

Policy Development Module Handout

Sample Handwashing Policy

Implementing the Components of a Policy

This is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000

Statement of Policy:

ABC Child Care Center believes that proper handwashing is the most effective way to decrease the spread of communicable disease. The CDC states that good handwashing by child care providers and children is the most effective way to prevent spreading germs in child care centers.

Statement of Intent:

This policy is intended to keep children, families and staff healthier.

Background Information:

This policy was developed in response to an increase in communicable disease.

(This is background information this particular center wanted to include because there had been a Salmonella outbreak. Not every policy will have a background statement.)

Procedure/Practice:

ABC Child Care Center requires all providers (staff or volunteer) to wash their hands at the following times:

- Upon arrival at the center and before leaving work
- Before preparing or handling food or feeding children
- After using the toilet, assisting children with toileting, or changing diapers, even if gloves are used
- After contact with any body fluids or secretions
- After handling or caring for pets
- Before administering any type of medication, or applying ointments or creams
- After cleaning surfaces or toys

Whenever hands are visibly dirty

Applicable:

All children attending the program are required to wash their hands:

Upon arrival and before leaving the center

Before and after eating

After using the toilet or having diapers changed

Before and after water or play dough play

After playing outside

After contact with body fluids

After handling or feeding pets

When hands are visibly dirty

This policy applies to all staff employed by the program, all volunteers, and all children attending the program.

Communication:

Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center.

All parents will receive a written copy of this policy in the parent handbook and a copy of this policy will be posted on the parent bulletin board in each classroom. Parents will receive written notification of any updates.

References:

(as indicated)

ABC's of Healthy Child Care

Healthy Young Children

Reviewed by:

Jane Doe, Center Director and Owner

Josie Smith, DCCEL Licensor

Mary Black, Child Care Health Consultant, LHJ

Joe Jones, attorney

Effective Date and Review Date:

This policy is effective 12/1/03 and will be reviewed annually or as needed.