



## O'Connor Cooperative School

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### Procedure: Ensuring the Cleanliness of Preschool Equipment

Preschool staff have a duty of care to ensure preschool equipment and facilities are hygienic and fit for use by staff and children. While there is no set timetable for washing particular pieces of equipment, the following process has been designed to minimise contamination and cross-contamination of all types of equipment.

Any piece of equipment that has been put into a child's mouth or contaminated with bodily fluids (such as nasal discharge, vomit, urine) must immediately be removed and washed. If there is an outbreak of an infectious condition, all equipment that could have been accessed by the infected child or staff member must be washed before being returned to the preschool room.

The attached proforma is to be completed as equipment is washed. The intent of the proforma is to record the cleaning of equipment as it is removed from the store room or shed, as it is cleaned after periods of use, or due to an outbreak of an infectious condition.

All equipment returned to the store rooms or shed is checked and spot cleaned, or cleaned more thoroughly if it is soiled, with soap and water, disinfectant solution or sprayed with Glen 20.

All equipment is cleaned as it is removed from the shed or storeroom, as it can accumulate dust during storage.

#### Surfaces

Cleaning of surfaces which are used or touched frequently such as tables, benchtops, taps are to be cleaned with a sanitizing solution regularly. Cleaning cloths are colour-coded for each area and are washed and/or replaced regularly:

- Yellow: dishes and kitchen bench
- Green: art and craft
- Blue: General cleaning/equipment
- Red/pink: floor
- Disposable paper towel: bodily fluids and contaminants such as vomit, blood and bird poo

Single use cleaning materials such as paper towel are to be used for cleaning bodily fluids and toilets. Gloves should be worn, soiled items/contaminants placed and sealed in a plastic bag and disposed of in an outside bin. The area will be cleaned with hot soapy water and disinfectant.

#### Sandpit

The sandpit is to be covered at the end of each day and checked each morning for contamination eg. from cats. Should the sand become contaminated by blood or other bodily fluids or faeces the affected sand will be removed and disposed of before disinfecting the remaining sand by spraying with disinfectant spray, then having boiled water poured over the whole area.

The sandpit will be raked twice a week and renewed regularly.

