

# Sanitary Policy and Procedures

Lilliput Land Cooperative Nursery School

Reviewed October 2016

## Purpose of the Policy

To ensure sanitary standards are established and maintained by all parties involved, and that all cleaning procedures used in the nursery school follow public health requirements.

## Sanitary Procedures - General

- All staff, participating family members, volunteers and children must wash their hands upon entering the classroom at the start of each session.
- All staff, participating family members, volunteers and children will follow the handwashing guidelines as outlined below.
- By week's end, all toys used from the previous week will be cleaned and disinfected.
- All toys in the classroom are cleaned and disinfected in December and June.

## Sanitary Procedures - Handwashing

- Handwashing signs will be posted in the kitchen, washroom, and diapering areas

### When to Hand wash

Staff (including participating family members, volunteers)	Children
Before/after preparing food or feeding a child	Before and after preparing food or eating
After going to the washroom	After going to the washroom
Before/after changing diapers, soiled clothing or other contaminated items	After changing soiled clothing
After wiping a child's nose	After wiping his/her nose
After cleaning up other bodily secretions such as vomit or blood	After playing in the sand / water table

### Handwashing Procedure for Children

- Wet your hands and leave water running.
- Rub soap all over hands and between fingers.
- Rub your soapy hands all over and count to 10.
- Rinse your hands well under running water and count to 10.
- Dry your hands well with a towel.
- Turn off taps with a single-use towel.
- Dispose of the cloth or paper towel.

## Sanitary Procedures - Snack

- All staff, participating parents, volunteers and children must wash their hands before preparing snack and throughout session as required— use a single-use paper towel to dry hands.
- Table and counter areas are to be washed with a water and bleach solution.
- Dishes/Cup/Utensils/Cutting boards must be washed in a three step procedure (soap, rinse and bleach solution.)
- Entire sink area must be cleaned and disinfected at the end of each session
- Every Monday morning staff must run the water for 5 min. Flushing must be recorded.

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- Fridge temperature must be maintained at a maximum 4°C.

## Sanitary Procedures - Washroom

- At the end of each session the following items must be cleaned:
  - Toilets including the back, base, bowl, seat, toilet handles and change table.
  - Toilet paper dispensers, paper towel dispensers, soap dispensers
  - Bathroom sinks, handles and base.
  - Floor
- Staff are required to wash their hands after changing diapers to prevent contaminating people and food.

Staff are not to wash hands in the sink used for food preparation, and are to change babies only on designated diapering tables away from food preparation and service areas, never on tables or counters used for preparing or serving food.

## Diapering Procedure

1. Assemble all the supplies you need.
2. Place the child on the changing surface and remove the soiled diaper. Fold the soiled surface inward and set it aside out of the child's reach. If safety pins have been used to fasten the diaper, close them and put them out of the child's reach. Never put the pins in your mouth.
3. Clean and dry the child's skin.
4. When necessary, use a facial tissue to apply ointments or creams on the child.
5. Put a fresh diaper on the child.
6. Wash the child's hands. Return the child to a supervised area.
7. Formed stool can be flushed down the toilet. Do not rinse the diaper.
8. Dispose of the cloth or disposable diaper as well as any disposable paper covering.
9. If wearing disposable gloves, remove them. Spray sanitizing solution onto the entire changing surface. Leave for 30 seconds.
10. Wash your hands.
11. Dry the changing surface with a single-use towel. Dispose of the cloth or paper towel.
12. Wash your hands thoroughly.
13. Record the child's skin condition and bowel movements, as necessary

## Toileting Routine

1. If the child wears a diaper, remove it. If the diaper is soiled, clean and dry the child's skin. Dispose of the cloth or disposable diaper.
2. Place the child on the toilet or potty.
3. Afterwards, if needed help wipe the child.
4. Flush the toilet or let the child flush it. If a potty was used, empty its contents into the toilet and flush.
5. If necessary, diaper the child and help the child get dressed.
6. Assist the child in handwashing. Return the child to a supervised area.
7. Rinse out the potty and flush the water down the toilet. If there is any remaining stool in the potty, wear household rubber gloves and remove all the stool with toilet paper. Rinse the potty and flush the water.
8. If wearing disposable gloves, remove them. Spray sanitizing solution onto the potty and the diaper-changing surface (if used). Leave for 30 seconds.
9. Wash your hands.
10. Put away all diapering supplies.
11. Dry the potty with a single use towel. Dispose of the cloth or paper towel.
12. Dry the diaper-changing surface with a different towel. Dispose of the cloth or paper towel.

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13. Return the potty to the storage area.

14. Wash your hands thoroughly.

### **Sanitary Procedures – Nature Based Play Items and Loose parts**

Nature based play items that are used in the classroom will be inspected before being introduced into the classroom. If an item is found to have feces or evidence of a bug infestation, is moldy and/or rotten or is jagged and sharp it cannot be brought into the classroom.

Any items which are wet or mouthed must immediately be discarded.

Nature based items must be removed from the classroom weekly. They are then to either be

- stored for 2 weeks
- discarded/placed outdoors
- laundered / cleaned and disinfected

### **Nature based play items frequency**

#### No Illness

Nature based items may be used for the week in class and group activities and one-on-one activities including

- arts and crafts
- visual/show and tell/discussion
- guided activity/learning centre
- free play (items left in the classroom)
- sensory

#### Suspected Outbreak

Nature based items may be used for the day for viewing only or as a one-on-one activity including

- arts and crafts
- visual/show and tell/discussion
- supervised guided activities in small groups

#### Confirmed Outbreak

No nature based items in the classroom

Children must wash their hands with soap and water after playing with nature based items.

When toys and storage containers are rotated out of the classroom, staff will place a note on the item with the date they can be returned to the classroom (2 weeks from the day they are removed)