedure• all procedures are current and reviewed as part of a continuous cycle of self- assessment.	

<p>Preschool supervisor</p>	<p>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. This includes:</p> <ul style="list-style-type: none"> ● analysing complaints, incidents or issues and what the implications are for the updates to this procedure ● reflecting on how this procedure is informed by relevant recognised authorities ● planning and discussing ways to engage with families and communities, including how changes are communicated ● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool Educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure ● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers ● being actively involved in the review of this procedure, as required, or at least annually ● ensuring the details of this procedure's review are documented.
<p>Procedure</p>	

Handwashing Procedure

Hands must be washed:

For children:

- Immediately before eating
- After using the toilet
- After playing outside
- If hands are visibly dirty
- After blowing their nose
- Before or after using playdough

For staff:

- Before commencing work
- Before and after administering first aid
- Before handling food
- After handling raw food
- After visiting the toilet
- After blowing their nose or a child's nose
- Before and after breaks
- After toileting children
- After handling animals
- Before and after using gloves

How to wash hands with soap and water

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds. There are five steps to washing hands:

- 1.** Wet hands with running water (preferably warm water, for comfort).
- 2.** Apply soap to hands.
- 3.** Lather soap and rub hands thoroughly, including the wrists, the palms, between the fingers, around the thumbs and under the nails. Rub hands together for at least 15 seconds (for about as long as it takes to sing 'Happy birthday' once).
- 4.** Rinse thoroughly under running water.
- 5.** Dry thoroughly. Hands can be dried with paper towel or cloth towels. Cloth towels, if used, should be used by one person (i.e. not shared) and

	<p>hung up to dry between uses. Cloth towels should be laundered regularly to reduce the risk of recontaminating or cross-contaminating hands.</p> <p>Supervise children when washing their hands, and help them get into the habit of hand hygiene. If you wear rings or other jewellery on your hands, move the jewellery around your finger while you lather the soap to ensure that the area underneath the jewellery is clean.</p> <p>Always wet hands first before applying soap. This helps the soap to lather more and prevents the skin from drying.</p>
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Record of procedure's review
Date of review and who was involved
27/7/2021 Carolyn Jones, Leanne McMaster, Natalie Kenny, Shiralee Robinson and Annette Thomson
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
3/8/22 Carolyn Jones, Leanne McMaster, Miriam McKeown and Shiralee Robinson
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

2/8/23 Carolyn Jones, Leanne McMaster, Miriam McKeown and Shiralee Robinson

Key changes made and reason/s why

editing

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.