

CHAPTER FOUR: HEALTH AND MEDICAL SUPERVISION

Health and Medical Supervision	Sanitary Practices
Revised July 14, 2016	Policy Number: 4.2 (replaces policy 1.27)

Policy Statement:

North Hastings Children's Services shall ensure that sanitary practices are maintained in each location.

Procedure:

Facial Hygiene

Disposable tissues are to be used for cleaning noses. The tissue is to be disposed of as soon as it is used. Wash hands. Children should be taught to sneeze in their sleeve.

Hand washing

The child care provider and children who are able should wash hands with warm water and soap from a soap dispenser.

Required but not limited to;

Before and after

- You handle, prepare or eat food
- Touch a cut or open sore
- Diapering/toileting

After you

- Sneeze, cough or blow your nose or that of a child
- Use the washroom or change diapers
- Clean food surfaces, toys or equipment
- Handle garbage
- Pet animals
- Play outdoors

Hands should be dried using a disposable paper towel that is discarded in the waste container. If hand towels are used, each child should have a designated hand towel that is laundered daily.

PROCEDURES: Infection Control / Prevention practices

Generally, toys and equipment should be cleaned and disinfected once a week. However the age of the child and other circumstances will also determine the frequency of disinfection.

Infant (newborn to 18 months) toys and equipment should be disinfected at least daily.

Toddler (18-30 months) toys and equipment should be disinfected at least once a week or as they become soiled.

Cleaning and disinfecting/sanitizing responsibilities and schedule

MORE THAN ONCE A DAY

- Utensils and dishes can be washed in a dishwasher. Cleaned dishes removed from the dishwasher must soak in a 1:500 bleach solution (1 part bleach to 499 parts water) for 45 seconds prior to placement in the drying rack. In the event that a dishwasher is not available, the dishes must be cleaned following the health regulations directed by the local health office (3 sink method).
- Eating surfaces: should be cleaned and sanitized before and after eating.
- Infant seats / high chairs
- Bathroom surfaces: basins, faucet handles and toilet seats
- Potty chairs after each use.

ONCE A DAY

- Wipe down all play surfaces with a cloth rinsed in sanitizing solution.
- Any discarded mouthed objects or toys must be removed from the play environment immediately until they can be properly cleaned and sanitized.
- Diaper waste container: The disposable plastic bag in the container should be tied and emptied every day and the lid and container disinfected.
- Wash and disinfect crib rails.
- Wash mattress covers and bed linens if children do not use the same cot every day.
- Wash and sanitize the water play equipment.
- Floors should be damp mopped and carpets are to be vacuumed daily.

ONCE A WEEK

Sleeping:

- Cribs, Cots and Bedding

Main Area:

- Floors, carpets, tables, low shelves, doorknobs, and other surfaces accessed by
-

infants and toddlers.

Dishwashing Procedure:

- Utensils and dishes can be washed in a dishwasher. Cleaned dishes removed from the dishwasher must soak in a 1:500 bleach solution (1 part bleach to 499 parts water) for 45 seconds prior to placement in the drying rack.
- In the event that a dishwasher is not available, the dishes must be cleaned following the health regulations directed by the local health office (3 sink method).

Kitchen and/or Food Preparation Area Sanitization

- all surfaces including the floors, walls, ceiling, counters, cupboards, and shelving located in any food storage area, food preparation area, and walk-in refrigerator/freezer units must be constructed of materials that are smooth, non-absorbent, easily cleanable, non-corrosive, and in good condition.
 - All equipment, work surfaces and eating utensils must be cleaned and disinfected to prevent illness from food (see “Safe Food Handling” resource.)
 - The kitchen floor must be tile or linoleum. No carpet allowed in the kitchen.
 - garbage containers must be leak proof, non-absorbent with tight covers
 - a separate handwashing basin is required in each food preparation area along with dispensed liquid soap and paper towels.
 - All dishes must be washed, rinsed and disinfected using either a commercial dishwasher or the following dishwashing method:
 - Wash dishes in hot soapy water.
 - Rinse in warm clear water.
 - Sanitize with 1 part bleach and 500 parts water. (100ppm: mix 5 ml (1tsp) chlorine bleach to 2 ½ liters (10 cups) of water). Soak for 1 minute. Air dry.
 - Kitchens with refrigeration, cooking/reheating equipment, a 3-compartment sink for dishwashing OR a commercial dishwasher AND a separate handwashing sink can serve food that is prepared in the kitchen or that has been prepared at another approved location, or can serve prepackaged food; reusable plates, cups, utensils can be used.
 - Kitchens with refrigeration, cooking/reheating equipment, a 2-compartment sink for dishwashing, NO commercial dishwasher, AND a separate handwashing sink can serve food that is prepared in the kitchen or that has been prepared at another approved location, or can serve prepackaged food, but must use disposable plates, cups and utensils
 - Kitchens with a single or double sink, NO handwashing sink, NO commercial
-

dishwasher can only use food prepared at another approved location and must use disposable plates, cups and utensils

- Kitchen with no sinks can only use disposable plates/cups/utensils and only serve prepackaged, individually wrapped foods and pre-washed whole fruit/veggies.

Food Handling and Food Preparation:

Home child care providers shall ensure that the 4 basic food safety principles as recommended by Hastings and Prince Edward Public Health to fight food borne bacteria and reduce the risk of food borne illness are implemented and followed:

CLEAN	SEPARATE	COOK	CHILL
Wash hands	Keep raw food below and away from ready-to-eat foods	Cook food to the right temperature	Buy cold food last and get it home fast
Wash fruits and Vegetables	Use separate cutting boards	Serve food while it is hot - over 60C (140F)	Keep cold food cold
Keep your counter tops, clothes, utensils, equipment and sinks clean and sanitized			Refrigerator temperature = 4 degrees Celsius or 40 degrees Fahrenheit or below Freezer temperature = -18 degrees Celsius or 0 degrees Fahrenheit or below
			Refrigerate or freeze perishables, prepared food and leftovers within two hours. When in doubt throw it out.

Additional resources: <http://www.hpepublichealth.ca/home/food-safety>

The Coordinator shall ensure that these policies and procedures are reviewed as follows at the child care centre:

1. With employees, before they begin their employment.
2. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.
3. With each person described in paragraph 1 or 2, at least annually after the first review and at any other time when changes are made to a policy or procedure.