

Child Health and Hygiene Policy

Purpose

This policy outlines ECMS's commitment to protecting and promoting the health, safety, and hygiene of children by:

- Managing medical conditions in partnership with families and health professionals.
- Administering medication safely and lawfully.
- Responding effectively to incidents, injury, trauma, and illness.
- Promoting high standards of hygiene and infection control in everyday practices.

Scope

This policy applies to:

- The Approved Provider, persons with management or control, Centre Director, Nominated Supervisor, and persons in day-to-day charge.
- Early Childhood teachers, educators, staff, contractors, students, volunteers, parents/guardians, children, and others enrolled and participating in ECMS programs and services, including during offsite excursions and activities.
- All ECMS-operated Early Learning Centres and Kindergarten programs.

Definitions

Term	Definition
Hygiene	Practices, routines and standards that prevent the spread of illness and infection. Includes handwashing, toileting and nappy changing, food safety, cleaning and sanitising of equipment and environments.
Illness	Any condition, sickness or disease experienced by a child outside of the education and care setting that may impact their health, wellbeing or participation in the program.
Injury	Any physical harm, damage or trauma sustained by a child outside of the education and care setting that may impact their health. Wellbeing or participation in the program. This includes, but is not limited to, fractures, sprains, cuts, burns,

	head injuries or any incident requiring medical treatment or monitoring.
Medical Management Plan	A doctor-prepared plan outlining treatment for a child's specific medical condition.
Medication Record	The approved template for documenting medication administration and management.
Risk Minimisation Plan	A plan developed with families to identify and reduce risks related to a child's health condition.

Policy Statement

ECMS is committed to an anti-bias approach in early childhood. ECMS operates within a framework of social justice and equity - this means we celebrate family and cultural diversity and aim to be supportive, responsive, and inclusive of all children. ECMS is committed to:

- Ensuring the health and hygiene of children is paramount in all decision making.
- Meeting all legislative and regulatory requirements regarding child health and safety.
- Working in partnership with families to manage medical conditions and health needs.
- Promoting a safe, hygienic environment that reduces the risk of illness and infection.
- Ensuring medication is be stored securely at all times, in a locked or inaccessible container away from children and sources of heat or direct sunlight – in accordance with legislative requirements.

Medical Conditions Management

- Families must provide current medical management plans for children with identified conditions (e.g. asthma, anaphylaxis, diabetes, epilepsy).
- Medication management plans must be on the most current template.
 - [ASCIA Action Plan: Anaphylaxis - Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#)
 - [Asthma Action Plan Management by Asthma Australia](#)
 - [Diabetes action and management plans - Diabetes Victoria](#)
- Consult your doctor for other approved Medical Management Plans.
- ECMS will develop and Risk Minimisation and Communication Plan with the family reviewed at least annually and whenever circumstances change.
- Educators must be familiar with each child's plan and trained in any specific responses required.
- Emergency medication (e.g. EpiPens, asthma inhalers) must be readily accessible, not locked away and checked regularly for expiry.
- Relevant staff will complete training in anaphylaxis, asthma and other conditions as required.

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Anaphylaxis

ECMS recognises anaphylaxis as a life-threatening medical condition requiring immediate response. All services will ensure individualised Anaphylaxis Risk Minimisation and Communication Plans are in place, that emergency medication (e.g EpiPens) is always readily accessible and that staff maintain current anaphylaxis training, in line with regulatory requirements.

Medication Management

Medication will only be administered where:

- Authorisation has been provided by a parent/guardian in writing or by a medical practitioner in emergencies.
- Two educators must check the medication, dosage and time and both must sign the medication record.
- Medication must never be left in children's bags. It will be stored securely in insulated bags.
- Expired or unused medication will be returned to families for safe disposal.
- Medication will be stored securely at all times in an inaccessible container away from children and sources of heat or direct sunlight – in accordance with legislative requirements.
- All medication provided for children must be clearly labelled with the child's full name, dosage, administration instructions and expiry date. Medication without correct labelling will not be accepted or administered.

Illness, Injury and Trauma

- Educators will respond promptly and appropriately to any illness, injury or trauma.
- Families will be notified as soon as practicable of any health concerns or incidents involving their child.
- Children who are unwell or infectious must be excluded from care for the period recommended by the Department of Health.
- Records of illness, injury and trauma will be documented and maintained, in line with regulations 85-87
- Children must only return to care when they are well enough to participate or have a medical clearance, if required.

Hygiene Practices

ECMS promotes effective hygiene practices to reduce the risk of illness and infection.

Hand Hygiene

- Staff and children must wash and dry hands: before eating or preparing food; after toileting or nappy changes; after outdoor play; after contact with bodily fluids.

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Nappy Changing and Toileting

- Conducted in line with ECMS procedures, ensuring dignity, supervision and hygiene.
- Gloves must be worn and disposed of safely after each change.
- Surfaces must be cleaned and sanitised after every use.

Food Safety and Handling

- Food must be stored, prepared and served in line with Food Safety Standards and the *Nutrition, Food, Beverages and Dietary Requirements Policy*.
- Hands must be washed before handling food.
- Cross-contamination must be prevented through safe food-handling practices.

Cleaning and Sanitising

- Toys, bedding, cots and frequently touched surfaces must be cleaned and sanitised regularly.
- Bedding and sleep mats must be cleaned between uses.
- Approved bedding must be used in accordance with the *Sleep and Rest Policy* and related procedure.
- Cleaning schedules must be documented and followed.

Infection Control

- Educators must wear gloves and Personal Protective Equipment (PPE) where appropriate (e.g. managing bodily fluids).
- Waste must be disposed of safely in sealed bins.
- Outbreaks of infectious illness will be managed, in line with public health guidance with exclusion periods applied.

Monitoring, Evaluation and Review

- Induction and ongoing training for all educators.
- Annual review of the policy or earlier, if legislation changes
- Review all incidents and health events to identify and address systemic issues.
- Regular audits of medication administration records and health management practices will be undertaken to ensure compliance and drive continuous improvement.

Roles & Responsibilities

Approved Provider/ Executive Team	<ul style="list-style-type: none">• Oversee policy governance, implementation and compliance.• Ensure systems are in place to implement this policy consistently across all ECMS services.• Provide resources, training, and support to services.	
Centre Directors/	<ul style="list-style-type: none">• Implement the policy, oversee health records and communicate with families.	
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Nominated Supervisors	<ul style="list-style-type: none"> Ensure all staff are trained in first aid, anaphylaxis and asthma.
Educators, Staff, Students on Placement, Volunteers and Contractors	<ul style="list-style-type: none"> Follow procedures, administer medication as authorised and record incidents. Maintain hygiene standards and escalate concerns immediately.
Parents/Guardians	<ul style="list-style-type: none"> Provide up-to-date medical information, authorisations, and required medication. Notify services of any changes to their child's medical needs or health.

Related Legislation, Regulations and Resources

- Education and Care Services National Law 2010: Sections 165, 167, 174
- Education and Care Services National Regulations 2011: Reg 77, 81, 85-87, 89, 90-96, 136, 162, 168-172
- Child Wellbeing and Safety Act 2005 (Vic)
- Health Records Act 2001 (Vic)
- Information Privacy Act 2000 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Public Health and Wellbeing Act 2008 (Vic) and Regulations
- National Quality Standard: QA2, QA3, QA6, QA7
- Child Safe Standards – Standard 2: Child Health and Safety

Related Policies and Procedures

- Child Safety and Wellbeing Policy
- Code of Conduct
- Complaints and Feedback Policy
- Immunisation Policy
- Infectious Diseases Policy
- Nutrition, Food, Beverages and Dietary Requirements Policy
- Participation of Students and Volunteers Policy
- Privacy and Confidential Information Policy
- Risk Management Framework
- Supervision of Children Policy

Document Version History			
Version	Reason for Amendment	Approved by	Approval date
1.0	Policy merged, drafted, consulted and approved	ECMS Executive	September 2025

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