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| Performance Standard: | Subpart D Health Services Program | INCA Community Services Head Start & Early Head Start Policies and Procedures  |
| Sub Category: | 1302.47(b)(6), 1302.42 d OKDHS appendix HH | |
| Policy Council Approval Date: | 7/14/18 | |
| Governing Board Approval Date: | 7/30/18 | |
| Form: | Poster for Hand Washing | |
| Responsible: | All staff | |
| Handwashing & Hygiene | | |
| Policy | | |
| All staff systematically and routinely implement hygiene practices that ensure hands are washed before and after each meal and after activities such as diapering and toilet use to help prevent to spread of illness and disease. | | |
| Guidelines | | |
| All staff, volunteers, and children wash hands with soap and running water at least once during the following times. <ul style="list-style-type: none">• Upon arrival at the Head Start/Early Head Start.• Before and after each diaper/pull-up change.• After assisting a child with toileting.• After toileting.• After returning inside from outdoor activities.<ul style="list-style-type: none">◦ Hand sanitizer/wipe may be used.• Before and after playing in water used by more than one person.<ul style="list-style-type: none">◦ Hand sanitizer/wipe may be used.• Before food preparation, handling, consumption, or any other food-related activity (e.g. setting the table).• Before eating, serving or preparing food, bottles,or feeding a child.• Before handling newborns.<ul style="list-style-type: none">◦ 0 - 3 months.• After contact with body fluids or cleaning up spills or objects contaminated with body fluids, e.g. urine, feces, blood, saliva, nasal discharge,eye discharge.<ul style="list-style-type: none">◦ Hand sanitizer/wipe may be used after contact with nasal secretions or saliva.• After handling pets, other animals, pet cages or other pet objects that have come in contact with the pet or animal.<ul style="list-style-type: none">◦ After being present in animal areas, such as a field trip to a farm.• Any other time as needed, when hands are visibly dirty. | | |
| Staff and volunteers also wash their hands with soap and running water: <ul style="list-style-type: none">• Before and after administering medication. | | |

- Hand sanitizer/wipe may be used.
- Before administering first-aid and after completing a medical procedure.
 - Gloves should be worn if there is blood or blood containing body fluids.

Gloves

Non-porous gloves (vinyl) are worn by staff when in contact with spills of blood or other visibly bloody bodily fluids.

- Classroom staff are responsible for storing non-porous gloves in their classroom.
- Spills of bodily fluids (e.g. urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge are cleaned and disinfected immediately in keeping with established guidelines.
- Any tools and equipment used to clean spills of bodily fluids are cleaned and disinfected immediately.
- Blood contaminated materials are disposed of in a plastic bag with a secure tie.

Postings

Handwashing procedure/signs are posted near all sinks.

Training

Staff receive training annually on blood borne pathogens and infection control.

Definitions/Acronyms

INCA - Head Start and Early Head Start programs
 HS - Head Start program
 EHS - Early Head Start program
 FEC - Family Engagement Coordinator
 OKDHS - Oklahoma Department of Human Services Licensing

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.