

# THE GOWRIE (QLD) INC

## CLEANING & STERILIZING POLICY

### CONSIDERATIONS:

QIAS	Principle 5.5 Principle 6.6
REGS	Child Care Act 2002 Section 76 Child Care Regulation 2003 Sections 47/ 56 / 57/ 58

### POLICY STATEMENT:

To protect the health and wellbeing of children, families and staff by careful and meticulous cleaning of toys, clothing and service environs.

### RELEVANT FORMS/MATERIAL:

- ***Cleaning Schedules/Checklists***
- ***Material Safety Data Sheets (MSDS)***

### SOURCES:

- Roche, Dee & Caton, Scott (1999) *Managing the Risks in Children's Services: An integrated approach to managing risk for children and staff*. The Lady Gowrie Service (WA) Inc: Karawara.
- National Health & Medical Research Council (2005) *Staying Healthy in Child Care* 4th Edition, Australian Government Publishing Service: Canberra.
- The Lady Gowrie Child Service Sydney (2002) *Managing OHS in Children's Services*.
- Qld Government, Department of Health Resources *Gerbusters* - <http://www.health.qld.gov.au/gerbusters/>

**REVIEWED: August 2010**

**Date to Be Reviewed: August 2011**

## CLEANING & STERILIZING:

<p>REMEMBER</p>	<ul style="list-style-type: none"> <li>- <b>Wear gloves when cleaning up bodily fluids;</b> remember to wash hands after removing gloves.</li> <li>- <b>Store</b> all chemicals <b>safely</b>.</li> <li>- <b>Use Viraclean/Sterilising solution/sterilizing solution for:</b> <ul style="list-style-type: none"> <li>• Spills of blood, faeces or vomit after washing the surface</li> <li>• Toys after washing them when there is an outbreak of a disease.</li> <li>• Cleaning of all surfaces in the environment</li> </ul> </li> </ul> <p><b>Please note that when using any chemical/cleaning product within the room children are to be at least 50cm away from the spray. This is not to be done therefore when any children remain sitting at the table at meal times, or beside you. Please ensure when spraying that you spray close to the surface or onto the cloth.</b></p>
<p>EQUIPMENT</p>	<ul style="list-style-type: none"> <li>- <b>Washers / Cloths</b></li> <li>- <b>Dry</b> toys, linen, cloths etc in <b>sunlight</b> whenever possible.</li> <li>- <b>Detergent</b></li> <li>- <b>Viraclean/Sterilising solution</b> - <b>Note:</b> Under Queensland Health Decanting Regulations please ensure that Viraclean/Sterilising solution is decanted into a clean dry bottle to prevent cross infection. If using another cleaning product please be aware of the decanting procedures to ensure the integrity and effectiveness of the product.</li> </ul>
<p>WHAT YOU SHOULD WASH</p> <p style="text-align: center;"><b>D A I L Y</b></p>	<p><b>WASH/CLEAN THESE DAILY:</b></p> <ul style="list-style-type: none"> <li>- <b>Bathrooms</b> Wash tap handles, toilet seats, toilet handles and door knobs twice a day – after lunch and at the end of the day). Check the bathroom during the day and clean it if necessary.</li> <li>- <b>Toys</b> and objects put in mouth</li> <li>- <b>Surfaces</b> the children have frequent contact with, for example, bench tops, taps, cots and tables</li> <li>- <b>Service linen</b></li> <li>- <b>Floors</b></li> <li>- <b>Beds</b> – Spray with Viraclean/Sterilising solution or sterilising solution after each use.</li> <li>- <b>Outdoor sandpit</b> Rake daily, hose as necessary.</li> </ul>

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<p>WHAT YOU SHOULD WASH</p> <p>W E E K L Y</p>	<p><b>WASH THESE WEEKLY:</b></p> <ul style="list-style-type: none"> <li>- All washable toys on rotation</li> <li>- Dress up clothes when used</li> <li>- Cushion and couch covers</li> <li>- Door knobs</li> <li>- Other surfaces often touched by children</li> <li>- Large Equipment – e.g Home Corner, Chairs. Lockers</li> <li>- Fridges</li> </ul>
<b>IMPLEMENTATION:</b>	
<b>TOYS</b>	
<p>WHAT YOU SHOULD DO</p>	<ul style="list-style-type: none"> <li>- Fill sink with warm soapy water</li> <li>- Empty toys to wash into the sink</li> <li>- Aggitate toys by hand in the sink</li> <li>- Leave to soak for a minimum of one hour</li> <li>- Aggitate at least one more time</li> <li>- Rinse all toys with cold water</li> <li>- Place toys on towel spray with Viraclean/Sterilising solution and allow to airdry</li> </ul> <p>FOR WOODEN TOYS, PUZZLES AND VINYL TOYS</p> <ul style="list-style-type: none"> <li>- Wipe down with a damp cloth and Viraclean/Sterilising solution</li> </ul>
<b>NAPPY CHANGE AREA</b>	
<p>WHAT YOU SHOULD DO</p>	<p><b>AFTER EACH USE: (See NAPPY CHANGE POLICY)</b></p> <ul style="list-style-type: none"> <li>- Spray the change mat with Viraclean/Sterilising solution and wipe over with paper towel.</li> <li>- Wipe over the change mat and all surfaces which may have been contaminated by the gloves</li> <li>- Complete procedure by washing your hands vigorously with liquid soap and running water</li> <li>- Use a paper towel to turn off taps</li> </ul>

	<p><b>AFTER MAJOR USE AND AT END OF DAY:</b></p> <p>Spray with Viraclean/Sterilising solution and wipe with paper towel</p>
<h2>CLOTHING</h2>	
<p>WHAT YOU SHOULD DO</p>	<ul style="list-style-type: none"> <li>- Staff over clothing such as aprons should be washed daily in water.</li> <li>- Children's dress-up clothes (if in use) should be washed once a week in warm water and detergent.</li> <li>- Spare hats and spare linen should be washed after use by child.</li> </ul>
<h2>SOILED SERVICE LINEN</h2>	
<p>WHAT YOU SHOULD DO</p>	<ul style="list-style-type: none"> <li>- Wear gloves when handling soiled linen</li> <li>- Carry to the laundry in a plastic bag/bucket(marked soiled linen)</li> <li>- May be soaked to remove the bulk of the contamination</li> <li>- Wash separately in warm water</li> <li>- Dry in the sun or in a hot clothes drier</li> </ul>
<h2>SOILED CHILD'S CLOTHING / LINEN</h2>	
<p>WHAT YOU SHOULD DO</p>	<ul style="list-style-type: none"> <li>- Wear gloves when handling soiled linen</li> <li>- Dispose of the bulk of the waste in toilet or sluice</li> <li>- Rinse garment in laundry if necessary</li> <li>- Place item/s in a double plastic bag labelled to go home with the parents</li> <li>- Place bag in secure area where children have no accessibility.</li> </ul>
<h2>SANDPITS</h2>	
<p>WHAT YOU SHOULD DO</p>	<ul style="list-style-type: none"> <li>- Keep sandpit securely covered when not in use</li> <li>- Rake sand daily before use</li> <li>- Remove any faeces, blood or other body fluids with a shovel and dispose of the sand in a plastic bag</li> <li>- If further cleaning is required hose the sand</li> <li>- Replace sand annually</li> </ul>

<h2>COTS / STRETCHERS</h2>	
WHAT YOU SHOULD DO	<p><b>IF A CHILD SOILS A COT OR STRETCHER:</b></p> <ul style="list-style-type: none"> <li>- Put on gloves</li> <li>- Clean the child</li> <li>- Wash the child's hands</li> <li>- Clean the cot</li> <li>- Remove bulk of soiling / spill with absorbent paper towels</li> <li>- Remove any visible soiling by cleaning thoroughly with Viraclean/Sterilising solution and leave to air dry</li> <li>- Provide clean linen</li> <li>- Place soiled linen in a lined, sealable laundry bin</li> <li>- Remove gloves</li> <li>- Wash your hands.</li> </ul> <p>(See SOILED LINEN PROCEDURE)</p>
<h2>FOOD PREPARATION &amp; SERVING AREAS</h2>	
WHAT YOU SHOULD DO	<p>When cleaning benches/tables involved in food preparation:</p> <ul style="list-style-type: none"> <li>• <b>Preclean</b> Remove excess dirt and food scraps by sweeping, wiping or scraping, and pre-rinsing (dishes) with water</li> <li>• <b>Wash/Sanitise</b> Wipe with wet cloth and spray with Viraclean/Sterilising solution</li> <li>• <b>Dry</b> Allow to air dry</li> </ul>
<h2>FLOOR AND CARPET</h2>	
WHAT YOU SHOULD DO	<ul style="list-style-type: none"> <li>- Use paper towel to absorb bulk of spill</li> <li>- Use colour coded bucket – one for bathroom, one for playroom</li> <li>- Use detergent and warm soapy water</li> <li>- Clean spill and surrounding area, spray with Viraclean/Sterilising solution and wipe.</li> </ul>

	<b>Art Materials</b>
<b>WHAT YOU SHOULD DO</b>	<ul style="list-style-type: none"><li>- Wash pots and brushes daily in the paint preparation sink</li> <li>- Clean dough and clay tools and toys after each use. Playdough should only be kept for one week and then discarded for health and hygiene matters.</li> <li>- Wipe down the plastic covers of tables after each day by using Viraclean/Sterilising solution.</li> <li>- Wipe down easel and paint pot holder each day or more if required.</li></ul>