

## **Policy Statement**

Yarra Ranges SDS believes that the management of infection control, hygiene and food safety procedures relies heavily on having an effective operational policy in place. Infection control is an important day to day requirement for the school community.

The purpose of the Infection Control Policy is to ensure the health, safety and welfare of all staff, students, volunteers and visitors. The school aims to provide an environment that practices correct and safe management of hygiene and infection control strategies to reduce risk of cross infection and implement high standards of food hygiene and preparation.

## **Transmission of Infectious Diseases**

Infection is the result of a harmful agent entering the body and multiplying. Infections can be present with or without any visible signs or symptoms of disease. A person may be infectious before they become unwell (during the incubation period) and during their illness. After a person has recovered they may be chronic carriers of the disease.

Infectious diseases are caused by bacteria, viruses, fungi or protozoa. These agents can be passed on to the next person in a number of ways including:

- Sneezing and/or coughing by an infected person spread germs by airborne droplets.
- Agents in the faeces of an infected person may be passed directly from soiled hands to mouth or indirectly through contaminated objects soiled with faeces.
- Skin-to-skin contact or sharing of contaminated personal clothing, linen or objects.
- Direct contact with blood and body fluids where there is broken skin or splashes to the mucous membrane such as eyes and mouth.

## **Infection Control Procedures**

### **Hygiene**

The importance of basic hygiene procedures in the prevention of infection and the transmission of infectious diseases cannot be overstated. Thorough hand washing is the best way to interrupt infection transmission and should be practiced:

- After each contact with an unwell or sick person
- After contact with used equipment
- As soon as possible should exposure to blood or body fluids occur
- Before preparing food

- Before eating
- After removing gloves
- After visiting the toilet

### **Wearing Gloves**

Gloves are not necessary for contact with intact skin. Gloves must be worn when:

- Providing personal care tasks
- Handling blood or body fluids
- Handling equipment or materials contaminated with blood or body fluids
- Touching mucous membrane
- Touching non-intact skin of any person
- Gloves should be changed when moving from one person to another and/or between procedures
- Gloves should also be removed to undertake administrative tasks and to answer the telephone
- Hands must be washed after the removal of gloves
- After use, gloves and other disposable material should be placed in an impervious container, such as a plastic bag and hands washed.

### **Cleaning blood and other body fluids**

It is important to treat all blood and body fluids as potentially infectious.

- Disposable gloves should be worn whenever contact with blood or body fluids is likely to occur.
- Care should also be taken to prevent splashing of blood and other body fluids on to mucous membranes such as eyes and mouth.
- Disinfectant and paper towels used for cleaning must be placed in a plastic bag and disposed of immediately.

### **Food Safety**

Food safety management involves having procedures in place for the safe preparation, storage and handling of food. Staff, students, and volunteers using the school's purpose built kitchen who are involved in preparing, cooking and serving food should maintain high standards of personal hygiene and will be trained in food hygiene competencies. As a minimum requirement the following online food handling module will be completed:

<http://dofoodsafely.health.vic.gov.au/>.

### **Food Safety Procedures**

- Wash hands before handling food and place gloves on to minimize cross contamination
- Ensure any open wound is securely covered with a waterproof bandage
- Do not touch the hair, nose or mouth during food preparation

- Wash all utensils between uses with hot or warm water and detergent
- Prevent cross-contamination by storing raw and cooked food in separate compartments in the refrigerator and use separate utensils for raw and cooked food.
- Keep food hot or keep food cold – never leave food at room temperature

<b>Date Implemented</b>	September 2017
<b>Author</b>	Elaine Feyen
<b>Approved By</b>	(School Council President)
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Assistant Principal and School Nurse
<b>Review Date</b>	September 2020
<b>References</b>	Dept of Education and Training – Infectious Diseases Policy Dept of Education and Training - Personal Hygiene Policy Related legislation – Working with Children Act 2005 State Government of Victoria, Dept of Health – Food Safety