



## Health and Hygiene Policy and Practice

Our pre-school aims to promote a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. This is achieved in the following ways:

### Health

#### **Food**

All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.

All food consumed by children during a pre-school day is to be prepared/cooked at home or purchased by the parent from a reputable retailer.

When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet and making choices.

#### **Outdoor Play**

Children will have the opportunity to play in the fresh air daily (either in the pre-school's own outside play area or on outings to parks or other community playspaces.)

Pets are not permitted onto the pre-school grounds or premises due to health & safety considerations.

#### **Illness**

Parents are required to inform the pre-school as soon as possible if their child is ill, before the beginning of the session if possible. An absence form is completed and their child is marked absent in the attendance register.

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school can take any action if necessary, and make careful observations of any child who seems unwell.

Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

If parents enquire about recommended period of absence from pre-school due to illness, information can be obtained from their GP.

In the case of a confirmed notifiable disease, contact will be made with the relevant ministries.

In the event of a pandemic, the pre-school will follow Government guidelines, keeping parents up to date with any developments as they arise.

If a child is taken ill whilst at pre-school the child will be looked after by a qualified First Aider whilst the parent or named carer is contacted and asked to collect the child as soon as possible. The child will be made as comfortable as possible whilst minimising the risk of cross-infection.

In the event of a child possibly needing hospital treatment, a 999 (National Emergency) call will be made by a staff member followed immediately by a call to a parent or carer. A qualified First Aider will look after the child and administer any First Aid as necessary until the Emergency Services arrive.

If the child requires medical attention or hospital treatment, a staff member will accompany the child (in the case of the pre-school not being able to contact the parent).

**Please note that consent for hospital treatment cannot be given by Footprints pre-school staff.**

If a child is diagnosed with a specific illness or requires special medication, a care plan will be completed with consultation with parents.

If a child is on prescribed medication, please see medical policy.

In the event of a child leaving during a session, a member of staff will complete details in the attendance register of time child collected, by whom and the reason. If this is due to an accident, the relevant accident form will be completed as usual. These procedures will apply if a member of staff has to leave.

### **Accidents**

When children play together, small accidents sometimes occur. Minor bumps and bruises will be dealt with by the members of staff trained in First Aid, and your child will be cared for and reassured.

The incident will be noted on an accident record sheet, and you will be asked to sign to verify that you have been advised of the incident.

Where a child is picked up by someone other than the child's parent, with the permission of the parent, we would normally accept that notifying this person is sufficient to satisfy this requirement.

Cuts or open sores, whether on adults or children, will be covered with plaster or other dressing.

The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

### **Information Sources**

Parents will have the opportunity to discuss health issues with the pre-school staff and will have access to information available to the pre-school.

The pre-school will maintain links with local health authority information services and/or other health agencies.

## Hygiene

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

### **Personal Hygiene**

Toilets are flushed after use.

Hands are washed after using the toilet.

Children with pierced ears are not allowed to try on or share each other's earrings.

Boxes of tissues are available and children encouraged to blow and wipe their noses when necessary.

Soiled tissues disposed of hygienically.

Children are encouraged to wash their hands.

Children are encouraged to shield their mouths when coughing.

Paper towels are provided for drying hands.

Hygiene rules related to bodily fluids followed with particular care and all staff are aware of how infections, including HIV infection, can be transmitted.

### **Procedure for Changing a Child**

Staff to wear disposable apron and gloves at all times.

Child is taken into changing area, where door is ALWAYS wide open, whilst reassuring them if necessary.

Staff ALWAYS inform another member of staff they are changing a child and that staff member would visually check changing area when in use.

A member of staff to clean any soiled area in the pre-school if necessary.

Remove any soiled clothes, placing them in a nappy sack and put into allocated area until collection by parents/carer at end of session.

Clean child as necessary with water or moist wipes and replace with any necessary clean clothes.

Spare clothes MUST be provided by the parent/carer.

Spare clothing is always available in case of accidents and in the event of no clothes provided by the parent/carer.

Disposal of soiled pull-ups in nappy sack in bins located in classroom toilet.

Clean and disinfect toilet area as necessary, washing hands thoroughly.

### **Cleaning and clearing**

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet.

Rubber gloves and aprons are always used when cleaning up spills of body fluids.

Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions.

Any fabrics in nursery contaminated with body fluids are thoroughly washed in hot water.

Child's soiled clothing is sent home in a sealed bag.

All surfaces cleaned daily with an appropriate cleaner.

### **Food**

The Pre-School will observe current legislation regarding food hygiene and training. In particular, each adult will:

Always wash hands under running water and hand wash before handling food and after using the toilet.

Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.

Never cough or sneeze over food.

Use different cleaning cloths for kitchen and toilet areas.

Keep food covered and either refrigerated or hot.

Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash hands after using it.

Wash fresh fruits and vegetables thoroughly before use.

Any food that requires heating will be heated immediately prior to serving and not left standing. No food will be reheated.

No hot drinks are allowed within pre-school whilst pre-school is in session.

Dish towels will be kept scrupulously clean and washed after each session.

All utensils will be kept clean and stored in a dust-free place e.g. closed cupboard or drawer.

This policy was adopted by Footprints Pre-school

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

On behalf of Management (Manager, Owner, Chairperson)

Review Date: \_\_\_\_\_

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.