



Marton Activity Centre

MAC Policy

LAUNDRY

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POLICY STATEMENT

Marton Activity Centre will maintain a healthy and hygienic environment that promotes the health of the children, educators, parents and visitors using our service. It is essential to maintain the levels of hygiene and cleanliness at Marton Activity, through consistent and manageable approaches used for the washing and handling of our laundry.

SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

PROCEDURE

Marton Activity Centre's laundry facilities are located onsite.

A washer/dryer combo machine is installed in the kitchen area of the service.

All staff members will have instruction in the use of the machine and laundry procedures during their orientation and induction process to the service.

All laundry cleaning products are to be stored in the locked chemical cabinet.

The use of the washing machine is primarily for the washing of soiled tea towels, craft stained clothing, children's dress up clothes, craft aprons, cooking aprons, centre blankets and MAC hats. The Certified Supervisor will make an execute decision on whether blood stained clothing is also washed at the centre. These facilities are not for washing and cleaning children's soiled clothes.

GENERAL

Where possible ensure that there is a full load in the machine before washing.

Read all labels to ensure washing and drying instructions are compatible with the use of the machine.

Staff are to read carefully the washing liquid/powder containers before using and ensure correct dosage is used each wash as per instructions.

LAUNDRY HAMPER

All soiled centre washing including soiled tea towels, craft stained clothing, children's dress up clothes, craft aprons, cooking aprons, centre blankets and MAC hats are to be placed in the lidded hamper.

The hamper will be washed on weekly basis, this will be incorporated in the centre's cleaning checklist. The hamper is to be washed with hot soapy water and sanitised every Friday evening or directly before an extended close down period.

TEA TOWELS

The centre has a single use tea towel policy. When finished using the tea towel is must be placed directly into the laundry hamper. Used tea towels are never to be left out to dry and then reused.

Washing tea towels must be done at a minimum of every second day or sooner as necessary, a final load will be done on Friday evening (Thursday if a Public Holiday falls on the Friday) to avoid soiled tea towels being left over the weekend or holiday periods. By doing this, it will reduce the risk of mould and bacteria growing and multiplying.

If soiled tea towels are inadvertently left in the hamper over a closing period they must be permanently disposed of and replaced with new ones.

Freshly laundered will be folded straight from the machine and placed directly into the tea towel drawer ready for use.

COOKING APRONS

Cooking aprons are single use only and must be washed after each use. They must be placed into the hamper as per the tea towels. They may be included in the wash cycle with tea towels. Strings must be tied in bows to avoid over tangling in the machine.

Once clean they must be folded straight from the machine and placed in the same drawer as the tea towels.

CRAFT APRONS

Craft aprons are to be washed during the holiday period where the centre is closed on Staff Development / Programming Days. The washing of these aprons will occur no less than 4 times per year or sooner as necessary. Strings must be tied in bows to avoid over

tangling in the machine. Craft aprons must be washed as a separate load to other items to avoid transfer of paints and glues.

CHILDREN'S DRESS-UP CLOTHING

All dress-up clothing is to be washed during the holiday period where the centre is closed on Staff Development / Programming Days. Washing of these items will occur no less than 4 times per year or sooner as necessary. Staff are to check labels to ensure colour fastness and drying recommendations. Items that cannot be tumbled dried must be hung out to air dry. All washing must be completely dry before folding and returning to the dress-up box. Dress up clothes should be washed as a separate load to other laundry.

BLANKETS

Blankets are to be washed during the holiday period where the centre is closed on Staff Development / Programming Days. Washing of these items will occur no less than 4 times per year or sooner as necessary. Blankets must be completely dry before folding and returned to the blanket basket for use.

SOILED CLOTHING

Marton Activity Centre's facilities are not for washing and cleaning soiled clothing. If the child's clothing is soiled with bodily fluids, then the clothing is to be handled using gloves, double bagged to prevent any cross contamination, and placed in the lidded bucket to await collection by a parent. (Refer to Illness & Infectious Diseases Policy)

A clearly labelled lidded bucket is used for the storage of children's soiled clothing is located in the back storeroom. Individual children's soiled clothes are to be placed into a large zip lock bag inside a plastic bag and placed inside the lidded bucket to await collection by a parent.

The laundry bucket will be cleaned and sanitised using hot soapy water and sanitiser immediately after collection of soiled clothing bags by parents.

SOILED CLOTHING - ENVIRONMENT & CRAFT SPILLS

Where light soiling occurs due to environmental, art / craft activities, a staff member will attempt to spot remove small stains whilst the child wears the article of clothing. If the area is too large for this and is unsuitable for the child to wear, they will be given spare uniform clothing items to wear. The certified supervisor will make the executive decision to either wash the clothing with the centre's facilities or send the clothing home to be cleaned by the parents.

CENTRE SPARE CLOTHING

From time to time it may be necessary for children to borrow centre spare clothing. If this occurs the item of clothing must be washed and dried upon its return following directions on the clothing label. Spare clothing will be removed from the machine once completely dried, folded and placed back into the spare clothing box for use.

If a child takes the centre's spare clothing home, it is the parent's responsibility to wash and dry clothing before returning to Marton Activity Centre.

The exception to this is spare underwear. A selection of new underwear is kept on hand at the centre for emergencies. There is no requirement for this to be returned to the service and should be kept by the child / family that uses it or permanently disposed for hygiene reasons.

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2: Children's Health & Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing & Comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest & relaxation.
2.1.3	Healthy Lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm & hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
Reg	113	Outdoor space natural environment
Reg	114	Outdoor space shade
Reg	168	Education and care service must have policies and procedures

SOURCE

Australian Children's Education & Care Quality Authority (2014)
Guide to the Education & Care services National Law & the Education & Care Services National Regulations.
ECA Code of Ethics
Guide to the National Quality Standard
Revised National Quality Standards
Occupational health and safety Act 2004
Cancer Council. www.cancercouncil.com.au/sunsmart

SERVICE POLICIES/ DOCUMENTATION

Polices	Documents
Administration of First Aid	Client Handbook
Child Protection	Staff Handbook
Enrolment & Orientation	
Excursions	