

# Hygiene



**Ages: Birth to 18 years**

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## Hygiene Practice and Policies

Teaching and ministering to preschoolers and children includes providing clean and orderly environments where the child can explore, create, learn, and play. Promoting good hygiene procedures is essential in order to provide protection from exposure to, and the spread of infectious diseases.

***A child's feeling of protection comes from a healthy environment***

Being aware of cleaning procedures and hygiene practices and policies protects and insures the health, safety, and emotional well being of preschoolers, children, their families, and the church.

The following hygiene standards are recommended because preschool and children's rooms are used frequently and by different groups. These standards insure that the toys and equipment in every room are ready for use at any time. Teachers and children are protected from disease and injury, and the church is protected in the event of an injury, accident, or spread of infectious diseases.

### General Procedures and Practices in Rooms

- Both preschool and children's teachers, paid or volunteer, are required to attend an orientation and received instructions in proper hand washing, uses of gloves, and diapering techniques applicable to their age group.
- Teachers will be instructed as how to respond to emergency injuries and illnesses as well as how to clean and disinfect materials, toys, equipment, and rooms.
- All teachers will wash their hands using the "Hand Washing Procedures" (in this document) when they enter a classroom.
- Teachers of infants and one-year-olds will wear smocks while teaching.
- Bleach water solution (recipe in this document) will be prepared for disinfecting cribs, toys, and equipment during a session and at the end of each session.
- Bleach solution will be used to disinfect cribs, eating tables, areas where food is handled, toileting areas, toys, and teaching materials.
- All rooms are kept orderly and clean, disinfecting as needed throughout older age group rooms.

## Hygiene Practice and Policies (continued)

### Bleach Water Disinfecting Solution

**NOTICE:** One of the most commonly used solutions for disinfecting in the childcare setting is the homemade solution of household bleach and water. It is easy to mix, nontoxic, safe (if handled properly) and kills most infectious agents.

**CAUTION:** Keep bleach solution and bleach out of the reach of children. Mix bleach solution with tap water outside the room and away from the children. Discard any unused bleach solution at the end of each session. **Store bleach in a locked closet away from the children's area.**



#### Recipe for Bleach Water Disinfecting Solution

1/4 cup bleach                      OR                      1 tablespoon bleach

1 gallon of cool water            OR                      1 quart cool water

**PREPARE** the bleach water solution out of the presence of children. Add the household bleach (5.25% sodium hypochlorite) to the water. Mix fresh for each session. Change the solution at least once during a two-hour session.

# Hygiene Practice and Policies (continued)

## Suggested Cleaning Procedures

### Cribs, Equipment, and Teaching Materials

- Avoid the use of stuffed animals and fabric toys as they cannot be cleaned after a child mouths one.
- After removing sheet, clean crib rails and crib mattress by washing in warm soapy water, rinsing in clear water, and disinfecting with bleach solution. Dry chrome crib rails with disposable towel to prevent rusting. Let mattress air dry.
- Throughout the session disinfect eating areas, toilet seats, and toileting areas (using same method as described above) after each individual use.
- Designate one crib for each individual baby during a session.
- After each session, clean toys and teaching materials in babies through three-year-old room. Scrub materials in soapy water, rinsing in clear water, disinfecting in bleach solution, and leave to air dry.
- Clean and disinfect mouthed toys and materials after each child's use. Wash in soapy water, rinse in clear water, and dip in bleach solution and leave to air dry.
- Disinfect plastic dolls after each session. Dolls with hair should not be used, as the hair cannot withstand the disinfecting solution.
- Wash home living dress-up clothes, doll clothes, or other fabric items regularly.
- Avoid the use of hats, caps, and headscarves unless they can be disinfected after each individual use.

### Diapering and Toileting

- ⇒ Check diapers at 30 minutes intervals.
- ⇒ Change babies in their own cribs.
- ⇒ Change older babies and two's on a vinyl mat on the floor in a designated areas of the room.
- ⇒ Disinfect the mat with bleach solution after each use.
- ⇒ All teachers are required to wear latex gloves when changing diapers or assisting with toileting needs.
- ⇒ Teachers should wash their hands after removing gloves.
- ⇒ Clean restroom surfaces (faucet handles and toilet seats with bleach water solution or a chlorine-containing scouring powder or other nontoxic bathroom surface cleaner/disinfectant several times a day if possible, but at least once a day and when soiled.

# Hygiene Practice and Policies (continued)

## Diapering and Toileting Procedures

### Diapering Procedures

- ⇒ Collect a sheet of waxed paper, pre-moistened disposable towelettes (check for allergies), clean diaper, disposable latex gloves (approved for medical use), trash disposal bag (small paper or heavy-duty plastic zip-lock bag), and child's personal towelettes.
- ⇒ Place waxed paper on top of the clean diaper and slide it under the child.
- ⇒ Put on disposable latex gloves.
- ⇒ Unfasten, remove, and roll soiled/wet diaper in waxed paper.
- ⇒ Clean child's diaper area with pre-moistened towelettes and put used towelettes in waxed paper.
- ⇒ Fasten clean diaper securely.
- ⇒ Remove gloves trying to enclose wrapped soiled/wet diaper and used towelettes. Hold diaper in right hand. Pull the top of the right-handed glove down over the diaper so that the glove covers most of the diaper. Hold the partly concealed diaper in the left hand. Pull the top of the left-handed glove down over the diaper concealing the remainder of the diaper.
- ⇒ Drop the enclosed soiled/wet diaper in the paper disposal bag and dispose of it in a covered trash container that has been lined with a plastic trash bag.
- ⇒ Wash the baby's hands with a towelette. Assist older preschoolers with hand washing.
- ⇒ Invite the child to return to the activity area.
- ⇒ Disinfect the diapering area with bleach solution.
- ⇒ Washing your hands following the "Hand Washing Procedures" (see this document).

### Toileting Procedures

- Assist young preschoolers with toileting if needed.
- Use gloves when assisting a child.
- Remove your gloves and assist the child in washing their hands.
- Wash your hands using "Hand Washing Procedures" (this document) after assisting a child.
- Instruct or assist older preschoolers and children in proper hand washing after they use the toilet.

# Hygiene Practice and Policies (continued)

## Hand Washing

*Hand washing is important in preventing the spread of infection and should be routinely practiced by teachers and taught to children 18 months and older.*

### Hand Washing Procedures

1. Use antibacterial soap and warm running water (if available) when washing hands. If running water is not available, provide pans of soapy and rinse water and a pan of bleach solution in the room. Rub hands vigorously for 10 to 15 seconds.
2. Wash all surfaces including backs of hands, wrists, between fingers, and under fingernails. Rinse soap from hands.
3. Disinfect hands in bleach solution.
4. Dry hands with a disposable paper towel.
5. Turn water faucet off with a disposable towel (instead of using bare hands) then dispose of towel in trash.

**Teachers and children should wash their hands after wiping their eyes or nose, before and after cleaning or touching an open wound, after using the bathroom, and before serving food.**

**Sources:** Center for Disease Control and Prevention, National Center for Infectious Disease, The ABC'S of Safe and Health Child Care ([http V/www.cdc.gov/hip/abs/practi9.htm](http://www.cdc.gov/hip/abs/practi9.htm))

## Hygiene Practice and Policies (continued)

### Hygiene, Health and First Aid



#### Teachers

- ✓ Wash their hands with soap and water when they arrive in the room, before holding a child, after wiping a nose, assisting with toileting, as well as, before and after feeding a child.
- ✓ Use 1/4 cup of bleach to one gallon of water to disinfect toys, cribs, tables, diapering area, and materials in the room.
- ✓ Wear gloves when assisting with diapering and toileting needs, first aid needs, and cleaning up blood spills or body fluids.
- ✓ Disinfect areas contaminated with bodily fluids with a solution of 1 part bleach to 10 parts water.
- ✓ Stock a first aid kit as recommended by the Red Cross or a physician.
- ✓ Complete an Accident/Injury Report form and Incident Report when a child has an accident or incident. Give parents a copy and file a copy in the church office.
- ✓ Need to be trained in first aid and CPR.
- ✓ Have available each Child's Information Sheet and check it for allergies, special needs, and any other health information.
- ✓ Ask parents to keep children who are ill at home until they are free of a fever for 24 hours before they return to church.

### Hygiene Practice and Policies (continued)

#### Hand Washing is the Best Prevention

##### Take time to wash:

- When you first arrive
- Before handling food or bottles
- After using the restroom
- After changing each child's diaper
- After any contact with body fluids
- After cleaning up



##### Everything you ever wanted to know about washing hands:

- Wash with running water and antibacterial soap
- Wash front and back of hands
- Wash for 15-30 seconds
- Dry hands with disposable towel
- Turn off faucet with disposable towel
- Dispose of towel in appropriate receptacle

***Wash and wipe your hands together,  
live in health forever!***