

## Health & Hygiene – Policy and Practice

We operate a non-smoking, no alcohol and no drugs policy both indoors & outdoors. This includes excluding the use of electronic cigarettes and vaping. If a member of staff or volunteer parent/carer uses e-cigarettes to help them to stop smoking, then they will need to completely exit the building and grounds before they take part in this activity.

All staff/volunteers must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff/volunteers are taking medication which may affect their ability to care for the children, they must seek medical advice. The Manager will ensure that staff/volunteers only work with children if medical advice confirms that the medication is unlikely to impair staff's ability to look after children properly. Staff medication must be securely stored, and out of reach of children, at all times.

Our pre-school promotes 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:

**\*\*Some children may not be up to date with their injections or have chosen not to be immunised. Staff will be made aware of this and, should an outbreak of a notifiable disease parents will be informed accordingly.**

### **Illness**

- 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 alert other parents 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 a child becomes ill during the session, we will contact the parent/carer and ask them to collect the child. If we cannot contact the parent/carer we will contact the emergency contact listed. The child will be kept away from the other children and made as comfortable as possible until they are collected. In case of infectious conditions, other parents/carers will be notified.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing. (Please advise if your child is allergic to any particular plaster)

- If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.
- Ofsted will be informed within 14 days of any serious illness (in line with HPA advice), accident, injuries or death. RIDDOR (reporting injuries, disease and dangerous occurrences regulations 1995) also to be informed as applicable.

With regard to long term illness and complex medical needs, pre-school with the parents/carers and relevant health professionals will put in place a written health care plan, detailing child's condition, special requirements, e.g. dietary needs, pre-activity precautions and any side effects of medicines, what to do in an emergency and the role of the pre-school staff.

### **First Aid Training**

All staff are trained in Early Years First Aid and updated every 3 years to ensure there is always a member of staff present with first aid training. 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 pre-school staff and will have access to information available to the pre-school.

The pre-school will maintain links with health visitors and gather health information and advice from 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:

- Hands washed after using the toilet.
- A large box of tissues available and children encouraged to blow and wipe their noses when necessary and use hand cleanser. Soiled tissues disposed of hygienically. Adults to wash hands or use cleanser after wiping child's nose.
- Children encouraged to shield their mouths when coughing and to use hand cleanser afterwards.
- Paper towels are used and disposed of appropriately.
- A hand dryer is available in the pre-school toilets.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

### **Cleaning and clearing**

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Protective gloves must always be used when cleaning up spills of bodily fluids. Floors and other affected surfaces disinfected using a sterilising solution diluted according to the manufacturer's instructions.

Spare laundered pants, and other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.

### **Food**

The pre-school will observe current legislation regarding food hygiene, registration, and training.

Each adult will:

- Always wash hands under running water 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 smoke in the kitchen or any room storing food.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Keep food covered and either refrigerated or piping 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 fruit and vegetables thoroughly before use.
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing.
- No food or drink will be reheated.
- Tea towels/dish clothes will be laundered between sessions.

- All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.
- Cracked or chipped china will not be used.
- We will advise Ofsted within 14 days if 2 or more children are affected by food poisoning. RIDDOR to be informed if applicable.

## Human Influenza Pandemic

Pre-school will follow practical steps to prevent the spread of Pandemic Flu in the setting as shown in chart below:

### PRACTICAL STEPS TO PREVENT THE SPREAD OF PANDEMIC FLU IN EARLY YEARS AND CHILDCARE SETTINGS

MAIN POINTS	WHAT TO DO?
<p><b>1. Remind children and staff to wash their hands with soap and water, or use hand cleansers<sup>1</sup>, and make sure supplies are available</b></p>	<ul style="list-style-type: none"> <li>• Staff and children must use soap and water to wash soiled hands. You may use a hand cleanser to wash your hands if they are not visibly soiled.</li> <li>• Strongly encourage staff to wash their hands to the extent possible between contacts with infants and children such as before meals or feedings, after wiping the child’s nose or mouth, and after touching objects such as tissues or surfaces soiled with saliva or nasal secretions.</li> <li>• Strongly encourage staff to wash the hands of infants and toddlers when their hands become soiled.</li> <li>• Encourage children to wash their hands with soap and water when their hands have become soiled – teach them to wash their hands for 20 seconds. Children with medical conditions may need staff assistance, as they may be at greater risk if careful hygiene procedures are not followed.</li> <li>• Follow the manufacturers’ guidance on the use of hand cleansers.</li> <li>• Ensure that hand-washing facilities are stocked with soap, paper towels or working hand dryers.</li> <li>• Ensure that each childcare room and nappy changing area is supplied with hand cleansers if sinks for washing hands are not readily accessible. But cleansers must NOT be used for soiled hands.</li> </ul>

<sup>1</sup> The term ‘hand cleansers’ is used here for a range of cleansers and sanitizers available as gels, hand rubs, wipes and sprays

<p><b>2. Keep your setting environment clean and make sure that supplies are available</b></p>	<ul style="list-style-type: none"> <li>• Clean frequently touched surfaces such as toys and commonly shared items at least daily and when visibly soiled.</li> <li>• Use warm water and detergent, or commonly available household disinfectants/cleaning products, and follow instructions.</li> <li>• Keep detergents, disinfectants, and cleaning products out of reach and sight of children.</li> </ul>
<p><b>3. Remind children and staff to cover their noses and mouths when sneezing or coughing</b></p>	<ul style="list-style-type: none"> <li>• Remind children and staff to cover their noses and mouths with a tissue when sneezing and coughing and to dispose of the tissue in a bag in a closed bin, which should be emptied before it becomes full.</li> <li>• Ensure tissues are available in all rooms in your setting and where meals are provided.</li> <li>• Encourage staff and children to wash their hands or use a hand cleanser as soon as possible, if they have sneezed or coughed in their hands.</li> </ul>
<p><b>4. Observe all children for symptoms of fever and respiratory illness, especially when there is increased influenza in the community</b></p>	<ul style="list-style-type: none"> <li>• Observe closely all children with respiratory illness or any of the symptoms given in paragraph 9 of the Infection Control Guidance for schools and early year's settings.</li> <li>• If a child should fall ill whilst in a childcare group, arrange for the child to use a separate sick room to rest, away from other children to help prevent spread of the infection.</li> <li>• Notify parent(s) immediately for child to be taken home and advise parents to seek advice from the child's doctor.</li> </ul>
<p><b>5. Strongly encourage parents of sick children to keep their children home. Strongly encourage staff to stay at home if they have symptoms of illness</b></p>	<ul style="list-style-type: none"> <li>• Parents of sick children should keep them at home and away from the setting until they no longer have symptoms, to prevent spreading the infection to others.</li> <li>• Sick staff must also stay at home and only return to work once completely recovered.</li> </ul>

**\*PRE-SCHOOL HAVE RIGHT TO INSIST A CHILD IS KEPT AWAY FROM THE SETTING IF THEY FEEL THAT THE FAMILY IS NOT ADHERING TO THE GUIDANCE SET OUT BY THE DfE**

Pre-school will seek to continue operating as normally as possible during a flu pandemic, but this will be subject to staff absences, the effect of outside services and advice from the government/local authority regarding closure due to spreading of the infection between children and adults. The decision to close the school will be made by the Committee/Chair and in line with advice from the Local Authority.

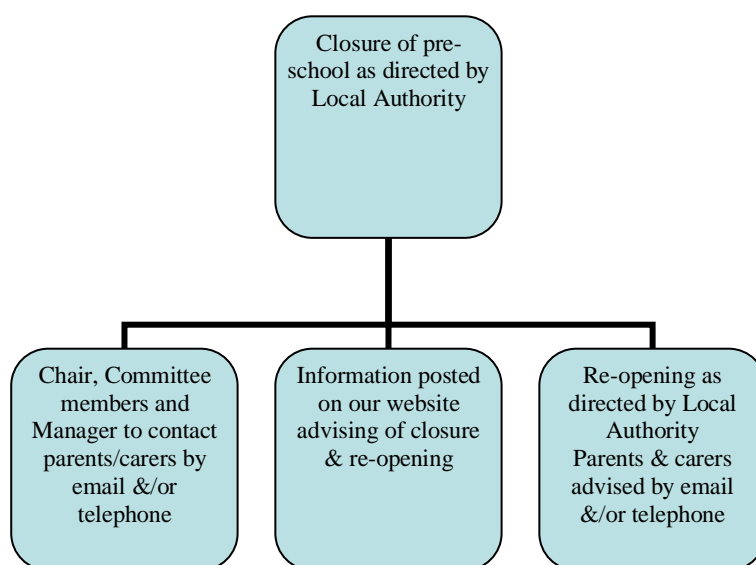
Our Health & Safety Officers will check the World Health Organisation website and the Childcare Professionals website for any updates.

If pre-school remains open during a flu pandemic the following procedures will be followed:

- Keep up to date contacts for staff and parents.

- Separate a sick child from other pupils (and minimise contact with staff) until he or she is collected by the parent or carer.
- Minimise spread of infection by practicing good hygiene, e.g. washing hands, disposing of tissues, covering mouth when coughing, etc.
- Staff members showing signs of infection to go home.
- Provide any information requested by the LA (e.g. absence rate).
- The rooms and hall may be joined in the event of reduced staffing levels and children.
- When staffing levels are reduced due to illness, the number of children able to attend will also be reduced and therefore children of parents', who are in the health care industry, local authority, etc, will be accepted first.
- Parents, carers, staff will be advised of any changes by telephone &/or email by the Chair/Committee/Manager. Information will also be posted on our website [www.heathersidepreschool.org.uk](http://www.heathersidepreschool.org.uk) to inform of closures and re-openings. Local radio stations (e.g. 96.4 Eagle radio) will also broadcast news of closures.

Contact Pre-school for further information.



Procedures for hygiene may be subject to change due to unforeseen circumstances such as: Pandemic, Global, Environmental changes and may be subject to Government Closures or Local Authority instruction. Anything personal to a child or their family, but in all instance's, procedures are in place to reduce cross contamination.

**Reviewed & re-agreed at AGM held 08th October 2021 Chair Alex Constantine**  
**Reviewed & re-agreed at AGM held 07th October 2022 Chair Alex Constantine**  
**Reviewed & re-agreed at AGM held 20th October 2023 Chair Alex Constantine**