



Centre Support

## Cleaning Procedure Toys

1. Immediately remove a toy that has been sneezed on, mouthed, soiled or used by a child who's unwell. Place in toy washing basket/container which children cannot access
2. Wash toys at the end of each day, especially in younger children's rooms
  - Rotating toys may help with washing schedules
3. Regularly clean ride-on vehicles and outdoor toys

### What with

- Use warm water and detergent and rinse in clean water
- Disinfect toys used by ill child

### How

- In a dishwasher if appropriate but not at the same time as dishes
- In a washing machine if machine washable
- Wipe toys (including books) that cannot be immersed in water with a damp cloth and detergent
- Use a toothbrush or other tool to clean difficult to reach areas eg corners
- Dry before returning to children. Air dry in sunlight if possible. Items like LEGO can also be left to drain overnight on a clean tea-towel

SAMPLE



Centre Support

## **Nappy Change Procedure – disposable nappies/training pants**

Ensure soiled diapers/training pants are inaccessible to children.

Never leave child alone on change table.

Do not store bulk supplies of nappies, wipes etc on or near change table.

### **Preparation**

1. Ensure adequate supplies for change eg nappies, training pants, paper towel, wipes, plastic bags
2. Wash your hands
3. Place paper on the change table
4. Put disposable gloves on both hands
5. Assist child to the nappy change table if relevant eg they can climb steps

### **Changing**

6. Remove child's nappy
7. Clean child's bottom using wipes. Make sure to wipe from front to back
8. Place any soiled clothes in a plastic bag
9. Seal soiled nappy, paper towel from change table and wipes in plastic bag (to stop smell going through service) and place in hands free lidded bin
10. Remove gloves following Glove Procedure, turning them inside out as you go.
  - you can enclose the dirty nappies and wipes in the gloves as you peel them back
  - don't touch clean clothing or nappy with dirty gloves
11. Place gloves in hands free lidded bin
  - make sure bin can't be reached by children
12. Place clean nappy on child
13. Dress child (in clean clothes if necessary)
14. Take child away from change table
15. Wash your hands following Hand Washing Procedure
16. Wash child's hands - use wipes if they cannot stand at hand basin. Supervise older children as they wash their own hands following Hand Washing Procedure

### **Cleaning**

1. Clean the change table with detergent and warm water after each nappy change using clean paper towel.
  - Wear disposable gloves if there's urine or poo on the change table



### Centre Support

- Disinfect change table if poo or urine that you know could be infectious (ie child is sick) has spilt onto table (See Spill Procedure)
- 2. Rinse and dry with clean paper towel
- 3. Place paper towel in bin
- 4. Remove gloves if worn
- 5. Wash your hands
- 6. At end of nappy change time empty bin
- 7. Wash your hands following Hand Washing Procedure
- 8. Around lunch time remove change mat from table, clean with detergent and water and leave to dry in the sun if possible. Use another change mat for the afternoon.
- 9. At end of the day change mat from table, clean with detergent and water and leave to dry in the sun if possible. Use another change mat for the morning

### Record

- 10. Record diaper in daily log eg time changed, contents of diaper (loose/solid). Also note if you noticed any skin irritation and make sure to follow up with child's family.

SAMPLE



Centre Support

## Play Dough Procedure

Educators

1. Make a new batch of play dough each day or make a new batch each week and take out enough play dough for each day after washing hands first
2. Label, date and store any remaining play dough in an airtight container away from children
  - consider storing in fridge if play dough isn't cooked
3. Ensure children wash hands before and after using play dough
4. Wash their own hands before and after using play dough
5. Give children with colds etc their own play dough
6. Discard play dough if it has been used by a child that becomes ill at the service, or there's an outbreak of vomiting and/or diarrhoea
7. Discard play dough used that day.

SAMPLE